

MOTOR VEHICLE SALE FINANCE APPLICATION INSTRUCTIONS

Enclosed is your Motor Vehicle Sales Finance Application. Please complete the entire application and applicable forms and return to the Department of Banking and Consumer Finance for processing. **You must submit the following with your application or the application will be returned to you. In the event your application is returned, the issuance of your license will be delayed.**

- 1. **License Fee:** Official bank check or money order made payable to the Department of Banking and Consumer Finance in the amount of \$750.00 (initial license fee) or \$475.00 (renewal license fee). We do not accept personal or company checks.
- 2. **Financial Statements:** Current financial statements (including a balance sheet listing assets, liabilities and net worth along with an operating statement showing the income, expense and net profit of the company).
- 3. **Contact Sheet (enclosed)**
- 4. **For initial application only:** A copy of the Certificate of Existence, if the company is a foreign (out-of-state) corporation or a copy of a Certificate of Good Standing, if applicant is a foreign (out-of-state) limited liability company. You may contact the Mississippi Secretary of State's office at (601) 359-1350 to obtain these certificates. If already registered, please visit the Secretary of State's website to obtain a copy by following these instructions:

Go to www.sos.state.ms.us
Select Business Services title
Select Corp. Information Search
Enter your Business ID or Business Name and click on "Submit"
Select your business name
Your business information will display; print this document and submit with your application
- 5. **Narrative:** Attach a complete narrative description of the type of business activity to be conducted in the normal course of business by the applicant.
- 6. **Reference/Questionnaire form – For initial applications only (Out of State Companies):** Submit this form from at least three (3) states where the company holds a Motor Vehicle Sales Finance License.

Please mail your **completed** application to:

Department of Banking and Consumer Finance
P.O. Box 12129
Jackson, MS 39236-2129

Overnight Mailing Address:

Department of Banking and Consumer Finance
4780 I-55 North, 5th Floor
Jackson, MS 39211

**** Anyone engaging in motor vehicle sales finance business without first obtaining a Motor Vehicle Sales Finance license will be subject to payment of the full \$750.00 initial license fee plus a \$25.00 per day late fee for each day of engaging in the motor vehicle sales finance business without a license. If you have any questions, you may contact Wanda Ingram at (601) 321-6901 or 1-800-844-2499. ****