



## Starting Up Your New Business – What You Must Know...

### Motor Vehicle Inventory Tax Statement (VIT) and Motor Vehicle Inventory Declaration (Declaration):

Within 30 days of the active date of your license, (not when you open for business or start selling vehicles), notify both the county tax office and appraisal district where the dealership is located that you are a new dealer and request to setup an account.



- VIT: A VIT reports information on vehicles sold in the previous month. File these at both the county tax office and appraisal district. Regardless if no sales are made, you must still file the form reporting zero sales. NOTE: If filed late, penalties may be assessed. (Most often due on the 10<sup>th</sup> day of each month, check with your county for details.)
- Declaration: A Declaration reports the total number of sales made during previous year. File these at both the county tax office and appraisal district. Regardless if no sales are made, you must still file the form reporting zero sales. NOTE: If filed late, penalties may be assessed. (Due between January 1 - February 1 of each year.)



### Financing Sales:

If you intend to provide in-house or third party motor vehicle sales financing, contact the Office of Consumer Credit Commission at 512-936-7600, toll free at (800) 538-1579 or at [www.occc.state.tx.us](http://www.occc.state.tx.us) to obtain the required sales finance license.

### Vehicle Sales to Retail Purchasers:

Once a vehicle is sold, you have 20 business days for cash sales and 3<sup>rd</sup> party financed sales (or 45 calendar days for in-house financed sales) to file the appropriate paperwork with the county tax office. This process includes transferring title of the vehicle to the retail purchaser, paying vehicle registration fees [registering the vehicle on behalf of the customer], and paying sales taxes. If you need help with this process, contact the TxDMV Contact Center, at (888) 368-4689, or your local county tax office.

### eTAG:

You should have already received two separate emails providing you with a user name and password to access the eTAG System. This mandatory program allows you to issue temporary registration tags for every motor vehicle, motorcycle, motor scooter, travel trailer and trailer/semitrailer you sell.

- If you have problems with the eTAG System, call (512) 465-4010.
- If you have any questions regarding the creation of an eTAG account or rules for their use, please call (888) 368-4689 or email [MVD\\_Contact@TxDMV.gov](mailto:MVD_Contact@TxDMV.gov).

### Changing License Information:



You are required to ensure the information on your license record is current. Common changes are:

- Contact information changes, such as mailing address, phone number, or email
- Moving: adding or closing locations
- Business changes, such as ownership, management, business name or DBA changes

Log on and choose either “Amend a License” or “Change General License Info” to update your information directly within the eLICENSING system.



### Optional Services

#### Motor Vehicle Inquiry Account Information (MVInet):

If you wish to view vehicle title and registration information, you may sign up for an MVInet subscription (formerly known as TWIX). For more information, call (512) 465-1468, go to <https://mvdinet.txdmv.gov>, or email [vtr-tsb@txdmv.gov](mailto:vtr-tsb@txdmv.gov).

#### Dealer Training Seminars:

You are encouraged to attend any of our free Dealer Training Seminars that cover valuable information about the statutes and rules that govern this industry. You will need to register on the TxDMV website in order to attend. When your chosen course location shows “Open,” click the link to register for the event.

### Association Websites

There are various associations you may elect to join, depending on the type of vehicles you sell. For example:

- National Auto Dealers Association: [www.nada.org](http://www.nada.org)
- Franchise: Texas Auto Dealers Association: [www.tada.org](http://www.tada.org)
- Texas Independent Automobile Dealers Association: [www.txiada.com](http://www.txiada.com)
- National Independent Automobile Dealers Association: [www.niada.com](http://www.niada.com)
  - National Vehicle Leasing Association: [www.nvla.org](http://www.nvla.org)
  - Recreational Vehicle Industry Association: [www.rvia.org](http://www.rvia.org)
  - Texas Recreational Vehicle Association: [www.trva.org](http://www.trva.org)
  - Texas Motor Cycle Dealers Association: [www.txmda.org](http://www.txmda.org)

### Minimum Vehicles Sales:

You must remain regularly and actively engaged in business by selling or assigning at least 5 vehicles in a calendar year or the license may be revoked or cancelled.

### Cancel License:

If you close your business, you must submit a signed request to cancel the license. Do not assume the license will close after it expires.

### Feedback:

We are always trying to improve and appreciate your feedback. If you have a suggestion, a complaint or even a compliment, email us at [DealerLicense@TxDMV.gov](mailto:DealerLicense@TxDMV.gov).

Visit the [TxDMV.gov](http://TxDMV.gov) website for dealer updates, rule changes, publications: such as the dealer manual, licensing forms, and schedule of dealer training seminars, and links to the Texas Occupations Code, Texas Transportation Code, and Chapter 215 – Motor Vehicle Distribution Rules.