

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 electronically, or if printed, use blue or black ink.
- 2. The request form must be completed by the owner or authorized representative of the dealer.
- 3. You must submit the following documentation if the dealer has a new business entity type:
 - Retail Merchant Certificate, if there is a change to the dealer's Tax Identification Number (TIN)
 - The TIN is either the dealer's Social Security number (if an individual) or Employer Identification Number (if a business entity).
 - Certificate of Existence
 - Certificate of Assumed Name
- 4. The completed request form must be mailed, faxed, or e-mailed to <u>dealers@sos.in.gov</u>. Your request cannot be processed until a completed request form and all supporting documents have been submitted.

Name of Dealer (DBA name)	Dealer Number	Previous TIN	
Dealer Address (number and street)	City	State	ZIP Code
,	,		
Previous Business Entity Name			
New Business Entity Name			
New business entity type (if applicable):			
☐ Sole proprietorship ☐ General Partnership ☐ Limited	Partnership	LLC	LLP
New TIN	Effective date for new entity name ar	nd/or type:	
	/		
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 (mn	n/dd/yyyy)	
Printed Name of Dealer Owner or Authorized Representative	Title		