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REDUCE ADDITIONAL COSTS AND PREVENT TIME DELAYS

DEALER SENDS CUSTOMERS' DRIVER'S LICENSE AND BUYERS ORDER IN ADVANCE

CUSTOMERS LICENSE: Our title clerks will check the driver's license for any violations that may need to be cleared up before tags can be issued to complete the transaction.

BUYERS ORDER: Our title clerks will calculate all applicable fees and send a detailed price quote to the dealer to prevent payment mistakes and additional time delays.

ATTACH DEALER CHECKLIST AND CHECK TO EACH TRANSACTION

DEALER CHECKLIST: Please attach the dealer checklist to each transaction. This will ensure that your customer gets what they want, prevents mistakes and reduces the turn around by time half.

SEPARATE CHECK: Please attach a separate check for each deal. When one check for numerous deals is sent and if a problem should arise with one deal, it holds up all of the transactions from processing.

WHEN THE DEALERS' CUSTOMER IS A BUSINESS

EXISTING BUSINESS: If the business is currently registered in Maryland with the MVA, provide the Z# or Corporate FEIN when completing the MVA VR-005 Application for Title to ensure that the motor vehicle and/or trailer are properly titled to the business.

NEW BUSINESS: If the business is not currently registered in Maryland with the MVA, please include the two items listed below when completing the MVA VR-005 Application for Title to ensure that the motor vehicle and/or trailer are properly titled to the business.

1. IRS Form CP-575, the official confirmation letter sent to businesses by the IRS to verify their unique 9-digit FEIN
2. Completed MVA VR-475 Business Entity Form with the required supporting documents found at: <https://mva.maryland.gov/Documents/VR-475.pdf>

DO NOT HAVE CUSTOMERS CALL OR VISIT DIVERSIFIED TO CHECK STATUS OF TAGS!

IMPORTANT: Please do not have customers call and/or visit Diversified to check the status of their tags, registration and stickers. We will direct your customers back to the dealership.

Diversified Tag & Title Team