



2015 Dealer License Renewal Business Information



Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102

Business Information				
1. License #		2. Legal Name of Business Entity or Owner		
3. New Mexico Tax ID# (CRS)		4. Federal Tax ID Number	5. Mailing Address (may differ from business address)	
6. County		7. City		8. State
9. Zip Code				
10. Ownership Type <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership			11. SAMBA and PRC numbers A. SAMBA ID# _____ B. NMSOS SCC# _____ or Partnership# _____	
OR			<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Sub-S Corp <input type="checkbox"/> Trust or Estate	
12. License for: <input type="checkbox"/> Retail Dealer <input type="checkbox"/> Wholesaler Only <input type="checkbox"/> Manufacturer		13. Type of Vehicles Sold		
		<input type="checkbox"/> Car/Truck	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> Boat	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> ATV	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> Motorcycle	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> Trailer	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> Snowmobile	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> Jet Ski	<input type="checkbox"/> New	<input type="checkbox"/> Used
		<input type="checkbox"/> RV	<input type="checkbox"/> New	<input type="checkbox"/> Used
Primary Lot Information				
14. Doing Business As (DBA) Name			15. Business Telephone #	16. Business Fax #
17. Physical Business Street Address			18. County	
19. City		20. State	21. Zip Code	22. Preferred Contact Person
23. Telephone Number		24. Business E-Mail Address		25. Number of Vehicles Sold During Previous Year
Supplemental Lot Information				
<i>Please attach a separate sheet with all requested information for each additional supplemental location.</i>				
26. Doing Business As (DBA) Name			27. Business Telephone #	28. Business Fax #
29. Physical Business Street Address			30. County	
31. City		32. State	33. Zip Code	34. Preferred Contact Person
35. Telephone Number		36. Business E-Mail Address		37. Number of Vehicles Sold During Previous Year
Bond Verification				
Bond Underwriting Company Information:				
38. Name of Bond Underwriter			39. Business Telephone #	
40. Mailing Address		41. City	42. State	43. Zip Code
Bond Insurance Agency Information:				
44. Name of Bond Insurance Agency			45. Business Telephone #	
46. Mailing Address		47. City	48. State	49. Zip Code
Bond Information:				
50. Bond Number	51. Bond Amount	52. Bond Renewal Start Date for 2015		53. Bond Renewal End Date for 2016



2015 Dealer License Renewal Ownership Information

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Business Information

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Entity Owner Applicant Information

54. Ownership type <input type="checkbox"/> Corporation (incl. Sub-S) <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Trust or Estate <input type="checkbox"/> Other (attach explanation)	55. Legal Name of Owner Entity - <u>not</u> DBA, trade name or person's name		
	56A. Contact Person Name	56B. Telephone Number	57. Percent Owned by Entity
	58. Entity Address		
59. County	60. City	61. State	62. Zip Code

Individual Owner Applicant Information

63. Last Name	64. First Name	65. MI	
66. Business Title	67. Percent Owned	68. Physical Home Address	
69. County	70. City	71. State	72. Zip Code
73. Last 4 digits of Social Security Number xxx-xx-	74. Date of Birth	75. Residence Telephone # (not a business #)	

Individual Owner Applicant Information

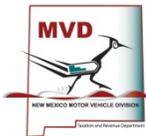
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2015 Dealer License Renewal Applicant Affidavit



Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102

Business Information

1. License #	2. Legal Name of Business Entity or Owner
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- A. **Any and all changes** concerning the dealership licensing requirements must be submitted to the Dealer Licensing Bureau and must be acceptable to the Dealer Licensing Bureau. Changes include but are not limited to: changes in ownership, changes of business partners, change of location, adding a Supplemental Lot, mailing address, phone numbers, fax numbers, email, tax id numbers, or your bonding company pursuant to Section 66-4-2 NMSA 1978 Department to issue license.
- B. When and if the department approves changes, **all changes** made must be reflected on all Dealer Invoices, and on any business sign pertaining to the business, as well as changes stated above.
- C. Bond receipt **MUST** be submitted to the Dealer Licensing Bureau at **505 Marquette NW, Suite 1501, Albuquerque, NM 87102**, within 10 business days of payment. If changing bonding companies during the license year, a **NEW ORIGINAL BOND** must be submitted. Any lapse in coverage could result in your license being suspended or revoked. Submit proof that bond is concurrent with license period, e.g. April 1 to March 31.
- D. Temporary registration permits shall be valid for a period not to exceed thirty (30) business days from the day they are validated by the department. Temporary permits shall not be extended nor another issued except for good cause shown pursuant to Section 66-3-6 NMSA 1978 Temporary registration permits, and demonstration permits and transportation plates.
- E. Any seller or transferor, including a dealer, of a vehicle required to be registered pursuant to the Motor Vehicle Code **shall furnish to the purchaser upon delivery the necessary title**, properly assigned, and shall inform the purchaser that application for transfer must be filed with the department within thirty (30) days of the date pursuant to Section 66-3-107 NMSA 1978 Duties of seller or transferor; additional duties of dealers; application for registration; penalty; mileage of vehicle.
- F. No proprietor, partner, corporate officer or operating agent has been convicted of a felony related to the use, sale or exchange of a motor vehicle since the first issuance or subsequent renewal(s) of this business license.
- G. This business maintains an established place of business, at the physical address stated in this application, which includes:
 - A place devoted exclusively to the business for which the license is to be issued and from which the principal portion of the licensee's business is conducted.
 - A prominently displayed sign giving the licensee's Doing Business As (DBA) or trade name.
 - An area of sufficient size or space to permit the display, parking or storage of one or more vehicles, based on the business of the licensee.
 - An enclosed building on a permanent foundation which meets the requirements of local zoning ordinances, the Construction Industries Division, the Fire and/or Environmental Department regulations and requirements, and is large enough to accommodate the offices(s) of the licensee and large enough to provide a safe place to keep and maintain the books and records of the licensee for three years.
- H. This business maintains at its place of business the records of the following transactions for at least three (3) full calendar years:
 - Every vehicle of a type subject to registration under the Motor Vehicle Code, which is bought, sold, or exchanged by the licensee or received by the licensee for the sale or exchange.
 - Every motor vehicle body, chassis or engine which is sold or otherwise disposed of.
 - Every vehicle that is bought or otherwise acquired and dismantled by the licensee.

Applicant hereby authorizes the New Mexico Taxation and Revenue Department and any law enforcement agency at its request to conduct a background investigation into my character, credit history, criminal history, employment history, motor vehicle operator's history, and tax compliance history.

I swear or affirm under penalty or perjury that the information I have provided in this document is true and correct to the best of my knowledge and belief. I swear that I am the owner, partner, corporate officer or operating agent of the business named above, that I have the authority to bind the business named above as to any representations made in this application, and that all statements made herein are true and correct to the best of my knowledge. I hereby acknowledge that any changes to the above information throughout the license year are subject to approval by the Taxation and Revenue Department-Motor Vehicle Division, Dealer Licensing Bureau.

I. _____ J. _____ K. _____
Applicant Printed/Typed Full Name Applicant Signature Date

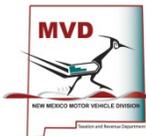
L. _____
Notary Public

N.

Place Notary stamp here

M. _____
My Commission Expires

O. Acknowledgement: On _____ day of _____ (month) of _____, the above named person, either personally known to me or identified through satisfactory evidence, appeared to me and indicated that he/she signed the foregoing document voluntarily for the purposes herein.



2015 Dealer License Renewal Long-Form Application Instructions

Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102

General Instructions

- These are the forms required by the Taxation and Revenue Department-Motor Vehicle Division Dealer Licensing Bureau to apply for a renewal of a current Dealer License.
- **PLEASE NOTE:** There are separate renewal applications for Dealer and Auto Recycler Licenses. Please be sure you use the correct one for each license and use the correct number for each business.
- Please submit your application in a timely manner. This will assist your customers who have purchased vehicles to have a smooth transaction when titling and registering their vehicles.
- **Follow all instructions and read all notes contained in this document. All information will be compared to the current Dealer Licensing Bureau records for consistency and accuracy. A License will not be issued until all discrepancies are corrected. An incomplete or inaccurately completed application could delay or jeopardize processing, approval and issuance of your 2015 license.**
- The Dealer Licensing Bureau does routine background tax checks on all owners and on other businesses in which they have an ownership interest. If we find that any tax payments are not current, or that any owners or their businesses are not currently in good standing with the New Mexico Taxation and Revenue Department (TRD), the Secretary of State (SOS) or SAMBA account users, additional documentation will be required.
- If you have any questions regarding this application, please contact the New Mexico Motor Vehicle Division's Dealer Licensing Bureau at (505) 383-2316.

Deadlines

ALL 2014 DEALER LICENSES WILL EXPIRE MARCH 31, 2015.

2015 Dealer Licenses will be effective from April 1, 2015 to March 31, 2016.

The **DEADLINE DATE** to submit 2015 dealer renewal applications is **FEBRUARY 28, 2015.**

License Renewal Checklist

If a box does not apply to you or your business operations (Ex: no supplemental lot) please mark N/A signifying not an applicable response. Please use this as your checklist to make sure you have included all materials and completed all applicable sections.

- Please print clearly or type. Illegible applications will not be reviewed. All boxes must be filled in. Failure to do so will cause the application to be returned and will delay application processing and approval.
- This document must be signed by the owner or responsible officer/agent (see page 3, letters I through O), and must be properly notarized. The signature will be accepted as valid only if the signer's information is completed in the Individual Owner Applicant Information section on page 2.
- Out-of-state owners of proprietorships must submit official proof from a government agency of personal income tax filed for the previous year.
- If you are exempt from taxes or CRS#, please attach government document attesting to that fact.
- Make copies of this application for your records. The Dealer Licensing Bureau (DLB) will not make copies for you.**
- VERIFICATION DOCUMENTS** - Provide clear copies of the following documents for the 2015 license period:
 - **Dealer Continuing Education Certificate**
 - **Business License(s)/documents** for primary and supplemental locations, i.e. license, registration, permit or letter issued by local government agency.
 - **Fire Marshal Certificate/document** for primary and supplemental locations, i.e. certificate, permit, report or letter issued by local fire marshal office. Document must state that location is in compliance, with no violations, and okay to license.
 - **Bond receipt(s) for renewal year 2015-2016.** Include receipts for separate bonds for any and all supplemental locations. Submit one type of acceptable receipt as specified in instruction #53.
 - **Printout of SOS status SCC# or Partnership# for:** corporations, Sub-S and LLC and partnerships (must be current - no more than seven days old) from www.sos.state.nm.us/business_services/.
 - **\$50.00 renewal application fee** (check or money order only, payable to MVD).

Send completed packet to the address on the header of each page.



3-Page Long Form Instructions

2015 Dealer License Renewal Long-Form Application Instructions

Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102



Page 1 Business Information

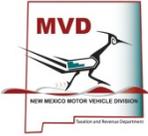
1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name. If partnership enter business name.
3. Enter Tax number (CRS#) issued to you by the New Mexico Taxation and Revenue Department.
4. Enter Federal ID Number (FEIN) issued to you by the federal government. DO NOT enter a Social Security Number (SSN). This is required for all entities except sole proprietorships that have no employees.
5. Enter address at which the business will receive mail from the DLB.
6. County where your mailing address is located.
7. City where your mailing address is located.
8. State where your mailing address is located.
9. Zip code where your mailing address is located.
10. Check the type of ownership for your business (choose only one).
- 11A. SAMBA account users only. Enter the number assigned to your dealership by SAMBA.
- 11B. **ALL corporation and partnership types** enter the SCC# or partnership# issued by the New Mexico Secretary of State (SOS).
12. What is your dealership licensed as?
13. Please identify the types of vehicles to be sold. This is reflected on your license. Note: Mark NEW only if you buy directly from, and have a sales agreement with a manufacturer or distributor.

Page 1 Primary Lot Information

14. Primary location: This will be the first location your business applied to be licensed.
 - This will be the name that appears on your sign.
15. Enter a **RELIABLE** business number where the DLB will be able to contact you.
16. Enter a **RELIABLE** business fax number where the DLB will be able to contact you.
17. Address where business is physically located.
18. County where business is physically located.
19. City where your business is physically located.
20. State where your business is physically located.
21. Zip code where business is physically located.
22. The person in your office with whom the DLB can discuss all issues pertaining to your license including sensitive tax issues.
23. **RELIABLE** telephone number for the preferred contact person.
24. **RELIABLE** business e-mail for the preferred contact person.
25. State number of vehicles your dealership sold in the previous license year. This number determines how many dealer plates your business is entitled to by law.

Page 1 Supplemental Lot Information

- 26-37 follow the same instructions as 14-25 for each location.
- See page 1, License Renewal Checklist, **VERIFICATION DOCUMENTS**.
 - If you do not have more than one location, please mark this section N/A.
 - If you closed a supplemental lot and have not already notified the Dealer Licensing Bureau, please provide a letter stating which lot is closed, including the address and the date it was closed. Failure to provide this information will result in your application being delayed.



3-Page Long Form Instructions

2015 Dealer License Renewal Long-Form Application Instructions

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Page 1 Bond Information

38. The name of the Bond Insurance Company that carries your bond (Western, CNA, Sentry, Fidelity, etc.)
39. Bond Insurance company's business telephone number.
- 40-43 Bond Insurance company's mailing address, city, state and zip code.
44. The name of the Bond Insurance Agency from which you purchased your bond (Ex. Ashton, Garcia, Tooter Cosper etc.)
45. Insurance agent's business telephone number.
- 46-49 Bond Insurance agent's mailing address, city, state and zip code.
50. The number on your dealer bond.
51. The amount of your bond (Ex: vehicles, trailers, RVs, ATVs \$50, 000- Motorcycles only \$12,500.)
52. Please enter the date your bond renews for this year, **NOT** the date the bond was first written. All bonds should start on April 1, 2015.
53. Please enter the date your bond ends for current renewal year. Do not write "continuous." (This date could also be called "anniversary date." All bonds should end on March 31, 2016. This date may be referenced on your invoice.
 - DO NOT submit a copy of original bond as proof of bond payment.
 - Submit newly purchased original bonds, signed on principal line. Bond must be concurrent with license period. See Applicant Affidavit, form page 3, letter C
 - Choose one of the acceptable proofs of renewal payment listed below:
 - o A receipt from the bond company stating: business name, bond number, and current renewal effective beginning and ending dates.
 - o A copy of the front and back of your check cashed by the bank with an invoice stating: business name, bond number and renewal effective beginning and ending dates.
 - o A letter from the bond company, on their letterhead, acknowledging payment for bond and noting the business name, bond number and renewal effective beginning and ending dates.

Page 2 Business Information

1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name.

Page 2 Entity Owner Applicant Information

All boxes are required for entity owner.

- **DO NOT** complete if business is a proprietorship.
 - An Entity Owner is any owner that is a corporation, LLC, trust, estate, partnership or other artificial legal entity. An entity owner is **NOT** an individual person or sole proprietorship.
54. Check one box only; corporation, LLC, estate, trust, nonprofit or partner. **NOT** a person's name.
 55. Enter name of corporation, LLC, trust, estate or other legal entity. May be the same as #2 on page 1.
 - 56A. Enter contact person name for the entity. Named contact person must be able to act on behalf of the business and discuss all issues, including sensitive tax issues.
 - 56B. Enter contact person's telephone number.
 57. Enter the Entity's ownership percentage. DO NOT enter the contact person's percentage.
 - 58 - 62 Street, County, City, State and Zip code for the entity. May or may not be the same as primary business physical location, such as out of state owners.



3-Page Long Form Instructions
**2015 Dealer License Renewal
Long-Form Application Instructions**
Mail completed form to: 505 Marquette, NW Suite 1501, Albuquerque, NM 87102



Page 2 Individual Owner Applicant Information

All boxes are required for each identified individual.

63-75 Individual Owner- Applicant Information:

- Make copies of this page and use to complete if there are more than four individual owners for your business.
- Repeat instructions 63-75 for each individual owner applicant and each authorized individual.
- Applicant Information must match the DLB records.
- ALL owner applicants with financial interest must complete this section. (Proprietors, partners, entity owners', members etc.)
- ANY individuals authorized to act on behalf of the business must complete this section.
- Individual owner percentages must total 100%.
- Individual owners with 10% or less financial interest may be entered as a single group. Indicate the total number of people and the total percentage owned by them as a group. Enter the name of the entity and the Federal tax ID number for the trust, estate, nonprofit, limited partnership, etc.

63. Last name of individual

64. First name of individual

65. Middle initial of individual

66. Business title

67. Enter percentage amount for those with a financial interest in the business. Enter 0% for officers and individuals who have no financial interest but do have authorization to act on behalf of the business.

68-72 enter a residence street, county, city, state and zip code, not a business address

73. Last four of Social Security Number. If you have added or dropped owners or officers and did not notify the DLB at the time of the change, contact the Bureau for instructions how to proceed.

74. Enter the month/day/and year for date of birth.

75. The residence phone must be different than the business phone number.

Page 3 Business Information

1. Enter the license number issued to you by the Dealer Licensing Bureau (DLB).
2. Enter the business name or entity. If business name is a proprietorship, enter the individual's name: first, middle initial and last name.

Page 3 Applicant and Business Affidavit

- Applicant Affidavit of Dealer License Compliance
- Sections A-O
 - Please review this information carefully (paragraphs A-H), particularly the paragraph in bold print above the signature lines.
 - Owner or responsible executive officer must print and sign their name and date the form. (Sections I-K.)
 - The document must be notarized. (Sections L-O)