Application for Dealer License Renewal Instructions

MVD Use Only

Vehicle Services Bureau
P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 Phone (406) 444-3661 Fax (406) 444-0116 ● dojdealerinfo@mt.gov

Enclosed is a Dealer Renewal Application. It is advised that you keep this information letter for your files because it outlines the regulations and procedures for complying with the laws governing the business.

The dealer annual report and renewal application form and fees must be received at the Vehicle Services Bureau (VSB) by the renewal schedule. Only those dealers whose annual reports are received on or before their renewal schedule may continue to display and use dealer and/or demonstrator plates and temporary registration permits. The plates and temporary registration permit privileges for any dealer whose renewal is not received on or before their renewal schedule will be suspended, requiring new plates to be purchased.

- Any changes to the dealership name, location, DBA name, franchise information, ownership name(s) or ownership address require a separate Dealer License Application (MV25) and/or a Dealer Inspection (MV105). If you have questions, contact the Vehicle Services Bureau at 406-444-3661. The forms are available on MVD's website: https://dojmt.gov/driving/dealers-forms/
- A physical plate inventory should be completed prior to ordering tabs. This is to ensure a tab is ordered for each plate in the dealer's possession.
    - Only one tab is issued per set of plates. The number on the tab will match the plate number and must be placed in the upper right corner of the plate used on the rear of the vehicle. If a tab is placed on the wrong plate or is lost, a new tab needs to be requested. The fee for each replacement tab is $10.30 (fees include 3% administrative fee per MCA 61-3-111). Citations may be issued if a plate is used with an invalid tab.
- Dealer plates may only be issued to a new or used vehicle dealer. Dealers whose business is restricted to the sale of motorcycles, power sport vehicles, or trailers may not obtain dealer plates.

Check off items below to ensure submission of a completed report. Do not submit the instruction pages with the application (when mailing or faxing). It is for your records.

☐ Complete the dealer renewal application in it's entirety.
- Sections A-H must be completed.

☐ **Indicated the disposition of all plates on the form. A validation tab must be ordered for each valid plate in your possession.** The validation tabs will be sent with your license.

- If ordering additional dealer and/or demonstrator plates, they will be shipped approximately three weeks after you receive your license. All plates are based upon the sales made during the expiring license term.

☐ Submit a copy of the certificate of liability insurance policy.

☐ Submit payment for dealer license renewal via hard copy check or money order made payable to the State of Montana, as the Motor Vehicle Division is not currently able to accept electronic payments. However, you may call VSB and pay via credit card. Indicate the dealer license number on the memo line or comments of the payment. If multiple renewals are being paid with one check please indicate the license numbers and amount used for each license.

☐ Submit the Application for Dealer License Renewal by one of the following methods

a. Electronically sign and email the forms to dojdealerinfo@mt.gov
b. Print, sign, and fax the forms to 406-444-0116
c. Print, sign, and mail to Vehicle Services Bureau, P.O. Box 201431, Helena, MT 59620-1431

Applications returned for correction may cause a delay in receiving your license, tabs and plates.

Montana state authorities reserve the right to reject any form that has been altered.
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I hereby make application to sell the following type of vehicles for the year 20 ____.

Section A: Business Information

Business Name:_____ Dealer License #_____

DBA Name (if applicable):_____

Business Street Address:_____

City:_____ County:_____ State:_____ Zip:_____

Mailing Address:_____

City:_____ County:_____ State:_____ Zip:_____

Business Phone Number (must be listed with directory assistance):_____

Federal Tax or Corporate ID Number:_____

*Business' License Liaison:_____ Fax Number:_____

Phone Number:_____ Email:_____

Alternate Email:_____

Indicate the person to act as the business' point of contact in matters involving the license application or other licensing concerns.

Section B: Ownership Information

State the full legal name of each person who has an ownership interest in the dealership. If the licensee is a corporation, the same information for the corporate officers must be provided, indicating capacity. (Corporate officers are defined as the people with day-to-day responsibility for running the corporation.) **Please print.** Additional owners or corporate officers must use a copy of this page. **If information from a previous year has changed, form MV25 Dealer License Application is required.**

Full Legal Name (as shown on your government-issued ID)	Capacity
Felony Background: Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes_____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	
Full Legal Name (as shown on your government-issued ID)	Capacity
Felony Background: Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes_____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	
Full Legal Name (as shown on your government-issued ID)	Capacity
Felony Background: Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes_____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	
Full Legal Name (as shown on your government-issued ID)	Capacity
Felony Background: Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes_____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	
Full Legal Name (as shown on your government-issued ID)	Capacity
Felony Background: Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere? Yes_____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:	

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Section C: Person designated to manage the business

If a person other than the owners or corporate officers listed above is designated to manage the business, complete this section. **If information from a previous year has changed, form MV25 Dealer License Application is required.** Please print.

Full Legal Name (as shown on your government-issued ID)

Felony Background: Has the individual listed above been found guilty of, or pled guilty to, a felony in Montana or elsewhere?
Yes_____ No _____ If yes, provide a summary of the conduct resulting in the felony determination or plea, including dates of conduct and any court proceedings relating to conduct and name and address of court. Conduct Results:

Section D: Have there been any changes to the following?

A	Types of vehicles sold	___Yes	___No	Any changes require a separate application form MV25B
B	Interests in other dealerships	___Yes	___No	Any changes require a separate application form MV25
C	Franchises (if applicable)*	___Yes	___No	Any changes require a separate application form MV25A

All forms are available on the MVD website at: dojmt.gov/driving/dealers-forms.
***The manufacturer must be licensed with the MVD before any vehicle can be distributed or sold within Montana.**

Section E: Plates

Dealer, demonstrator, and courtesy plate disposition: An inventory of all plates must be taken prior to renewal. Validation tabs will be issued for all active plates in your possession.

Dealer plates:

Montana Code Annotated (MCA) 61-4-102(7): A dealer is accountable for each set of numbered dealer plates. The dealer shall notify the Department of reassignment of one or more sets of dealer plates to another person; or of any lost or stolen dealer or demonstrator plates, within 15 days, by submitting in writing by mail, fax or e-mail.

All dealer plates assigned to your dealership, if applicable, must be accounted for and listed below. Verify the disposition of those plates and mark the status that applies. If the plate is active, the primary user's name, address, and occupation must be completed. Only active plates assigned to your dealership will receive a validation tab. Any plate not reported or reported as lost, stolen, or mutilated will be indicated as not active and cannot be reinstated.

NOTE: This portion must only be completed if DEALER plates have been issued to your dealership.

Plate No.	Disposition	Name of primary user (if plate is active)	Home address	Occupation
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing			

If you need to list additional plates, use a copy of this page.

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Demonstrator plates: MCA 61-4-129

All demonstrator plates assigned to your dealership, if applicable, must be accounted for and listed below. Verify the disposition of those plates and mark the status that applies. Only active plates assigned to your dealership will receive a validation tab. Any plate not reported or reported as lost, stolen, or mutilated will be indicated as not active and cannot be reinstated.

NOTE: This portion must only be completed if DEMONSTRATOR plates have been issued to your dealership.

NOTE: An Auto Auction must submit a signed statement listing each authorized person designated to use the license plate(s).

Plate No.	Disposition	Plate No.	Disposition
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing

If you need to list additional plates, use a copy of this page.

Courtesy license plates: MCA 61-4-130

All courtesy plates assigned to your dealership, if applicable, must be accounted for and listed below. Verify the disposition of those plates and mark the status that applies. Only active plates assigned to your dealership will receive a validation tab. Any plate not reported or reported as lost, stolen, or mutilated will be indicated as not active and cannot be reinstated.

NOTE: This portion must only be completed if COURTESY plates have been issued to your dealership.

Plate No.	Disposition	Plate No.	Disposition
	☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing		☐ Active ☐ Lost ☐ Stolen ☐ Mutilated ☐ Not Renewing

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Section F: Fees

If your renewal application is not received in the VSB office by your renewal schedule date, new plates must be ordered.

Dealer Number(s)	(A) Application Fee	(B) Dealer Tabs/Plates	(C) Demonstrator Tabs/Plates	(D) Motorcycle Tabs/Plates	(E) ID Cards	Total A, B, C, D, and E
New or Used Vehicle Dealer	$30.00	____ tab(s) @ $25.00 per set = _____ **May only be ordered if selling motor vehicles**	_____ tab(s) @ $5.00 per plate = _____	_____ tab(s) @ $5.00 per plate = _____ **May only be ordered if selling motorcycles**	**If selling power sports vehicles** 2 cards provided with application	**A)** _____ **B)** _____ **C)** _____ **D)** _____ Total _____
Use this line to order additional, new, or replacement plates for renewal year		____ set(s) @ $35.00 per set = _____ **May only be ordered if selling motor vehicles**	_____ plate(s) @ $15.00 per plate = _____	_____ plate(s) @ $15.00 per plate = _____ **May only be ordered if selling motor cycles**	____ card(s) @ $2.00 per card = _____ **May only be ordered if selling power sports**	**B)** _____ **C)** _____ **D)** _____ **E)** _____ Total _____
Used Vehicle Dealers: The sale of less than 12 retail* vehicles during the expiring license term requires an additional renewal fee of $25.00.						_____
Wholesale Dealer	$30.00	Not applicable	_____ tab(s) @ $5.00 per plate = _____	Not applicable	Not applicable	**A)** _____ **C)** _____ Total _____
Use this line to order additional, new, or replacement plates for renewal year			_____ plate(s) @ $15.00 per plate = _____	Not applicable	Not applicable	**C)** _____ Total _____
Wholesale Vehicle Dealers: The sale of less than 12 wholesale vehicles during the expiring license term requires an additional renewal fee of $25.00.**						_____
Auto Auction Dealer	$100.00	Not applicable	_____ tab(s) @ $5.00 per plate = _____	____ tab(s) @ $5.00 per plate = _____	**If selling power sports vehicles** 2 cards provided with application	**A)** _____ **C)** _____ **D)** _____ Total _____
Use this line to order additional, new, or replacement plates for renewal year		Not applicable	_____ plate(s) @ $15.00 per plate = _____	_____ plate(s) @ $15.00 per plate = _____ **May only be ordered if selling motor cycles**	____ card(s) @ $2.00 per card = _____ **May only be ordered if selling power sports**	**C)** _____ **D)** _____ **E)** _____ Total _____
Broker Dealer	$30.00	Not applicable	Not applicable	Not applicable	Not applicable	_____
Courtesy plates are issued in accordance with MCA 61-4-130 Use this line to order tabs for courtesy plates currently assigned to your dealership _____ tab(s) @ $150.00 per set =						_____
Use this line to order additional, new, or replacement courtesy plates _____ plate(s) @ $160.00 per set =						_____
SUBTOTAL						_____
3% ADMINISTRATIVE FEE (Subtotal × .03 = Admin fee) (All fees include 3% administrative fee per MCA 61-3-111)						_____
TOTAL AMOUNT DUE (Admin fee + Subtotal))						_____

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Section G: Certification of Sales

When certifying the number of vehicles sold, be sure to show the total number of Retail and Wholesale sales for the current license year.

Vehicle Types	Number of Vehicles Sold During Current License Year	
	Retail Vehicles	Wholesale Vehicles
New Vehicles		
Used Vehicles		
Power Sport Vehicles		

Section H: Certification

I _____hereby certify under penalty of law (MCA 45-7-203 Unsworn Falsification to Authorities) that on this date_____:

- I am the person named on this form
- The statements made and information contained on this form are true and correct to the best of my knowledge, information and belief
- If signing for a business entity or trust, I have full authority to do so
- I authorize the insurance company to release all general liability insurance policy information to the state of Montana, Vehicle Services Bureau
- My name, as it appears above, is intended for the purposes of this document to be my genuine signature and acknowledgment of this form.
- Applicant agrees to comply with the provisions of the Mont. Code Ann., and rules and regulations promulgated thereunder applicable to motor vehicle dealers, distributors and manufacturers in effect on the date of this Application.

- Electronically sign here to submit via email..... _____
  Electronic signature of owner/corporate officer

- Or sign below if scanning, faxing, or mailing form.

_____

Signature of owner/corporate officer (If corporate officer, give title) (This is my legal signature) Date

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