



ALABAMA DEPARTMENT OF REVENUE

SALES, USE & BUSINESS TAX DIVISION

SEVERANCE & LICENSE TAX SECTION

P.O. Box 327550 • Montgomery, AL 36132-7550 • (334) 353-7827

Application for Off-Site License

APPLICATION FEE IS \$25.00 PER OFF-SITE LOCATION.

WORTHLESS CHECKS WILL RESULT IN LICENSE REVOCATION.

Current Regulatory License No.

County

1. LEGAL NAME OF BUSINESS DBA NAME TELEPHONE NUMBER

MAILING ADDRESS CITY STATE ZIP

2. Currently Licensed Permanent Location Address (In the same city/county of the off-site sale.) City Zip

A.

B.

C.

3. Off-Site Location(s) for which a License is Sought: Temporary Off-Site Address City Zip County Off-Site Sale Dates: Begin Date End Date

A.

B.

C.

NOTE: The off-site sales event shall not exceed 3 per LICENSE year with each sale not to exceed 10 consecutive CALENDAR days in duration. License MUST be obtained not later than 14 days before conducting off-site sale.

4. The following questions must be answered by ALL APPLICANTS: YES NO

a. Section 40-12-395, Code of Alabama 1975, states in part: "If more than one motor vehicle dealer participates in the same off-site sale, each dealer shall obtain an off-site sale license from the Revenue Department and a license from the county." Are you aware of this? [] []

b. Is/Are the location(s) listed in Part 3 for temporary off-site sales only? [] []

c. Will the location(s) listed in Part 3 have the required sign identifying the name of the motor vehicle dealer who is conducting the sale? [] []

d. If you are a new franchised dealer, will this off-site sale be conducted within your area of responsibility as defined in the contract or franchise agreement with the manufacturer or distributor? [] []

FOR OFFICE USE ONLY Issue Date: Walk In: Approved: Entered:

Signature of Applicant Title of Applicant

Must be signed by owner, partner, member, or corporate officer listed on the original regulatory license application.

**Application Instructions For:
Off-Site License of
New or Used Motor Vehicle Dealer
Section 40-12-395, Code of Alabama 1975**

The fee for a license required by this Section is \$25 for each off-site location. Your check or money order should be made payable to the **Alabama Department of Revenue. Please do not send cash.**

NOTE: The off-site sales events cannot exceed three per license year and the duration of each sale shall not exceed 10 consecutive calendar days. Also, the license must not be obtained less than 14 days prior to the commencing of the off-site sale. The motor vehicle dealer must display a temporary sign at the location of the sale identifying the dealer by the same name as it appears on their current regulatory license for the permanent location in the same city or county. All advertising and other notices of the sale must also bear the same name.

Begin by entering the current regulatory license number and the county in which the permanent business is located. These blanks are located at the top right-hand corner of the application.

Item Instructions:

Part 1. Show the legal name of the business. For an individual, show the owner's true legal name. For a partnership, limited liability company or corporation show the exact name of the business as it appears on the current regulatory license.

Give the name under which the off-site sale will be conducted. This name must be the same as the name on the sign at the permanent location within the same city or county. Also provide the telephone number of the permanent business location.

Show the mailing address to be used by the Alabama Department of Revenue for correspondence purposes.

Part 2. Show the currently licensed permanent location that is located in the same city or county of the off-site sale. Note: The off-site sales of used motor vehicles can only be conducted at a location in the county or city where the dealer maintains a permanent location.

Part 3. Show the exact location where the off-site sale will be conducted. Also, show the beginning and ending dates of the sale.

Part 4. Items A through C must apply to all of the applicants. Item D applies to new franchise dealers only. Simply check the appropriate squares for each item.

An owner, partner, member, or corporate officer listed on the original regulatory license application must sign the off-site application.

If you want to overnight your application, the street address is as follows:

Attention: Severance & License Section

Room 3103

50 N. Ripley Street

Montgomery, AL 36104