

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Wholesale Dealer License

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Wholesale Dealer License s. 218, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsindot.gov/Pages/dmv/dlr-agents/busns-licnse/whlsaledealerlic.aspx>

2. Mailing written comments to:
Division of Motor Vehicles
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7336
Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsindot.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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Representative license

Retail dealer license

Salesperson license

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card

Salvage dealer license

Wholesale auction dealer
license

Wholesale dealer license

You will need these dealer license application forms:

- Wholesale License Application [MV2860](#)

- Entity/Owner Statement [□ MV2844](#)
- Wholesale Business Facilities Statement [□ MV3188](#)
- Buyer's License Application [□ MV2941](#)
- Salvage Buyer Identification (BID) Card Application [□ MV2651](#)
- Wisconsin Motor Vehicle Irrevocable Letter of Credit [□ MV1046](#)
- Dealer Bond [□ MV2511](#)
- Articles of Incorporation Document

Anyone who sells, leases, offers, or negotiates sales or leases of motor vehicles in Wisconsin must have a Wisconsin Dealer License. (Individuals can sell up to 5 of their own vehicles each year without a dealer license.) Wisconsin Department of Transportation (WisDOT) licenses dealers to ensure fair business competition and protect consumers.

A motor vehicle wholesale dealer license allows you to purchase and resell used vehicles to licensed dealers only, never to the public. Motor vehicle salvage pools, which sell salvaged vehicles to licensed dealers, are also licensed as motor vehicle wholesale dealers.

If you wish to sell or lease vehicles to the general public, you will need a retail dealer license. For information about applying for a retail dealer license, see [retail dealer license application instructions](#).

To qualify you must meet all of the following requirements:

- A permanent business location with indoor office space.
- An outdoor vehicle display lot adjacent to the business office, unless all vehicles will be displayed indoors.
- A \$25,000 surety bond or irrevocable letter of credit. For a list of insurance companies accepting applications for bonds, see [insurance companies that accept applications for bonds](#).
- Zoning and local permit approval for the location.
- An outdoor sign showing business name.
- A sign with your business hours posted on or next to the entrance door.
- Posted notice that sales are restricted to licensed dealers only.
- A lease for the business real estate unless the license applicant owns it.
- Fees for a two-year wholesale dealer license, dealer plate fee, and representative license fee. (More information on fees follows.)
- You must be at least 18 years old.
- You must be of good character, and must not have been convicted of a serious crime directly related to the sale of motor vehicles.

Apply by mail

You must complete several forms and provide additional documentation in order to apply for a wholesale dealer license. Many of the forms require your signature, or the signature of authorities and witnesses. It is not currently possible to submit your wholesale dealer license application online or by email. Some of the forms available below can be partially completed on the screen before printing. Others must be printed and completed entirely by hand. Therefore, you must apply for your wholesale dealer license by mail at the address below.

Steps in applying for a license:

1. (See [wholesale dealer license application instructions](#).) Print the instructions for your reference while completing application forms online.
2. Complete and print application materials. You must submit all of the following application

materials, except those listed as optional below. You may complete online forms on your screen before you print them. Some require additional handwritten information and signatures. However, you may not submit forms online or by email. You must mail completed paper copies of the required forms to the WisDOT Dealer & Agent Section at the address below.

- Motor Vehicle Wholesaler Two Year License Application form [MV2860](#). Print two copies.
- Entity/Owner Statement form [MV2844](#). If your business has more than one owner, print and submit a form for each owner, partner, LLC member or manager, corporate officer or shareholder.
- Wholesale Business Facilities Statement form [MV3188](#).
- A Dealer Bond form [MV2511](#). If you will be submitting an Irrevocable Letter of Credit instead of the \$25,000 bond, you will use the Wisconsin Irrevocable Letter of Credit form [MV1046](#).
- Buyer's License Application form [MV2941](#). The [Buyer's license](#) is optional.
- Salvage Buyer Identification (BID) Card Application form [MV2651](#) - The [Salvage Buyer Identification \(BID\) Card](#) is optional.

3. Mail your completed application materials to the address below.

Mail your completed application materials to this address:

Division of Motor Vehicles
 Dealer and Agent Section
 PO Box 7999
 Madison, WI 53707-7999

For more information:

- [Field investigation offices](#)
- [Wholesale dealer license application instructions](#)

If you have questions or prefer to have application materials mailed to you:

Email [Wisconsin DMV email service](#)

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