Title and Registration Bureau

Dealer Renewal Instructions

1003 Buckskin Drive, Deer Lodge, MT 59722 ● Phone (406) 444-3661 Fax (406) 846-6039 ● 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, surety bond, and fees must be received at the Title and Registration Bureau (TRB) on or before December 31. Only those dealers whose annual reports are received on or before December 31 may continue to display and use dealer and/or demonstrator plates and temporary registration permits through the last day of February. The plates and temporary registration permit privileges for any dealer whose renewal is not received on or before December 31 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 Title and Registration Bureau at 1-800-877-7409 option 3. The forms are available on the state 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 $10.00. 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 before submitting your paperwork to the TRB-

☐ Complete, print and sign the dealer renewal application and submit by one of the following methods.

a. Email the forms to dojdealerinfo@mt.gov

b. Fax the forms to 406-846-6039

c. Hardcopy via mail to 1003 Buckskin Dr. Deer Lodge, MT 59722

- Sections A-H must be completed and all owners must sign.

☐ ***The disposition of all plates must be indicated 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 your dealer surety bond in the amount of $50,000 [$15,000 for motorcycle, $5,000 for boat (includes personal watercraft), snowmobile, or off-highway motorcycle or quadricycle (including quadricycle like vehicles)] -- or -- the continuation certificate. The bond must:

- List the type of dealer license held: **New Vehicle Dealer, Used Vehicle Dealer, Wholesale Dealer, Auto Auction, or Broker.**
- All bonds must: be in the full business name and full DBA name(s); indicate your business physical address; and, must expire December 31, no exceptions.

☐ Submit a copy of the certificate of liability insurance policy if a current copy is not on file.

☐ Payment for dealer license renewal must be submitted via hard copy check or money order, as the Motor Vehicle Division is not currently able to accept electronic payments. On the memo line of the check or money order, please indicate the dealer number. If multiple renewals are being paid with one check please indicate the dealer license numbers and amount used for each license.

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.
This form is available in alternate formats for people with disabilities.

DO NOT STAPLE

Title and Registration Bureau

Dealer License Renewal Application

MVD Use Only

1003 Buckskin Drive, Deer Lodge, MT 59722-2375 ● Phone (406) 444-3661 Fax (406) 846-6039 ● dojdealerinfo@mt.gov

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):_____

Fax Number:_____ Toll-Free Number:_____

E-Mail:_____ Alternate E-Mail:_____

Federal Tax or Corporate ID Number:_____

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			
	☐ 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 TRB office by December 31, 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 motor cycles**	**If selling power sports vehicles** 2 cards provided with application	**A)** _____ **B)** _____ **C)** _____ **D)** _____ **E)** _____ 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 _____
<u>Used Vehicle Dealers</u>: 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 _____
<u>Wholesale Vehicle Dealers</u>: 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)** _____ **E)** _____ 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**	**B)** _____ **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 =						$ _____
TOTAL AMOUNT DUE						$ _____

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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, Title and Registration Bureau
- My name, as it appears above, is intended for the purposes of this document to be my genuine signature and acknowledgement of this form.

☐ Check box for digital submission

Submit via email

- 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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