NOTICE OF PROPOSED GUIDANCE DOCUMENT

Change a Current Dealer License

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Change a Current Dealer License s. 218, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

- 1. Department's website: https://wisconsindot.gov/Pages/dmv/dlr-agents/busns-lcnse/changedealerlicense.aspx
- Mailing written comments to:
 Division of Motor Vehicles
 Wisconsin Department of Transportation
 4822 Madison Yards Way

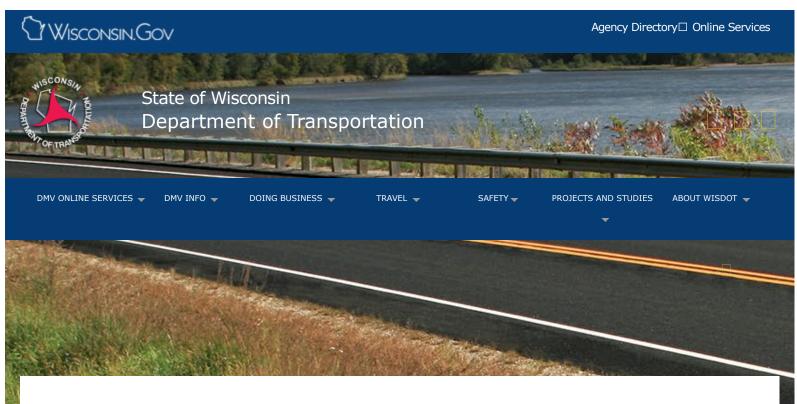
PO Box 7336 Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at <u>wisconsindot.gov</u> to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



Change a current dealer license

Retail dealer license

Renew a current dealer license

Change a current retail dealer license

Off-premise sales

Dealer registration plates

Business licenses

Business name change - notify the Wisconsin Department of Transportation (WisDOT) Dealer & Agent Section at the mailing address or phone below, or by email at dealers.dmv@dot.wi.gov if the name of your business changes. You must apply for an amended license by completing the Motor Vehicle Dealer Two Year License Application form MV2186. You will need a bond rider or new bond with the new name. If the business is leasing the business location you will need a new lease. If your dealership sells new vehicles you will need to submit a new WisDOT Manufacturer/Importer/Distributor Certification of Dealer form MV2131.

Location change - If you move your dealership, you will need to file an original dealer license application, complete with all zoning approval and other documentation. Your bond company will issue a bond rider showing your new location. See retail dealer license.

Ownership change - If your business ownership changes, you must file a complete original dealer license application.

Ownership changes include:

- Changing type of ownership. (For example, from sole proprietor to corporation)
- Adding or deleting a partner
- Adding someone who has 10% or more stock in the corporation

Adding a branch or sublot - A branch is a secondary location within the same municipality, which has the facilities to operate independently from the main location. A sublot is a secondary location in the same municipality which lacks indoor display and service facilities. Only used vehicles may be sold from a sublot. To add a branch or sublot to your current dealer license:

- Complete the Motor Vehicle Dealer Two Year License Application form ☐ MV2186, listing the branch or sublot address. Be sure to include the zoning and local permit signatures on the form.
- Send in a lease for the branch or sublot real estate unless the dealership owns the property.
- If you will be selling new vehicles from your branch location include—for each vehicle make—a manufacturer franchise listing the branch address. You may submit your franchise agreement on WisDOT's Manufacturer/Importer/Distributor Certification of Dealer form

 MV2131 or on a similar form provided by the manufacturer.
- Include fees payable to Registration Fee Trust. Fees are \$40 for a branch or \$2 for a sublot.

Adding a franchise - If you add a franchise to your current dealership, submit your new franchise agreement on WisDOT's Manufacturer/Importer/Distributor Certification of Dealer form MV2131 or on a similar form provided by the manufacturer. No fee is required. WisDOT will reissue your license certificate listing the new makes you are authorized to sell.

For more information:

- Field investigation offices
- Staff listing

If you have questions:

Email Wisconsin DMV email service

Contact Information Forms/Notices Acceptable use policy Contact Us Forms Support Legal notices Privacy policy Translate website□ Software information Traducir el sitio de web□ 翻譯網站 Website übersetzen□ WisDOT Employees ترجمة الموقع Txhais website□ Employee information 웹 사이트 번역 PTA web Перевести сайт HR Self-Service Travel Expenses WisDOT LearnCenter

