



Division of Motor Vehicles
Dealer and Agent Section
PO Box 7909
Madison, WI 53707-7909
MV2199 11/2025

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OUT OF BUSINESS DEALER STATEMENT

Dealer Name: _____

Dealer Number: _____

Street Address: _____

City: _____ **ZIP Code:** _____ **County of:** _____

Your dealer license expires on _____. You have elected to voluntarily surrender your dealer license and wish to have the Department of Transportation records indicate the out of business date effective as of _____.

A Contact information where records are being kept:

Name: _____ **E-mail:** _____

Street Address: _____ **City:** _____ **State:** _____ **ZIP:** _____ **County:** _____

Home Phone: _____ **Cell Phone:** _____

B Dealer representative acknowledges the following four statements by initials:

- _____ Upon request, you are required to provide all records to the Department of Transportation for five years following the effective out of business date.
- _____ Any change in the above contact information for dealer records must immediately be reported to the Department of Transportation.
- _____ You must surrender all associated licenses to the Department of Transportation.
- _____ You may not conduct business without a valid license.

C The following items and licenses must be surrendered to the Department of Transportation: (Indicate whether surrendered by entering "Y" – Yes / "N" – No / "NA" – Not Applicable)

- _____ License Certificate
- _____ Salesperson's Licenses, salvage BID licenses, buyer's licenses
- _____ Dealer plates (number of plates surrendered) _____ of _____
- _____ Metal plates and stickers from plate and sticker inventory
- | | | |
|-------------------|---------|------------|
| Auto Plates | # _____ | to # _____ |
| LTK Plates | # _____ | to # _____ |
| Motorcycle Plates | # _____ | to # _____ |

I certify the following items are lost or stolen and currently unavailable:

D Dealer representative acknowledges allowed method to liquidate remaining inventory (Please Initial)

- _____ Per Wis. Admin. Code Trans 138.09(4), the Department of Transportation authorizes you to liquidate your dealership's inventory by selling the vehicles WHOLESAL – NOT RETAIL. The wholesaling of your vehicles is authorized for 30 days from the signing of this letter. Any vehicles remaining in your dealership's stock, and not wholesaled within the next 30 days, must be transferred to your personal name.

(Dealer must attach list of vehicles still in inventory including year, make, and VIN).

E Liens (Choose Appropriate)**Voluntary Blanket Lien Release**

As owner/authorized representative of the out of business dealership, _____

(Initial) MV#_____, I affirm that, as of the date of the signing of this Out of Business Dealer Statement, no outstanding liens exist in favor of the dealership. If the Department of Transportation receives any consumer complaints requesting a lien be removed from a title or title record which lists the dealership as a lienholder, I authorize the Department of Transportation to release the lien without further authorization from me or any other dealership representative.

OR

Existing Liens

As owner/authorized representative of the out of business dealership, _____

(Initial) MV#_____, I affirm that, as of the date of the signing of this Out of Business Dealer Statement, liens exist in favor of the dealership. I certify I provided written notice to all debtors which includes new contact telephone number and address to mail payments. If the Department of Transportation receives any consumer complaints requesting a lien be removed from a title or title record which lists the dealership as a lien holder, please call _____ to receive a lien release.

_____ Print name of owner or authorized rep and title	X _____ Signature	_____ Date
_____ Print name of owner or authorized rep and title	X _____ Signature	_____ Date

G Additional Notes:

I understand the details outlined in this statement and understand that noncompliance will result in enforcement sanctions and/or fines as permitted by law. I understand that, under penalty of law per Wis. Stat. §218.0119(3), if lost or stolen plates are found, they must be returned to the Department of Transportation immediately.

I understand that, under penalty of law per Wis. Stat. §342.16(2), dealer records shall be maintained for 5 years and shall be open to inspection by a representative of the Department and any dealer who fails to comply with this section may be subject to a forfeiture up to \$200.

- * *Corporation - One person may sign. The document is to be executed by an officer of the corporation. I acknowledge no shares have been issued & I have authority to dissolve the business.*
- * *Limited Liability Company (LLC) - One person may sign. The document is to be executed by a member (if management is vested in the member[s]), a manager (if management is vested in a manager or managers), or an attorney-in-fact. I acknowledge I have authority to dissolve the business.*
- * *Partnership - In unequal partnerships, only majority owner(s) must sign. In equal partnerships, all owners must sign. I acknowledge I have authority to dissolve the business.*
- * *Sole Proprietorship - Owner may dissolve business*

_____ Print name of owner or authorized rep and title*	X _____ Signature	_____ Date
_____ Print name of owner or authorized rep and title*	X _____ Signature	_____ Date

X _____ Dealer Licensing Agent Signature & Number	_____ Date
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