

ATTENTION: THE INDIANA WHOLESALE DEALERS LICENSE WILL NO LONGER EXIST AFTER JUNE 30, 2015.

All wholesale licenses will cease to exist after June 30, 2015. Time is running out to notify the Division of your decision regarding your Indiana wholesale dealer license. The Division will not accept any transition requests after June 30, 2015. All locations need to be approved for a transition dealers license or change to a used dealers license. Location approvals need to take place before July 1, 2015. **IF YOU PLAN TO APPLY FOR A TRANSITION DEALERS LICENSE OR CHANGE TO A USED DEALERS LICENSE, CONTACT THE DIVISION AS SOON AS POSSIBLE. DO NOT WAIT UNTIL JUNE 30, 2015.**

The following are options currently available.

OPTION 1	OPTION 2	OPTION 3	OPTION 4
<p>IF LICENSE EXPIRES MAY 30, 2015:</p> <ul style="list-style-type: none"> • Renew wholesale license and plates upon renewal. • License will expire June 30, 2015 • Surrender plates and license on or before June 30, 2015. 	<ul style="list-style-type: none"> • Transition to used dealer license using the Transition Period Guidelines. • See Transition Period Guidelines below. • Must meet all Transition Period Guidelines when applying for this option. 	<ul style="list-style-type: none"> • Change to used dealer license. • See Steps to Change to Used Dealer below. • Must meet all used dealer requirements found in IC 9-32 and 75 IAC when applying for this option. 	<ul style="list-style-type: none"> • Do not renew wholesale dealer license. • Surrender plates and license without penalty.

Transition Period Guidelines:

Requirements:

1. Can sell retail and wholesale.
2. Must have an established place of business:
 - a. Must have a separate exterior entrance;
 - b. Must be a separate business on the inside and outside of the building;
 - c. Must have a sign on the exterior of the building that indicates business name and hours of operation;
 - d. Must have an office at the established place of business with following requirements:
 1. at least 100 square feet in size;
 2. equipped with office furniture;
 3. served with utilities;
 4. reflective of functional use and operation of business;
 - e. Must be accessible to the public for a minimum of 10 hours a week during normal business hours:
 1. 5 of the 10 hours must be manned at the established place of business;
 2. Must have telephone answering service for the remaining 5 hours a week;
 - f. Cannot house a secondary business unless that business is closely related to the sale of motor vehicles and other business does not provide more than 50% of the dealer's gross income.
3. The owner or an employee must be available during hours of operation for an audit by the Division.
4. Must meet all other used dealer requirements found in IC 9-32 and 75 IAC excluding exceptions listed in the next section.

Used Dealer Requirements that are Not Required during Transition Period:

1. Established place of business does not have to:

- a. have 1,300 square feet that has space for the display of 10 vehicles and customer parking;
- b. be well lit during hours of operation; and
- c. have a conspicuous permanent sign identifying the dealer by name that is visible to the public.

Steps for Transition Period:

1. Submit a completed Transition Period Request Form which is available on the Division's website.
2. A Compliance Clerk with the Division will contact the dealer to assist with necessary documentation to complete the application process including, but not limited to:
 - a. New application
 - b. Supporting documentation (if the business address is changing) such as bond, insurance, registered retail merchant certificate (RRMC), and tax documents.
3. An Examiner for the Division will inspect and approve location.
4. Dealer will keep the plates and license throughout the Transition Period until the dealer receives new used dealer plates and license.
5. The Division will send an invoice for payment of the new used dealer plates.
 - a. The invoice will be for the same number of wholesale dealer or used dealer plates that the transitioning dealer currently has.
 - b. If the transitioning dealer wants more or less than the allotted number of plates, the dealer must communicate that with the Division.
6. Once payment is received and processed for the new dealer used plates, the Division will mail the plates to the transitioning dealer's established place of business.
 - a. The dealer must then return all wholesale dealer plates to avoid penalty.
7. The transitioning dealer will then operate as a used dealer during the Transition Period until July 1, 2016.
 - a. During this Transition Period, the transitioning dealer must submit a Transition Period Update Form every 120 days to the Division to update on progress of full transition to used dealer.

Steps to Change to Used Dealer:

A valid wholesale dealer must be able to meet all used dealer requirements including physical requirements in order to change to a used dealer.

1. Notify the Division that dealer wants to change to a used dealer license
2. A Compliance Clerk with the Division will contact the dealer to assist with necessary documentation to complete the application process including, but not limited to:
 - b. New application
 - c. Supporting documentation (if the business address is changing) such as bond, insurance, registered retail merchant certificate, and tax documents.
3. An Examiner for the Division will inspect and approve location.
4. The Division will send an invoice for payment of the new used dealer plates.
 - a. The invoice will be for the same number of wholesale dealer or used dealer plates that the transitioning dealer currently has.
 - b. If the transitioning dealer wants more or less than the allotted number of plates, the dealer must communicate that with the Division.
5. Dealer will keep the plates and license until the dealer receives new used dealer plates and license.
6. Once payment is received and processed for the new dealer used plates, the Division will mail the plates to the dealer's established place of business.
 - c. The dealer must then return all wholesale dealer plates to avoid penalty.