

HELPFUL TIPS ON OBTAINING YOUR DEALER LICENSE

IMPORTANT: A vehicle dealer constitutes a person who purchases a vehicle with the intent to sell for a profit, or sells 5 or more vehicles within a calendar year. Doing business as a vehicle, manufactured home dealer or salesperson in the state of Kansas requires a license issued by Kansas Department of Revenue, Dealer Licensing.

- **You must have an established place of business**

An established place of business is defined as: A building or structure, separate from a residence, owned or leased, designed as an office or place to receive mail, keep records and conduct business. Everything must be delivered to your business address.

- **Sales Tax Certification**

The Business name MUST match the name you applied under for your Sales Tax Registration Number. A copy of your Sales Tax Registration must be received by this office before your license will be issued.

- **Tax Clearance**

A tax clearance certificate for all owners and in the business name shall be provided with the dealer license application as proof that all taxes at the State level are in good standing. Tax Clearance application is an online process which is found at the following: <http://www.ksrevenue.org/taxclearance.html>

- **You must have an operable telephone**

The telephone must be listed with the telephone company under the name of the licensed business.

- **Zoning Approval**

You must have proper zoning at your business location for the vehicles you are selling. Zoning approval must be secured from the appropriate zoning authority indicating that the use complies with the applicable zoning law.

- **You must have a sign in the business name**

A sign with durable lettering at least 10 inches in height and easily visible from the street identifying the established place of business, unless prohibited by local zoning laws. If prohibited by zoning laws, verification from the zoning office must be provided.

- **Personal Property Tax Approval**

Your County Treasurer must verify that you do not owe any Personal Property Taxes. Our application must be signed by the County Treasurer where the dealership is located. This verification of tax is separate from the Tax Clearance through the State referenced above.

- **Three credit references are required**

To determine financial fitness three (3) credit references are required (with complete addresses) for sole proprietorship or partnership to be submitted with your application.

- **Certificate of Insurance**

You must have insurance on your place of business and on all inventory. Public liability and property damage insurance is mandatory. Your insurance company must forward a Certificate of Insurance to this office before we can issue your license. The insurance certificate must be issued in the name and address on your dealer license application.

- **Articles of Corporation**

If your business is an entity other than sole proprietor or partnership, a copy of the Articles of Incorporation filed with the Secretary of State in Kansas must be provided along with proof of current registration. You may use kssos.org to print proof of current registration.

- **Surety Bond**

You are required to obtain and maintain a \$30,000 Surety Bond. You may satisfy this requirement by depositing with the State Treasurer cash, negotiable bonds of the United States or the State of Kansas in lieu of obtaining a Surety Bond. Exceptions to the bonding requirement are: Manufacturers, Distributors, Factory Branches, Lending Agencies, and Manufactured Home Dealers. A bond, when issued is conditioned upon the applicant of licensee complying with the provisions of the applicable statutes. The bond or other securities may be used for an indemnity for any loss sustained, by any person, by reason of any act by the licensee which constitutes grounds for a suspension or revocation of the license.

- If you are filing as a Corporation: The bond should be written in the corporate name only. *A copy of your Kansas Secretary of State Corporation papers listing your corporate officers must accompany your bond.
- If you are filing as a Partnership: the bond should be written in ALL owners names d.b.a. dealership name.
- If you are filing as an Individual/Sole Prop: The bond should be written in the owner name d.b.a. dealership name.

- **New/Used Vehicle Dealer Application**

If you are applying for a new/used license, please allow 6-8 weeks for processing your application. Review K.S.A. 8-2430 for requirements to post relevant market area changes in the Kansas Register. You will need to follow the requirements of this law and provide us the certified mailed letter of intent before you can prepare the posing for the Kansas Register as required by law.

- **Dealer Inventory**

Newly licensed dealers are eligible for 3 plates per plate type (auto/truck, motorcycle, trailer plates) to begin. Their business may require more dealer plates and can be requested if sales warrant additional plates to be issued, or they may request Full Use Plates (limit of 10). Dealers must have 5 sales per plate type to maintain or increase their plate quantity. The first auto/motorcycle plate is \$275.50; each additional plate is \$30.50. Manufactured Home and Trailer plates are \$25.50 each. Full Use plates are \$350.50; 1 auto/truck or motorcycle plate must be issued prior to requesting any Full Use Plate inventory.

- **Training**

Once a completed application, all supporting documents and fees have been received the application will be reviewed for compliance. When the license is ready to be issued you will be scheduled for Dealer Training and will receive the invitation for class via the email listed on the application. Upon completion of the class you will receive your Dealer License.

REMINDER: Please submit all supporting documentation with the completed application and fees together to avoid delayed processing. Maintain a copy of all documents for your records.

For any additional questions please contact Dealer Licensing at kdor_dealers.licensing@ks.gov or 785-296-3621, opt. 6.

**Kansas Department of Revenue
Application for a Vehicle Dealer License**

www.ksrevenue.org

F# _____

D# _____

1st Auto/MC Tag Fee <input type="checkbox"/> AU <input type="checkbox"/> MCL	\$ 275.50	Check One License Type per	Application:
Add'l Auto Plate(s) @ \$30.50 ea.	\$ _____	<input type="checkbox"/> New/Used Vehicle Dealer	\$75 <input type="checkbox"/> Distributor \$75
Add'l MC Plate(s) @ \$30.50 ea.	\$ _____	<input type="checkbox"/> Used Vehicle Dealer	\$75 <input type="checkbox"/> Distributor Branch \$75
Mfg. Home Plate(s) @ \$25.50 ea.	\$ _____	<input type="checkbox"/> Salvage Vehicle Dealer	\$75 <input type="checkbox"/> Factory Branch \$75
Trailer Plate(s) @ \$25.50 ea.	\$ _____	<input type="checkbox"/> Wholesale Vehicle Dealer	\$75 <input type="checkbox"/> Lending Agency \$50
Plate Subtotal	\$ _____	<input type="checkbox"/> Auction Motor Vehicle Dealer	\$75 <input type="checkbox"/> Used RV Broker \$75
Full Use Plate(s) @ \$350.50 ea.	\$ _____	<input type="checkbox"/> Insurance Company	\$75 <input type="checkbox"/> Vehicle Crusher \$75
Supplemental Location Fee (\$35)	\$ _____	<input type="checkbox"/> Salvage Pool	\$75 <input type="checkbox"/> Vehicle Recycler \$75
License Fee	\$ _____	<input type="checkbox"/> 1st/2nd Stage Manufacturer	\$225 <input type="checkbox"/> Rebuilder \$75
Total Fee Due	\$ _____	<input type="checkbox"/> 1st/2nd Stage Convertor	\$50 <input type="checkbox"/> Scrap Metal Recycler \$75

1. Applicant Information:

Business: _____

DBA (If applicable): _____

Business Address: _____

City: _____ County: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____ Cell Phone: _____
(Business phone must be in the business name and with the phone company)

Email Address: _____

Sales Tax Number: _____ FEIN: _____
(A copy of your Sales Tax Registration Certificate must be attached)

2. Business Type (Check One): If you are an out-of-state corporation please contact the Kansas Secretary of State's Office at 785-296-4564 to register as a Foreign Corporation with the State of Kansas. *** Must attach a copy of your Secretary of State's Registration papers.** Individual (Sole Proprietor) Partnership Corporation* Limited Liability* LTD Company* Limited Liability Co*

Date Incorporated/Registered _____ State _____

A copy of the Secretary of State papers are enclosed: Yes N/A

3. If your entity type is Individual or Partnership, you are required to submit three credit references which must be on their Business letterhead. Copy of these credit references are enclosed: Yes N/A

4. **Business Owner Information:** When a corporation is owned by more than 20 stockholders, such corporation may list the President, Vice President, Secretary and Treasurer.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Birth Date</u>	<u>SSN</u>	<u>Sex</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

5. If you are applying for a **New/Used Vehicle Dealer License**, pursuant to K.S.A. 8-2430 you must submit a written notice by Certified Mail to the Director of Vehicles of your intention to add a new line-make at your intended location, You must also state the date of proposed addition, identify all new vehicle dealers who are franchised to sell same line-make vehicles in the relevant market area and provide a short statement of evidence in meeting the burden of proof for establishing the line-make addition. **A completed D-100 New Franchise Certification must be filed with the Division of Vehicles for each franchise agreement in place.** All Manufacturers must be licensed with the State of Kansas as a 1st/2nd Stage Manufacturer in order for the franchise agreements to be approved.
6. If you are applying for a **Salvage Vehicle Dealer**, pursuant to K.S.A. 244(t), you must submit D-35 KDOT Certification of Compliance certified by the Kansas Department of Transportation.
7. Have you ever been licensed as a vehicle dealer? Yes No If yes, Year(s) _____ D# _____
8. Are you engaged in the vehicle business in any other location? Yes No
If yes, City _____ State _____ Dealer number _____
9. Have you ever been denied a dealer license or has your dealer license ever been suspended or revoked, either in this State or any other? Yes No
If yes, give reason _____
10. In accordance with K.S.A. 8-2410(a)(21), state whether within the five years immediately preceding the date of filing this application you have been convicted of a felony? Yes No
11. New or used vehicle dealers, wholesalers, brokers, salvage vehicle dealers, first or second stage manufacturers, first and second stage converters, salvage pool, vehicle recycler, rebuilder, vehicle crusher, scrap metal recycler must maintain an established place of business to be licensed. "Established place of business" means a building or structure, other than a building or structure all or part of which is occupied or used as a residence owned either in fee or leased and designated as an office or place to receive mail and keep records and conduct the routine of business. If such established place of business or lot is zoned, the correct business address and legal description of the property must be provided to the zoning authority, and proof that the proposed use complies with the applicable zoning law, ordinance or resolution must be furnished to the director by the applicant. If no zoning exists agent must indicate below. **Any area left blank will void zoning certification.**

This is to notify you that _____
(Complete Business Name)

located at _____ is in conformance with the
(Address, City, State, Zip)

Zoning ordinances or regulations of the city or county of _____, Kansas.

This location is hereby approved to conduct business at the license of _____
(License Type)

No Zoning Applicable (Above must be completed and signed by zoning agent and seal affixed to this document.)

Seal of
City or County
Zoning Office

Signature of Zoning Agent Title Date

Address of Zoning Office

City State Zip

Zoning Office Phone Number Zoning Office Fax Number

Directions to the above location: _____

PERSONAL PROPERTY TAX CERTIFICATION

12. I, the undersigned County Treasurer, certify that personal property tax levied for the preceding year against all firm owners shown hereon have been paid for the half of the preceding year, or that satisfactory evidence has been presented to this office that said owners had no taxable property for the preceding year.

Dated at _____, Kansas, this _____ day of _____,

Co. Treasurer's Signature _____ County _____

Seal of
County
Treasurer

13. Have you filed a Federal and State Income Tax return for each of the last 3 years? Yes No

Year _____ Year _____ Year _____

OWNER CERTIFICATION

14. I certify that, as proprietor, partner or corporate officer of the firm, I have authority to sign and submit this application and that all statements contained therein are true and correct.

I further state that by applying for vehicle dealer's license that I am granting the Dealer Licensing Representative to access all sales tax information for my dealership.

Owner's Printed Name _____

Signature of Owner _____ Date _____

Enclosure Checklist

- **Copy of current Certification of Insurance** is enclosed. Your insurance policy must stay in effect with no lapse in coverage or your license may be revoked pending a Dealer License Hearing. Insurance must be written in the business name and address of dealer location.
- **Original Bond from with Power of Attorney** is enclosed. Any time you make a change; such as your business name, business address, entity or owners, you must notify your bond company. Your bond must stay in effect with no lapse in coverage or your license may be revoked pending a Dealer License Hearing.
- **Tax Clearance Certificate** is enclosed. All dealers are required to provide a **Certificate of Tax Clearance for each owner and the business**. You can obtain the Tax Clearance Certificate by going to ksrevenue.org/taxclearance.html
- **Copy of Sales Tax Certificate** is enclosed.
- **Articles of Corporation from the Kansas Secretary of State or three credit references** are enclosed.
- **Franchise Agreement and D-100** are enclosed, if applicable.
- **Zoning Certificate** is complete.
- **D-35 KDOT Certificate** is enclosed, if applicable.
- **License/Plate Fees** are enclosed.
- **Picture** of your location with sign is enclosed.

Make a copy of this application and all supporting documents for your records. Mail one copy to:

Kansas Department of Revenue, Attn: Dealer License, PO Box 2369, Topeka, Ks 66601-2369