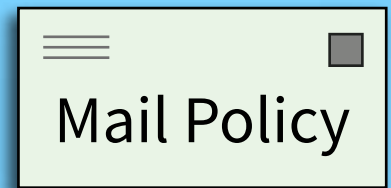




DEALER DIGEST

2020 DEALER TRAININGS



MANDATORY REPORTING

Vehicle Inspection
License Application Form
Motor Vehicle
Advisory
Board

2020 Dealer Trainings

In addition to the regional trainings each summer, we host a more limited dealer training each month in Indianapolis. New for 2020, the Dept. of Financial Institutions will be on-hand at each training to answer dealer questions.

If you'd like to attend a training, please contact Rhonda Miller at rhmiller@sos.in.gov. Please include the names of those attending, dealer number, dealer name and the email address to send the confirmation.

Trainings are held at: 302 W. Washington Street, Indianapolis 46204.

February 17th

1-3 p.m.
Room 14

March 16th

1-3 p.m.
Room 14

April 20th

1-3 p.m.
Room 14

May 18th

1-3 p.m.
Room 17

June 15th

1-3 p.m.
Room 14

July 20th

1-3 p.m.
Room 14

August 17th

1-3 p.m.
Room 14

September 21st

1-3 p.m.
Room 17

October 19th

1-3 p.m.
Room 14

November 16th

1-3 p.m.
Room 14



Mail Policy

Indiana law prohibits a dealer from having a mailing address other than their established place of business.*

One of the most common reasons mail is returned to our office is because the dealer does not have a mail receptacle. In the past, dealers have been permitted to come pick up this returned mail from our office. **We are discontinuing this practice.** Dealers will be allowed to pick up their mail one final time to allow for the transition.

Processing returned mail takes up a lot of time for our licensing clerks. We'd much rather they spend their time doing the work that helps keep your businesses running.

**an exception can be made if the location is not serviced by USPS*

Mandatory Reporting



Change in Location

Please be sure our office is on the list of people you notify when your dealership moves! For a step that might seem obvious, this is frequently missed. You are required to submit your change of address form to our office no later than 10 days after you have moved.

Just like your original location, your new location must be approved by our office. In order for your change of address to be approved, you need to submit:

- a Retail Merchant Certificate with your new address
- a current bond with your new address
- current insurance with your new address
- a completed zoning affidavit (IC 9-32-11-2)

The examiner for your area may ask for pictures of your new location. Please be prepared to provide those upon request.

Ownership Changes

When a dealer first applies for a license, they are required to list the owners. Unfortunately, many dealers fail to keep this portion of their license updated as business partners move on to new ventures, retire, etc. Not only is this a statutory violation, it leaves the dealer open to license tampering by former business partners. It can also add time and hassle to processes with our office down the line.

You must notify our office if a dealer owner* or dealer manager^ changes. You are required to notify our office no later than 10 days after the change has occurred.

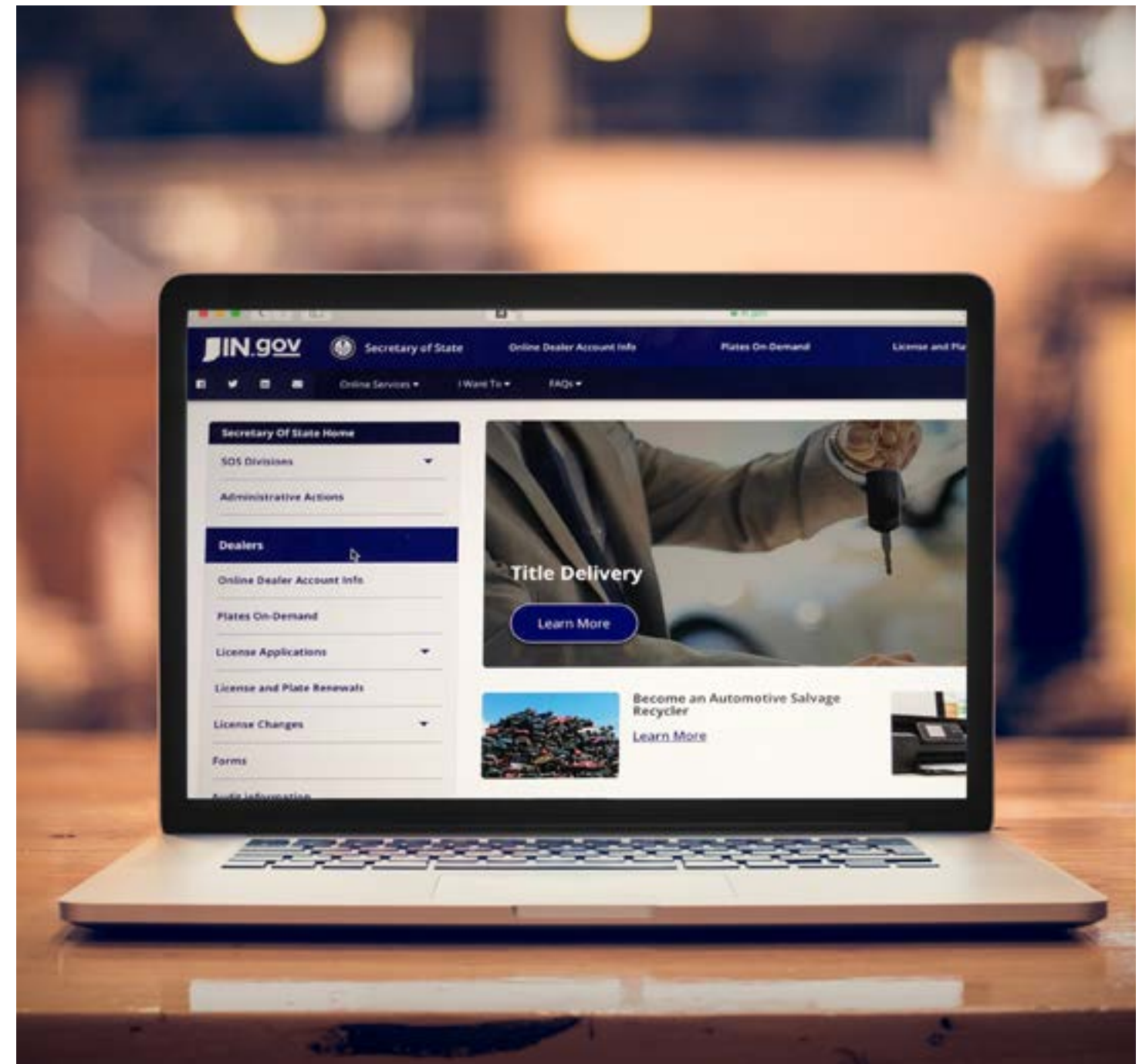
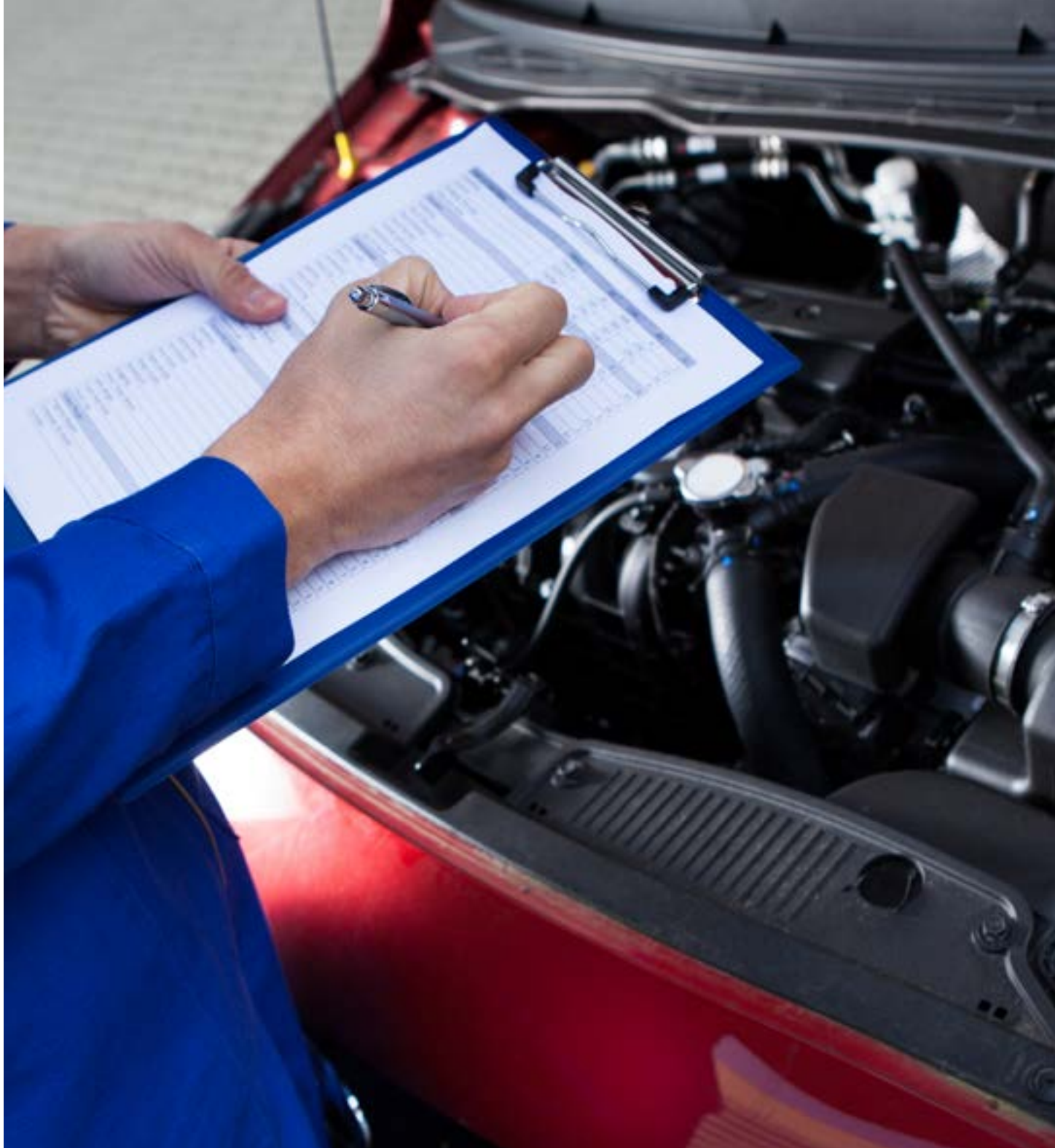
Please remember that new dealer owners or dealer managers coming on board must submit to a criminal background check.

**defined by Ind. Code 9-32-2-9.9*

^defined by Ind. Code 9-32-2-9.7

Vehicle Inspection

Please note that employees of licensed Indiana dealers do not need approval from our office to perform vehicle inspections. This change was effective July 1, 2016 but we continue to receive applications (State Form 43724). Please update your policies and procedures accordingly.



License Application Form

Effective January 1, 2020, the application for a new license is only available as an online form. Paper applications are no longer accepted. The application is available on your dealer portal and a help guide is available here.

This change will only impact dealers who are applying to be granted a license. Please note this change does not impact any other application or request.



DEALER DIGEST

Motor Vehicle Advisory Board

At the November 20, 2019 meeting Mike Hamilton was sworn in as the newest board member. Mike owns Curtis Motor Sales in Indianapolis and Danville. Mike represents the buy-here-pay-here industry. This is a perspective we have not had on the board before, so we are glad to have this fresh insight. Welcome, Mike!

Our watercraft representative, Dave Mann, has reached the end of his term on MVAB. Thank you, Dave, for serving! We hope to have a new member appointed in time for our June 2020 meeting.

The MVAB meeting dates for 2020 are:

- o June 11th
 - o Sept. 10th
 - o Nov. 12th
- Please check our website for meeting details.

Contact us!

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Auto Dealer Services Division
302 W. Washington St.
Room E-018
Indianapolis, IN 46204
(317)234-7190
dealers@sos.in.gov

Find us on Social Media

Twitter: @SecretaryLawson
Facebook: sosconnielawson
Instagram: secretary_lawson