

## Used Car Dealer License

### Contact:

- Telephone is 413-268-8400, option 9. The same number works whether I am in the office or working from home.
- Email is [selectmen@burgy.org](mailto:selectmen@burgy.org).
- Normal working hours are Monday to Thursday usually 11 to 3. In-office days are Tuesday and some Thursdays.
- Winter weather, holidays, vacation days and illness are likely to reduce availability.
- Delivery options: email attachment; U.S. mail (P.O. Box 447 Haydenville 01039); fax (413-268-8409); dropbox at Town Offices (small box by back door, not large ballot box).
- If your email address changes, please let me know.
- Please call or email with any questions.

### Deadlines:

- **November 17** – Applications must be submitted to the Board of Selectmen by this date.
- **December 31** – Approved licenses must be paid for and in your hands by this date.

### Things to include:

- Application
- Workers' Compensation Insurance Affidavit form
- Proof of Workers' Compensation coverage
- Proof of current surety bond (see below for acceptable substitute)
- Fee

### Instructions for Application:

- Name – This is an individual, partnership or corporation; if a corporation, be sure to use the corporate name; if an individual doing business as, use the individual's name. (Please list your name the way it is to be listed on your license.)
- Signature – Sign the application twice, once as applicant and once to certify that taxes have been paid.
- Number – Use Social Security number if the applicant is an individual, use the Federal Identification number if the applicant is a corporation.

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**Instructions for Workers' Compensation:**

- Name – The name on the policy should be the same as the applicant name. (For example, “person A dba company X”.)
- Affidavit – Fill out the Affidavit even if policy is not required – for example, if the business owner is a sole proprietor, or legal partnership, with no employees.
- Proof of coverage – May be a certificate from the insurance company, or may be copy of current policy information page (please make sure it shows the Workers' Comp coverage).
- Policy date – Use the policy currently in effect, even if policy is about to expire; policies renew at various times during the year.

**Instructions for Bond:**

- Bond – For license renewal, submit either proof of a new bond or a continuation certificate showing that the existing bond is valid through the end of the next license period. The bond should identify the parties and the purpose of the bond.
- Bond date – If bond renewal information is not yet available, send information on the current bond with the application and send the new bond information when it comes.
- Certificate of deposit or irrevocable letter of credit – In place of the bond, the local licensing authority may allow the dealer to deposit collateral in the form of a certificate of deposit or irrevocable letter of credit.

**Payment:**

- Please make payable to Town of Williamsburg.
- It is recommended that payment be included with the renewal application. License will be mailed upon approval by the Board of Selectmen.
- Alternatively, you may bring in payment and pick up your license after approval; no later than December 16. Call and we can arrange a time.