

Car and truck dealers carry out regulations specific to motor vehicles from these state and federal agencies:

- Indiana Bureau of Motor Vehicles
- Indiana Dept. of Financial Institutions
- Indiana Dept. of Revenue
- Indiana Attorney General's Office
- Indiana Dept. of Insurance
- Indiana State Police
- Indiana Secretary of State
- Indiana Family & Social Services Agency—Child Support Division
- National Highway Traffic Safety Administration
- Federal Trade Commission
- Federal Reserve Board
- U.S. Environmental Protection Agency
- U.S. Internal Revenue Service
- Federal Bureau of Investigation
- U.S. Drug Enforcement Administration
- U.S. Customs Service
- U.S. Financial Crimes Enforcement Network
- U.S. Immigration and Naturalization Service
- U.S. Office of Foreign Assets Control
- Federal Highway Administration
- Federal Motor Carriers Administration
- U.S. Research and Special Products Administration



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**AUTOMOBILE DEALERS
ASSOCIATION OF INDIANA**

Document Preparation Fees

Let ADAI and your dealer
solve the mystery....



Document Preparation Fee?

The document preparation fee (commonly referred to as “Doc Fee”) recognizes some of the costs related to compliance with federal and state laws which provide for safety, consumer protection, anti-theft measures, vehicle history checks, notification, certifications and official filings.



Why a document preparation fee?

Much work and expense occurs even before a document is ready to be used, and there are many documents.

Before vehicles can be sold, dealers must invest in personnel training to carry out legal mandates.

Not all transactions involve the same services, but all carry many legal requirements and documents to support those requirements.

Services Examples:

- Check vehicle safety, history and titles
- Provide full condition information on the window label
- Discover and disclose accurate vehicle mileage
- Check for recalls on used vehicles where required
- Complete required forms and contracts that protect your interests
- Process titles and plates
- File and clear liens
- Keep your information private and secure
- Fulfill vehicle emission laws
- Pass along manufacturer information, including lemon law notices
- Process taxes on your purchase and rebates
- Keep you informed of your rights and obligations
- Keep important records of your purchase
- Purchase required forms and supplies
- Maintain technology to process your paperwork faster
- Train staff to carry out laws that protect you
- Maintain professional licenses that ensure quality service

Why so many forms...

Most forms are required to fulfill Indiana and federal laws; others are often necessary for accounting, financing, manufacturer rebate reimbursement or notification.

Privacy...

Dealers must collect non-public, personal information that may be required as a result of a credit or title application. They don't ask for personal information unless it is required, because dealers take your privacy seriously.

Only in Indiana...

Dealers share an interest in creating consumer laws that keep customer satisfaction high and the industry healthy. For that reason, dealers have joined the Indiana Secretary of State, Bureau of Motor Vehicles and other agencies in creating strict laws about vehicle sales.

Peace of mind...

Indiana dealers must be licensed by the state. In order to qualify for a license, they must meet requirements regarding financial stability, proper dealership facilities, record keeping and more. Licensing offers you the peace of mind that dealership staff have the knowledge they need to do business right.



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