

INDIANA SECRETARY OF STATE AUTO DEALER SERVICES DIVISION

302 West Washington Street, Room E-111 Indianapolis, IN 46204 Telephone: 317-234-7190 Fax: 317-233-1915 Dealers@sos.in.gov

INSTRUCTIONS:

- 1. Complete in blue or black ink or print completed request form.
- 2. The request form must be completed by the owner or authorized representative of the dealer.
- 3. You must submit the following documentation reflecting the new change in entity type, if applicable:
 - Retail Merchant Certificate, if there is a change to your Federal Identification Number or Tax Identification Number
 - Certificate of Existence
 - Certificate of Assumed Name
- 4. The completed request form must be mailed, faxed, or e-mailed to the Indiana Secretary of State Auto Dealer Services Division. Your request cannot be processed until a completed request form and all supporting documents have been submitted.

Name of Dealer (DBA name)		Dealer Number	mber		County	
Dealer Address (number and street)		City		tate	ZIP Code	
bealer Address (number and street)		Oity		iaic	Zii Gode	
New (if changing) Business Entity Type:			<u> </u>			
☐ Sole proprietorship ☐ Partnership ☐ Co	rporation	LLC		o	☐ LP	
Previous Business Entity Name						
New Business Entity Name						
New FID (if applicable)		New TID (if applicable)				
Effective Date for New Entity Name and/or Type						
/ /						
mm dd yyyy						
I hereby certify, under the penalty of perjury, that I am authorized to submit this application and that the answers and information contained in this application are true and correct.						
Signature of Dealer Owner or Authorized Representative			Date (mm/do	l/yyyy)		
Printed Name of Dealer Owner or Authorized Representative		Title				