



Vehicle Services Bureau

Manufacturer Dealer Application and Renewal Letter Instructions

MVD Use Only

P.O. Box 201431, 302 N Roberts, Helena, MT 59620-1431 • Phone (406) 444-3661 Fax (406) 444-0116 • dojdealerinfo@mt.gov

Enclosed is an Annual Manufacturer/Distributor/Importer Renewal Application. Verify and complete all information as indicated. Return the properly completed forms with the fees to this office for processing.

All manufacturers distributing or selling motorized vehicles in the State of Montana must be licensed. (A manufacturer license is not required if selling only non-motorized vehicles)

Refer to the [renewal schedule](#) to determine license renewal and expiration dates. Failure to comply will prevent a dealer from selling motorized products. Any late renewal will require new plates.

All plates must be renewed based on manufacturer dealer's [renewal schedule](#). Validation tabs will be issued for each set of plates currently in your possession. One set of plates may be obtained for each manufacturer representative within Montana. If you currently have plates and no longer have a representative in Montana the plates must be returned to our office.

Only one tab is issued per set of plates. The number on the tab must 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 will need to be requested. The fee for a replacement tab is \$10.00

Please follow the instructions below.

Check off items below to ensure submission of a completed report. Do not submit the instruction page with the application (when mailing or faxing). It is for your records.

- Section 1: Provide updates where necessary, if no changes needed indicate with an X in this section.
- Section 2: Indicate the vehicle types you manufacture or distribute to Montana.
- Section 3: Verify the list of dealers selling your *motorized* products. (If no dealer indicated in previous year this will appear blank)
 - a. Provide the status of all dealers selling your products by circling active or canceled. If a dealer has been canceled a copy of the cancellation notice sent to the dealer must be provided.
 - b. Circle any make currently sold by the dealer
 - c. Add any additional vehicle make(s) sold by dealer.
- Section 4: List any additional dealers receiving your products where indicated. This list must include name and address of dealer and make and body style of each product received. (If none, please indicate N/A or Not Applicable).
- Section 5: Each representative employed by your business that coordinates and promotes sales with authorized Montana dealers must be provided.
- Section 6: Provide the status of each plate currently in your possession by circling the disposition. If no plates in your possession disregard this portion.
- Section 7: Application Fee
 - A. Remit application fee of \$3.75 a quarter
- Section 8: Plate Fees
 - A. If plates currently in your possession, complete section 8(a).
 - B. If ordering additional plates complete section 8(b).
 - C. Complete section 8(c) if requesting plates and currently have no plates assigned to your dealership.
- Section 9: Sign the application where indicated, providing your title and capacity to sign.



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Annual Manufacturer/Distributor/Importer Renewal Application

Manufacturer/Distributor/Importer Name: _____

DBA: _____

Mailing Address: _____

Physical Address: _____

City State Zip Code

City State Zip Code

Federal Tax or Corporate ID Number: _____

*License Liaison: _____ Fax Number: _____

Phone Number: _____ Email: _____

Alternate Email: _____

*Indicate the person to act as the manufacturer/distributor/importer's point of contact in matters involving the license application or other licensing concerns.

A Manufacturer / Distributor / Importer are responsible for notifying the department of any license changes.

Section 1:

The following must be completed:

Updates: Have there been any changes to the following?

A	Business name indicated above. If yes, new name	___ Yes	___ No
B	Business street address indicated above. If yes, new address	___ Yes	___ No
C	Mailing address indicated above. If yes, new mailing address	___ Yes	___ No
D	According to our records the following makes are offered for sale, lease or distribution: { } { } { } { } { } { } { } { } Are there any changes to the above makes? (If yes, put one line through Make no longer offered for sale, lease or distribution.) If adding additional makes, please see E below.	___ Yes	___ No
E	Are there any additional makes offered for sale, lease or distribution? (If yes, a copy of the MCO for each vehicle offered for sale, lease or distribution must be submitted.)	___ Yes	___ No
F	Have any changes been made to the blanket sales agreement between the manufacturer and dealer(s) in this state? The agreement must display the manufacturer's currently licensed name. (If yes, a copy must be submitted)	___ Yes	___ No
G	Have any changes been made to the delivery and preparation obligations required to be performed by the dealer(s) prior to the delivery of the vehicle to the buyer? (If yes, a copy must be submitted)	___ Yes	___ No

Section 2: Indicate with an X the vehicle type(s) you manufacturer, distribute and/or import

___ **New** Motor Vehicles (to include cars, trucks, rugged terrain [sport utility], vans and buses)
 ___ **New** Motorhomes, ___ **New** Snowmobiles, ___ **New** Motorcycles, ___ **New** Personal watercraft
 ___ **New** Quadricycles ("Quadricycle" means a four-wheeled motor vehicle, designed for on-road or off-road use, having a seat or saddle upon which the operator sits)



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Section 3: The following is a current list of all Montana dealers approved to sell your *motorized* products. Please review this list to verify the makes sold and **circle** the appropriate status of each dealer selling your product. Failure to provide additional makes may cause delay in dealer selling your products.

Name of Dealership	Dealer Number	Address	City	State	Status	Status
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						
					Active	Cancelled
Makes sold by dealer						
Additional Makes sold						

Section 4: List any additional dealers approved to sell your products that are not included on the previous list. Only list those dealers selling *motorized* units. Provide the make(s) sold by dealer.

Name of Dealership	Address	City	State	Make(s)	Vehicle Type



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Section 5: List each representative employed by your business to coordinate and promote sales efforts with authorized dealers. Not required to reside in Montana.

Name of Representative	Address	Phone Number

You may order one set of number plates for each manufacturer's representative that is a **Montana resident**. The license plates can only be displayed on a motor vehicle used solely in the conduct of the manufacturer's business and operated by or under the control of the manufacturer's representative. Plate numbers will be assigned by the department.

Section 6: Application Fee

Application Fee	
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Section 7: Plate(s)

An inventory of all plates must be taken prior to renewal, as validation tabs will be issued for all plates in your possession. Please select the status of each plate listed below and indicate the name and address of the Montana representative the plates are assigned to. If no plates are assigned to your business, this section will appear blank.

Plate	Disposition	Name and address of Montana resident plate assigned to
	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	



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7A: Use this section to order tabs for plates currently in your inventory. If renewal is not received before your **renewal schedule** date, new plates are required, use 7B to order new plates. If no plates are assigned to your business, this section will appear blank.

Only 1 tab is issued per set of plates. The number on the tab issued 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 will need to be requested. The fee for a replacement tab is \$10.00.

(A) 1 st set of Tabs	(B) Tabs for additional plates in inventory	Total of A and B
_____ @ \$62.50 a quarter (1 tab per set of plates)	_____ @ \$5.00 a quarter (1 tab per set of plates)	

7B: Use this section if requesting new (A) or additional (B) plates.

(A) 1 st set of Plates/Tabs	(B) Additional Plates	Total of A and B
_____ @ \$260.00 (includes tab) 1 tab per set of plates	_____ @ \$30.00 per set (includes tab) 1 tab per set of plates	

Total all sections above (to include application and plate fees)	
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Section 8:

Applicant agrees to comply with the provisions of the Mont. Code Ann., and rules and regulations promulgated thereunder applicable to motor vehicle dealers, distributors and manufacturers in effect on the date of this Application.

I certify under penalty of law (Section 45-7-203, M.C.A., Unsworn Falsification to Authorities) that the statements made and information contained in this annual report are true and correct to the best of my knowledge, information and belief, and if I am signing for a commercial entity, I further certify that I have full authority to do so.

Applicant's signature

Applicant's printed name

Title

Date