

Georgia Department of Revenue Motor Vehicle Division

DEALER REGISTRATION INSTRUCTIONS

	Franchise Dealer	Independent Dealer	Used Motor Vehicle Parts Dealer or Used Parts dealer	Motorcycle Dealer	Manufactured Home Dealer	Motor Vehicle Manufacturer	Motor Vehicle Distributor	Transporter
MV-6 Dealer, Distributor, Manufacturer & Transporter								
Tag Application	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
MV-6A Authorize / Add / Delete Agents	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
MV-6B Dealer, Distributor, Manufacturer & Transporter Application for Additional Tags (when applying for more than two (2) additional tags. The signature on this form must be	~	✓	√	✓	~	~	~	✓
notarized).	v	v	v	v	v	v	v	V
MV-6C Dealer, Distributor, Manufacturer & Transporter Renewal Application	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Photographs of sign, sales room or office and lot	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Proof of publicly listed telephone number(s) in Georgia.								
Cell phones are not accepted.	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Photocopy of proof of a State of GA Tax ID number	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Photocopy of GA Sales Tax Certificate (Form ST2) (DOR/Sales & Use Tax Division) 1-877-423-6711	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	
Photocopy of each authorized agent /representative GA								\checkmark
driver's license or GA ID card	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	
Photocopy of GA Used Motor Vehicle Dealer's license								
<u>www.sos.state.ga.us</u> (478) 207-2440		\checkmark						
Photocopy of GA Used Motor Vehicle Parts License			\checkmark					
Photocopy of GA Fire Marshal's license					\checkmark			
www.gainsurance.org 1-800-656-2298 or (404) 656-2070					v			\checkmark
Federal Employer Identification number (FEIN)								V
US DOT number (if applicable) On-line registration is available from the FMCSA website. U.S. Department of Transportation website: <u>http://www.dot.gov/</u> Federal Motor Carrier Safety Administration's (FMCSA) website: <u>http://www.fmcsa.dot.gov/</u> 1-800-832-5660								~
IFTA decal number (if applicable)								
(DOR/Taxpayer Accounting Section) https://etax.dor.ga.gov (404) 675-6135								\checkmark
Check or money order (mail-ins)								-
Cash, Check , money order or credit card (walk-ins)	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark

Definitions:

Franchise Dealer:

means any person with an established place of business in Georgia engaged in the business of buying, selling, exchanging or leasing *new* motor vehicles under a franchise agreement with a vehicle manufacturer.

Independent Dealer (Includes auto auction companies, auto brokers, retail dealers and wholesalers):

means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging *used* motor vehicles. *Independent used car dealers* include auto auction companies, auto brokers, retail dealers and wholesalers.

Used Motor Vehicle Parts Dealer or Used Parts Dealer:

dealer means any person, partnership, limited liability company, firm, or corporation with an established place of business in Georgia engaged in buying, selling, or using motor vehicle parts, either as a *used motor vehicle parts dealer*, *a motor vehicle dismantler*, *a motor vehicle rebuilder*, a *salvage pool dealer*, or a *salvage dealer*.

Motorcycle Dealer:

means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging motorcycles.

Manufactured Home Dealer / Trailer Dealer

Manufactured home dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging manufactured or mobile homes. *Trailer dealer* means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging trailers.

Motor Vehicle Manufacturer / Motorcycle Manufacturer:

Motor vehicle manufacturer means any person with an established place of business in Georgia who makes or assembles *new motor vehicles*. **Motorcycle manufacturer** means any person with an established place of business in Georgia who makes or assembles *new motorcycles*.

Motor Vehicle Distributor / Motorcycle Distributor

Motor vehicle distributor means any person with an established place of business in Georgia under contract with a manufacturer that sells or offers to sell new motor vehicles to new motor vehicle dealers. *Motorcycle distributor* means any person with an established place of business in Georgia under contract with a manufacturer that sells or offers to sell *new* motorcycles to *new* motorcycle dealers.

Transporter

Transporter means any person with an established place of business in Georgia engaged in the business of transporting manufactured homes and house trailers for others and the limited operation of motor vehicles for any of the following purposes.

Instructions for Applying for Motor Vehicle Dealer, Distributor, Manufacturer & Transporter Tags

Please apply promptly. To avoid unnecessary delays in the issuance of your tags, please review the revised applications and read <u>all</u> of the instructions <u>before</u> completing and submitting documents and fees. There are **new** requirements and fees for these tags <u>including</u> limits to the number of additional tags that will be issued.

Your dealer expiration date will be determined by the first letter or number of your business name and will expire at the end of the month according to the schedule below. Tags may be renewed up to (30) days prior to expiration date. If you register after the end of your registration period, you will be charged a 25% penalty of \$15.50 on the master tag only.

Registration Expirati	Schedule of Mailing Fees				
A or B	January	1 tag	\$1.00		
C or D	February	2 Tags	\$2.00		
E or F, or 4, 5 or 8	March	3 Tags	\$2.50		
G or H	April	4 – 6 Tags	\$5.50		
l or J	Мау	7 – 9 Tags	\$6.00		
K or L	June	10 – 15 Tags	\$6.25		
M or N or 9	July	16 – 20 Tags	\$6.50		
O or P or 1	August	21 – 25 Tags	\$6.75		
Q or R	September	26 or more	\$7.00		
S or T or 2, 3, 6 or 7	October				
U or V or W	November				
X or Y or Z or 0	December				

- The dealer tags for *franchise* motor vehicle dealers shall be distinguishable from the dealer tags for *independent retail* and *independent wholesale* dealers. Additionally, *transporter tags* shall be distinguishable from *dealer*, *wholesaler*, *manufacturer and distributor tags*.
- The first three (3) tags issued for *wholesalers* will be the same tag category as *independent retail* used car dealer. For any additional tags a wholesaler requests will depend on the number of vehicles sold *wholesale* as shown on their MV-6B application i.e. The wholesaler sells sixty (60) vehicles *wholesale*, the MVD will issue three (3) wholesale dealer tags (1) tag for <u>each</u> twenty (20) vehicles sold *wholesale*.
- An applicant may only obtain three (3) tags, i.e., one (1) master tag and two (2) additional tags, *without* completing an affidavit (Form MV-6B) certifying the number of vehicles the applicant sold (retail or wholesale), distributed, manufactured or transported during the previous calendar year based on its business records. When recording an *actual* number, the 'Actual Number' box must be checked.

If the applicant is a *new* business *or* has been in business less than a year, the number of vehicles the business is *projected* to sell (retail or wholesale), distribute, manufacture or transport during the coming calendar year must be recorded on the Form MV-6B and the 'Projected Number' box checked.

The Department has the right to limit the number of additional tags issued when the numbers certified in the affidavit on Form MV-6B differs from the department's records, business records or investigative findings. The Department may request additional documents to validate the need for additional tags.

- Dealers, distributors, manufacturers and transporters <u>must</u> include the Department's cost to mail the tags and registrations. The schedule of mailing fees is included in the instructions.
- If the dealer, distributor, manufacturer or transporter chooses to pick up their tags, the mailing fees should <u>not</u> be included with the payment for the tags. The dealer, distributor, manufacturer or transporter will be contacted after the tags and registrations are processed to schedule a date and time for pick up.
- Dealers, distributors, manufacturers and transporters must validate their established places of business in Georgia by submitting photographs of their signs, sales rooms or offices and their lots (photographs of lot are only required of franchise dealers) and proof of publicly listed Georgia telephone number(s) with their applications. Cell phone numbers are not acceptable.
- Employees or officers of a dealership, distributor and manufacturer may only operate vehicles with valid dealer, distributor or manufacturer tags. *Employee* is defined as a person working at these businesses at least thirty-six (36) hours per week. No dealer, distributor, or manufacturer may use (or permit to be used) a dealer tag for privately owned vehicles, cars for hire, for lease or vehicles used in the operations of a dealership such as rentals, delivery, courtesy or other manner.
- The renewal of your tags is subject to non-renewal if there are outstanding tax liabilities or non-filed tax returns. Contact the DOR Regional Office serving your county for additional information pertaining to tax liabilities and non-filed tax returns or call (404) 417-4490. If you are viewing these instructions on-line, <u>click here</u> to obtain the address and telephone number of the DOR Regional Office serving your county.

Mailing Address	Drop-Off Box (Business Hours)*
ATTN: Special Tags	White Mailbox
DOR/Motor Vehicle Division	Inside Lobby
PO Box 740381	4125 Welcome All Road
Atlanta, Georgia 30374-0381	Atlanta, Georgia 30349
	*Place applications, check or money order & required documents in envelope.

Registration Year _____

O.C.G.A. § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for:

(Check all that apply.)

Motor Vehicle Dealer, Distributor, Manufacturer, or Transporter Tag

Motor Vehicle Temporary Site Permit Out of State Recreational Vehicle Franchise Dealer Permit

Georgia Intrastate Motor Carrier

as referenced in O.C.G.A § 50-36-1, from the Georgia Department of Revenue, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is:

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in_____ (city), _____ (state)

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

NOTARY PUBLIC My Commission Expires: