



# Registration Application

## Dealership Information

Dealership AuctionACCESS ID: \_\_\_\_\_

Trade or DBA Name: \_\_\_\_\_

Legal Name (if different): \_\_\_\_\_ Date Business Started: \_\_\_\_\_

Federal ID: \_\_\_\_\_  
(US-EIN, MX-RFC, CA-GST/BIN, International-Owners Passport)

RIN (Canadian Province of Ontario only): \_\_\_\_\_

Check only one  Sole Proprietorship  General Partnership  Limited Partnership  
 Company Type:  Business Corporation  Limited Liability Company  Unlimited Liability Corporation

## Business Types

Check all that apply	New	Used	Lease	Wholesale	Parts	Salvage	Export	Rental
Automobile								
Motorcycle								
Moped								
RV								
Mobile Home								
Trailer (Pull Behind)								
Motorcycle (Off Road)								
ATV								
Snowmobile								
Heavy Equipment								
Boat								
Personal Watercraft								
Airplane								
Unknown								

## Contact Information

Lot Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

St/Prov (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

St/Prov (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Bus. Phone Number: \_\_\_\_\_ Bus. Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

**Agreement**

Dealership AuctionACCESS ID: \_\_\_\_\_

You, the undersigned entity and individuals, hereby authorize AutoTec, LLC, its affiliate Auction Insurance Agency("AIA"), and those customers that subscribe to AutoTec's AuctionACCESS system (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions) (collectively, "Customers") to provide, obtain, store, use, and share amongst themselves, and externally, as each sees fit, the information contained on this application, on any other forms provided to AutoTec, and other information regarding you and/or your dealings with each, including transaction, bank, and credit information and consumer reports. You acknowledge that AutoTec provides such information to Customers without verifying the same, on an "as is" basis, expressly disclaiming any express or implied warranties regarding such information. Customers are not limited to businesses in the automobile auction or dealer industries, but may also include other businesses providing goods or services to such industries.

By signing below, you (1) agree to the terms of this application, any exhibits hereto, and AutoTec's Terms and Conditions as they may be amended from time to time and posted on www.AuctionACCESS.com, (2) warrant that you are solvent, properly registered to do business and licensed as a dealer (if applicable), and that the information provided herein is complete, accurate, and truthful, (3) acknowledge that registration in the AuctionACCESS System is no guarantee of purchasing privileges or credit with any Customer, which each retain the discretion to deal with you as they see fit, (4) agree to be bound by the policies and procedures of each Customer at which you register or transact with your AuctionACCESS credentials, (5) agree that AutoTec, AIA, and each Customer, on their own behalf or on behalf of their respective customers and business partners may contact you for any commercial or advertising purpose using the telephone numbers (whether business, home, or mobile numbers), fax numbers, e-mail addresses, and/or other contact information provided on this form, or otherwise used in connection with your business, and (6) agree to disclose AuctionACCESS numbers only to AutoTec Customers.

You agree that these terms and any other commitments or account forms submitted to AutoTec, its affiliates, and any Customers, by you or any authorized Individual, shall have the same force and effect as though personally signed by each of you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

**Signature**

Legal Name of Entity (Corp/LLC/LLP/ULC/Partnership/Individual)

Trade or DBA Name of Entity

By: \_\_\_\_\_

Its: \_\_\_\_\_

Printed Name of Authorized Signer (Owner/Officer/Manager)

Title of Authorized Signer (Owner/Officer/Manager)

Signature of Authorized Signer (Owner/Officer/Manager)

Date of Signature

**Owners**

Owner Name

Owners AA ID

Owner Name

Owners AA ID

**References**

Auction Name

Phone Number

**Franchise Information**

Franchise Name

Franchise Number

Franchise Name

Franchise Number



## Bank Authorization Letter

To Whom It May Concern:

In order to enable the undersigned dealership to participate in AutoTec's AuctionACCESS System and thereby enhance its automotive business and ability to utilize bank accounts in connection with the same, you are hereby authorized to do the following:

- ◆ Release financial credit information, including account statements and credit reports, to AutoTec, LLC, its affiliate Auction Insurance Agency, and those customers that subscribe to AutoTec's AuctionACCESS System (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions and customers) ("Customers").
- ◆ Include the information contained in the attached Bank Reference Letter regarding the undersigned dealership and its business checking and other accounts as requested by the AuctionACCESS Customer, AutoTec, LLC, and/or Auction Insurance Agency.
- ◆ Share this information with the AuctionACCESS Customers with whom I wish to register.

The information will be used for business purposes in connection with the AuctionACCESS System and/or affiliated programs provided for subscribing Customers. We have agreed that our online or digital signature to this and other forms is binding as if personally signed. Thus, you may rely on any system generated acknowledgment stamp with IP address below.

Dealership AuctionACCESS ID: \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Dealership Address: \_\_\_\_\_

**Your prompt attention in answering the Bank Reference Letter will be greatly appreciated.**

Sincerely,

By: \_\_\_\_\_  
Printed Name of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
Title of Authorized Signer (Owner/Officer/Manager)

\_\_\_\_\_  
Signature of Authorized Signer (Owner/Officer/Manager)



AA subscribing Customer:	_____
Address:	_____
City:	_____
St/Prov:	_____ Postal Code: _____
Phone:	_____
Fax:	_____

## Bank Reference Letter

**AuctionACCESS® Dealership ID:** \_\_\_\_\_ **Owner/Officer Name:** \_\_\_\_\_  
**Dealership Name:** \_\_\_\_\_  
**Bank Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_  
**Bank Address:** \_\_\_\_\_ **Routing #:** \_\_\_\_\_  
**Bank City:** \_\_\_\_\_ **State / Province:** \_\_\_\_\_ **Country:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_  
**Bank Reference Phone:** \_\_\_\_\_ **Bank Reference Fax:** \_\_\_\_\_  
 Attention Credit Department or Officer: \_\_\_\_\_

The aforementioned Dealership has listed your bank as its principal banking reference.

AutoTec, LLC has compiled and maintains a national database, AuctionACCESS®, which contains information on licensed new and used car dealers for use by its automobile industry customers. Since those customer often accept, and advance funds on, dealership checks for transactions they facilitate, they require customers, such as Dealership, to establish their financial responsibility.

We would be grateful if you would check mark below your estimate of this account. This information will be incorporated into the AuctionACCESS® database and otherwise used only as agreed by Dealership. **Please return this completed letter directly to the above address.** Thank you for your assistance.

Dealership has been banking with your bank since: \_\_\_\_\_

Checking      Savings      Floor Plan      ZBA      Sweep      Controlled Disbursement  
 Type(s) of accounts held:      Regular Account     Account is:      Satisfactory     Open Date: \_\_\_\_\_  
     Special Account      Unsatisfactory  
     Loan Account      Closed     Closed Date: \_\_\_\_\_

The Customer is:

- A valued customer with a good reputation and financial responsibility
- Honest and reliable, but limited capital resources
- Unknown to us
- A new customer – our experience is limited
- Negative response

Average Balances for six months are:	<input type="checkbox"/> Negative Balance		Insufficient Checks or Drafts:
	<input type="checkbox"/> Nominal	<input type="checkbox"/> 3 Figures	How Many? _____ <input type="checkbox"/> Does not issue
	<input type="checkbox"/> Small	<input type="checkbox"/> 4 Figures	
	<input type="checkbox"/> Moderate	<input type="checkbox"/> 5 Figures	Overdrafts:
	<input type="checkbox"/> Medium	<input type="checkbox"/> 6 Figures	How Many? _____ <input type="checkbox"/> Does not issue
	<input type="checkbox"/> Large	<input type="checkbox"/> 7 Figures	

Maximum Credit recently extended: \$\_\_\_\_\_ Secured \$\_\_\_\_\_ Unsecured \$\_\_\_\_\_

Do you floor plan this Customer?  Yes  No

Floor Plan Line New/Used: \$\_\_\_\_\_ Floor Plan Outstanding New/Used: \$\_\_\_\_\_

Do you accept their Drafts?  Yes  No     Are all Drafts picked up within 48 hours?  Yes  No

Physical Address of bank for sight Draft: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of Bank Official \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_



### Dealership Credit Information

Dealership Name: \_\_\_\_\_ Dealership Auction ACCESS® ID: \_\_\_\_\_

Bank 1: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Date Opened: \_\_\_\_\_  
 Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Bank 2: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Date Opened: \_\_\_\_\_  
 Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Finance or Floor Plan:  
 Company: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Branch: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Date Opened: \_\_\_\_\_  
 Floor Plan Account #: \_\_\_\_\_ Floor Plan Credit Limit: \_\_\_\_\_ Account Opened: \_\_\_\_\_

Finance or Floor Plan:  
 Company: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Branch: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Date Opened: \_\_\_\_\_  
 Floor Plan Account #: \_\_\_\_\_ Floor Plan Credit Limit: \_\_\_\_\_ Account Opened: \_\_\_\_\_

Finance or Floor Plan:  
 Company: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Branch: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St/Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Date Opened: \_\_\_\_\_  
 Floor Plan Account #: \_\_\_\_\_ Floor Plan Credit Limit: \_\_\_\_\_ Account Opened: \_\_\_\_\_

## Signature(s)

The undersigned dealer authorizes Plaza Auto Auction, Inc. to obtain credit information from a credit bureau, and any financial institution (bank) or trade creditor as well as any other credit investigation that provide to any other National Auto Auction Association auction requesting information regarding its performance, dealer in good standing information and information regarding the dealers representatives.

Dealer acknowledges receipt of Plaza Auto Auction, Inc. Auctions' Policies, Terms and Conditions, which set forth the terms and conditions under which Dealer may conduct business at Plaza Auto Auction, Inc. and by executing and subsequent use of Plaza Auto Auction buyers card issues to Dealer upon approval of this Dealer Application, Dealer agrees to the Auction Policies, Terms and Conditions, which may change from time to time. Dealer will not be allowed to conduct business with Plaza Auto Auction, Inc. unless Dealer has reviewed and agreed to the Policies, Terms and Conditions.

Dealer acknowledges that Plaza Auto Auction shall have the authority to approve or disapprove Dealer doing business at Plaza Auto Auction, Inc.

Dealer gives the express permission to receive fax transmissions to the listed fax number, telephone calls to the listed telephone numbers, emails to the listed email addresses, mailings to the listed address and any other form of communication from Plaza Auto Auction, Inc. This permission will remain in effect until canceled in writing.

Date:

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Dealership Name:

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Printed Name of Owner/Officer:

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Signature of Owner/Officer:

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320 Highway 30 West • PO Box 147  
Mt. Vernon, Iowa 52314-0147

319-895-6232 • Fax: 319-895-6727

www.plazaaa.com

## Power of Attorney

\_\_\_\_\_ (“Client”) hereby appoints and constitutes, Plaza Auto Auction, Inc. (“Auction”) and its designees, to execute on behalf of client certificates of title and/or registration of such vehicles; odometer disclosure statements, and such other documents as deemed necessary to convey to purchasers at auction good titles to vehicles consigned by undersigned to Auction to be sold at auction.

With reference to the odometer disclosure statement, unless otherwise instructed by client, in executing the odometer disclosure statement on behalf of the client, Auction and/or its designees are directed to enter the mileage reading on the dashboard of each vehicle as the true and correct mileage of such vehicle. Unless it states otherwise in writing, Client represents that such mileage readings are true and correct to the best of the clients information and belief, and client will indemnify and hold harmless Auction and its designees action pursuant to this power of attorney, against any and all costs, claims, or actions whatsoever, including reasonable attorney’s fees, based upon or resulting from inaccuracy of the odometer reading on any vehicle, unless such inaccuracy is caused by the Auction or its designees.

The undersigned dealer (“Dealer”) acknowledges receipt of Plaza Auto Auction, Inc. Policies, Terms and conditions, which set forth the procedure under which Dealer may conduct business at Plaza Auto Auction, Inc. by executing and submitting to Plaza Auto Auction, Inc. this dealer’s application, and by subsequent use of Plaza Auto Auction, Inc. Dealer Card issued to Dealer upon approval of application. Dealer and Dealer Representatives agree and are knowledgeable of all Plaza Auto Auction, Inc Policies, Terms and Conditions, all of which may change from time to time. Lack of knowledge of Policies, Terms and Conditions will not release Dealer of obligations.

\_\_\_\_\_  
(Print Name of Dealer) (Date)

\_\_\_\_\_  
(Signature of Dealer)

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires:  
\_\_\_\_\_

Original on file at Plaza Auto Auction, Inc.



# Dealership Authorization of an Individual

Dealership Name: \_\_\_\_\_ Dealership AuctionACCESS ID: \_\_\_\_\_

Printed Legal Name of Individual \_\_\_\_\_ Individual's AuctionACCESS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Add or Change Roles**

By signing or clicking approval below, the dealership referenced above ("you", "your", or "yours") authorizes AutoTec, LLC ("we", "us", or "our") to register the individual listed above ("Individual") to serve as your representative and agent in the following capacity:

The role designated below will be the only role in effect for this Individual for this Dealership, replacing any previous role authorization (check one).

- Representative
- Owner
- Officer/Manager
- Driver

Subject to our acceptance of this authorization, you acknowledge the following: (I) the capacities in which the Individual is authorized as your agent apply at and with us and our subscribing AuctionACCESS customers ("Customers"), including affiliates; (II) the authorization will be valid until one business day after we receive and process your written notice of termination in the form of a Dealer Removal Letter; and (III) once processed, the most recent authorization received and accepted by us will replace any prior authorization(s) for the Individual for transactions thereafter.

If you designate the Individual in the capacity of "Representative," "Owner," or "Officer/Manager" in this form, the Individual may buy and sell automobiles for you and execute company checks, drafts, certificates of title, and/or any other instruments or documents on your behalf at or with any Customer. All categories, including "Drivers," may pick up, receive, and/or deliver cars or other property on or for your account.

You guarantee performance of all obligations and payment of all debts incurred or authorized by this Individual on your account with us or any Customer. This guaranty includes but is not limited to payment of losses from dishonored checks or drafts, defective titles, or false or inaccurate Odometer Mileage Statements. You also guarantee that the Individual will honor the AutoTec Terms and Conditions (as they may be amended from time to time and posted on www.AuctionACCESS.com), conduct business with us and our Customers in a fair and ethical manner, honoring all policies and procedures of each, and respecting decisions of ours or our Customers with respect to same. You will indemnify and hold harmless Customers, AutoTec, LLC, each's affiliates, and the officers, directors, employees, and agents of each of the foregoing, against any liability, loss, damages (including punitive damages), claim, settlement payment, cost, expense, award, judgment, fee, or other charge, including reasonable attorneys' fees, arising out of or relating to the authorized Individual's actions, as well as any expense incurred in attempting to collect such losses, including attorney fees.

Our Customers are third-party beneficiaries of this authorization agreement. At their election, and in their sole discretion, they may avail themselves of any provision of this agreement. However, this document is a supplement to, and not a replacement or modification of, any agreement you have with those Customers, or any policies and procedures of such Customer. Each Customer retains the right to stop doing business with this Individual as it sees fit.

Use of the AuctionACCESS System is open only to licensed dealers and their business associates and is a privilege, not a right. You may authorize and register only those individuals who are bona fide employees or independent contractors for your dealership. Retail buyers or others not affiliated with your business are not eligible to use the System. By signing or clicking approval below, you also certify that the Individual is affiliated with your business and is eligible to use the System. We reserve the right to immediately terminate any authorization obtained for ineligible persons and the right to terminate your AuctionACCESS membership if you authorize a person who is not eligible to use the System, as well as the right to terminate either or both without cause in our sole discretion.

You agree that these terms and any other commitments or account forms submitted to AutoTec, its affiliates, and any Customers, by you or any authorized Individual, shall have the same force and effect as though personally signed by each of you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

**Signature**

By: \_\_\_\_\_

Printed Name of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_

Title of Authorized Signer (Owner/Officer/Manager)

Date: \_\_\_\_\_

Signature of Authorized Signer (Owner/Officer/Manager)





# Individual Authorization Letter

## Agreement

Date: \_\_\_\_\_ Individual's AuctionACCESS ID: \_\_\_\_\_

### To Whom It May Concern:

You, the individual referenced below ("Individual" or "you"), wish to register, as of the date listed above, with AutoTec, LLC's AuctionACCESS System. You hereby authorize AutoTec, LLC, its affiliate Auction Insurance Agency, and those of its customers that subscribe to AutoTec's AuctionACCESS System (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions) and at which you deal (or otherwise provide any AuctionACCESS number) at any time ("Customers") to provide, obtain, store, use, and share amongst themselves, and externally, as each sees fit, the information contained on this application, on any other forms provided to AutoTec, and other information regarding you and/or your dealings with each, including transaction, bank, and credit information and consumer reports. You understand that AutoTec provides this information to said Customers without verifying the same, on an "as is" basis, expressly disclaiming any express or implied warranties regarding such information. Customers are not limited to businesses engaged in the automobile dealer or auction industries, but may also include other businesses providing goods or services to such industries. By signing below, you (1) agree to the terms of this registration and AutoTec's Terms and Conditions (as they may be amended from time to time) posted on www.AuctionACCESS.com, (2) warrant that you are solvent and the information provided herein is complete, accurate, and truthful, (3) acknowledge that registration in the AuctionACCESS System is no guarantee of purchasing privileges or credit with any Customer, (4) agree to be bound by the policies and procedures of each Customer with whom you deal or attend, (5) agree that AutoTec, LLC, Auction Insurance Agency, and subscribing Customers may contact you, or their own behalf or on behalf of their respective sellers, consignors, or other customers, for any commercial or advertising purpose, using the telephone numbers (whether business, home, or mobile numbers), fax numbers, e-mail addresses, and other contact information provided on this form, or at any other address, telephone number, fax number, or e-mail address used in connection with your business, and (6) agree to disclose AuctionACCESS numbers only to subscribing Customers. You agree that these terms and any other commitments or account forms submitted by you to AutoTec, its affiliates, and any Customers shall have the same force and effect as though personally signed by you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

Date of Birth: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_ Please select ID type: US: SSN  ITIN  Mexico: CURP  Other: N/A

Printed Legal Name of Individual \_\_\_\_\_ Individual Signature \_\_\_\_\_

## Photo Identification

Driver's License  State/Province Issued ID  Passport  Voter Registration Card (Mexico Only)

Photo ID Number: \_\_\_\_\_ State/Province or Country: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Contact Information

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

State/Province (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

## Personal Guaranty

The undersigned, whether on or more, personally guarantee(s) Dealer's payment and performance of Plaza Auto Auction, Inc. Policies, Terms and Conditions and all transactions by Dealers taken pursuant thereto.

The undersigned acknowledge(s) that Plaza Auto Auction, Inc. shall have the right to refuse to transact business with Dealer, to modify or release any and all collateral security, to extend or change time of payment and to settle or compromise with Dealer without notice to the undersigned and without discharging or affecting the liability of the undersigned hereunder. This personal guaranty is to be a continuing guaranty and the undersigned hereby waive(s) notice of acceptance of this guaranty and presentment, demand, protest, and any notice of non-payment or dishonor. The undersigned shall be liable as principal debtor(s) and not merely as surety (or sureties), and the bankruptcy or any assignment in favor of creditors of Dealer shall not affect the enforceability of this personal guaranty.

This personal guaranty shall bind the respective heirs, executors, administrators, and assigns of the undersigned, and shall insure to the benefit of Plaza Auto Auction, Inc. its successors, assigns and subrogees.

Where there is more than one signatory to this personal guaranty, each guaranty shall be jointly and severally liable under this personal guaranty.

IN WITNESS WHEREOF, the undersigned has (have) executed this personal guaranty this \_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_.

\_\_\_\_\_  
(Printed Name of First Owner)

\_\_\_\_\_  
(Witness Printed Name)

\_\_\_\_\_  
(Signature of First Owner)

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Printed Name of Second Owner)

\_\_\_\_\_  
(Witness Printed Name)

\_\_\_\_\_  
(Signature of Second Owner)

\_\_\_\_\_  
(Witness Signature)

# Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type.  
See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN, later*.

Social security number

				-				-				
--	--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

This document is to be completed by a purchaser when claiming exemption from sales/use tax. Certificates are valid for up to three years.

Purchaser Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
General Nature of Business \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Seller Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Purchaser is doing business as:**

Retailer   
Sales Tax Permit Number (if required) \_\_\_\_\_  
Retailer Car Dealer   
Enter your DOT number \_\_\_\_\_  
Governmental Agency (including public schools)   
Wholesaler  Farmer  Lessor   
Manufacturer  Nonprofit Hospital   
Private Nonprofit Educational Institution   
Qualifying Residential Care Facility   
Nonprofit Museum   
Other  \_\_\_\_\_

**Purchaser is claiming exemption for the following reason:**

Resale  Leasing  Processing   
Qualifying Farm Machinery/Equipment   
Qualifying Farm Replacement Parts   
Qualifying Manufacturing Machinery/Equipment   
Research and Development Equipment   
Pollution Control Equipment   
Recycling Equipment   
Qualifying Computer   
Qualifying Replacement Parts/Supplies  
(Manufacturing, R&D, Pollution Control, Recycling,  
Computer)   
Direct Pay  (permit number required) \_\_\_\_\_  
Other  \_\_\_\_\_

Description of Purchase (Attach additional information if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under penalty of perjury, I swear or affirm that the information on this form is true and correct.

Signature of Purchaser \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Seller: Keep this certificate in your files.**  
**Purchaser: Keep a copy of this certificate for your records.**  
**Do not send to the Iowa Department of Revenue.**



# Dealership Removal of an Individual

Dealership Name: \_\_\_\_\_ Dealership AuctionACCESS ID: \_\_\_\_\_

To Whom It May Concern:

Printed Legal Name of Individual \_\_\_\_\_ Individual's AuctionACCESS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

By signing or clicking approval below, you withdraw authorization of the Individual listed above from your account with us and with all subscribing AuctionACCESS Customers ("Customers"). This removal will be effective within one business day of our receipt and processing of it, but you should continue to monitor your account for unauthorized activity.

**Following termination, the Individual will no longer be authorized to conduct business on your behalf in any role with us or our Customers, but you will remain responsible for any transactions conducted under your AuctionACCESS number by the Individual prior to removal, per the terms of your prior authorization letter and the AutoTec Terms and Conditions (as they may be amended from time to time and posted on [www.AuctionAccess.com](http://www.AuctionAccess.com))**

**Signature** \_\_\_\_\_

By: \_\_\_\_\_  
**Printed Name** of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
**Title** of Authorized Signer (Owner/Officer/Manager)

\_\_\_\_\_  
**Signature** of Authorized Signer (Owner/Officer/Manager) **Date:** \_\_\_\_\_