

Dealer Franchise Cancellation/Closing

Dealerships that have their dealer franchise agreements cancelled may either change their business status to a used car dealership or close their business. Following are procedures for both options.

Dealership Status Change

Dealerships needing to change their dealership status or business name should contact the Dealer Licensing Division at 217-782-7817 for an application and instructions. Dealers must file an application reflecting any necessary changes with the Secretary of State's office **within 30 days of their franchise agreement being cancelled**. A \$2 fee must accompany the application.

If the cancellation requires a name change, it also may be necessary to submit a corrected Certificate of Insurance and Illinois Vehicle Dealer Bond (if one is currently on file). Dealerships also must make any name changes to their business signage.

If a dealership is registered as a corporation or LLC, the Department of Business Services must be notified at 217-782-6961. If a dealer is filing changes to their corporation or LLC by mail, the application along with the application to correct their dealer's license must be mailed together to the following address:

Illinois Secretary of State
Dealer Licensing Division, Rm. 069
501 S. Second St.
Springfield, IL 62756

Dealerships affected by cancelled franchise agreements may also need to notify the Department of Revenue at 217-785-3707 for instructions on changing their tax forms.

Dealership Closing

Dealerships that are closing must notify their Vehicle Services field representative or the Illinois Secretary of State Department of Police. Certificates of Authority, identification cards, dealer plates and temporary registration permits must be surrendered. Dealerships also must submit all transactions for title, title and registration, and transfers for vehicles that have already been sold prior to closing.

If a dealership participated in the Electronic Registration and Titling program, the ERT vendor must be notified and all license plates, stickers and any other materials the vendor requests must be surrendered. Dealers may contact the Dealer Licensing Division at 217-782-7817 if they are unable to contact their Vehicle Services field representative or the Secretary of State Department of Police.

Vehicle Registration Fee Increases to \$79

Public Act 95-1009 was signed into law in December 2008, which increases Illinois vehicle registration fees by \$1. Effective July 1, 2009, the annual registration fee will increase to \$79, with the \$1 surcharge going toward upgrading Illinois State Police equipment statewide.

The fee increase applies to registrations for passenger

vehicles, B-trucks, motorcycles and vans weighing 8,000 pounds or less, as well as specialty plates, including vanity and personalized. Fees for title and registration will increase accordingly from \$143 to \$144 for any of the above plate categories.

Please make sure all employees are aware of these registration fee changes taking effect July 1.

Certificate of Purchase

When a vehicle is considered abandoned, law enforcement agencies may authorize a towing company to remove the vehicle. Law enforcement agencies that authorize abandoned vehicles to be towed must properly notify the owners and lienholders first, as prescribed by the Illinois Vehicle Code, and provide the purchaser a Certificate of Purchase.

The following must be provided to the Secretary of State's office when issuing a Certificate of Purchase:

- Application for Vehicle Transaction(s) (VSD 190) completed in full.
- Certificate of Purchase completed in full with original signatures. Copies or stamped signatures are not permitted. The certificate must reflect the correct year and VIN.
- Proof from the towing company that a title search was done through the Secretary of State's Motor Vehicle Records Division, Record Inquiry Section, or through law enforcement.
- If obtained through the Motor Vehicle Records Division, a valid search must reflect the stamped notation "TITLE INFORMATION," in accordance with Secretary of State procedures.
- If obtained through law enforcement, the LEADS printout showing the vehicle and owner information (and lienholder if applicable) is required.
- Copies of the owner notification.
- Verification that a certified letter was sent to the last owner and lienholder. The original and/or a copy of the letter and a copy of the signed return receipt or envelope marked "undeliverable" are acceptable. Any vehicle that is more than **seven years old** does not require a notice sent by certified mail; therefore, proof of mailing for those vehicles is not required, but copies of the letters are still required.
- Correct title fee.

Important Phone Numbers

Dealer/Remitter Helpline	866-825-7926
Dealer Licensing Section	217-782-7817
ERT Technical Support Helpline.....	800-333-6995
Title and Registration Questions	217-782-6877
Public Inquiry Division	217-785-3000
TRP Helpline.....	217-524-4329
7-Day Drive-Away Permits.....	217-782-2886
Applications and Forms.....	217-782-7132
Illinois Department of Revenue.....	217-785-3707

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Important Reminders

Application for Vehicle Transaction(s) (VSD 190)

- Be sure to complete all seller information on the application.
- Applications from vehicle dealers should include the agent's name as well as the entire dealership's name on the title reassignment.

Vehicle Transfer Fee

There is a **\$15 transfer fee** on all reclasses and/or upgrades when a new or different vehicle is involved.

ERT Transactions

All ERT/CVR transactions should be forwarded to:
Secretary of State, Vehicle Services Department
ERT Section, 501 S. Second St., Rm. 698
Springfield, IL 62756
or
Illinois Automobile Dealers Association

Supplies/Forms

- To request supplies and forms, please call the Winchester Warehouse at 217-782-2886.
- Dealers are now responsible for shipping costs for supplies/forms. Winchester Warehouse requires a UPS account number in order to mail your supplies/forms.

SHV Permits

Certain types of vehicles and some hauling specific commodities may be eligible for a Special Hauling Vehicle (SHV) Permit for proper operations grandfathered under the old Illinois Bridge Formula and not subject to the Federal Bridge Formula. The State of Illinois issues these permits at select locations, in addition to the Commercial & Farm Truck Division in Springfield. The permit is non-prorated at a fee of \$125 per vehicle and expires along with the registration of the vehicle.

In prior years, a windshield sticker was issued designating the vehicle as an SHV. Due to recent changes in federal requirements, the windshield stickers have been eliminated. SHV permits are still available, with the registration card indicating the vehicle is an SHV. There are several types of registration cards showing fees were paid for the vehicle noted as a Special Hauling Vehicle. Applicants are reminded not to expect a sticker for their windshield and to make sure the proper registration card(s) are carried in their vehicles to be exhibited on demand by law enforcement.

For more information about SHV Permits, please call the Commercial & Farm Truck Division at 217-785-1803.