



## BULLETIN

Bulletin #1601 – June 6, 2016

### LOANER VEHICLE PROGRAM/DEALER PLATES

Your Association is pleased to announce clarification on certain policies regarding additional requests for dealer plates that may need to be requested by dealers to fulfill manufacturer loaner vehicle programs occasioned by vehicle recalls. We wish to acknowledge and thank the assistance of the office of the Secretary of State of Indiana, Dealer Services Division in the clarification of certain issues that have arisen with regard to that topic. A dealer should use the following procedures when requesting additional dealer plates. These procedures apply to the general use of dealer plates on loaner vehicles notwithstanding that there may be a need for additional plates because of recalled vehicles.

1. At the time of submission of a request for additional plates, the dealer will explain that the reason for the request is to comply with the manufacturer loaner vehicle requirements. That statement should be made when applying to the Dealer Division on State Form 12798, recently revised in April of 2015. Include that statement in the box marked "if requesting additional plates, please indicate quantity requested." That form can be copied from the Secretary of State's website and can be filled out by the dealer and be mailed, emailed or faxed to the Dealer Division at 302 West Washington Street, Room E018, Indianapolis, IN 46204-2700; fax number: 317-223-1915; website: [www.sos.in.gov](http://www.sos.in.gov). Dealers should submit all requested information concerning an additional plate request in one submission.
2. The dealer will create a log and match the plate number with the loaner vehicle information and the customer recall vehicle information. The dealer will also attach to the log a copy of the recall notice applicable to that vehicle. This information will be stored in the customer's "deal jacket" and available for review by Division Investigators if your dealership is audited.
3. At the time the stop drive recall campaign is completed, or if the needs for plates diminish during a recall drive, all excess plates will be returned to the Division for retirement within thirty (30) days of the date that the campaign is completed or the need for additional plates has lessened and the dealers plate limit is reset to the amount supported by the dealership sales figures.
4. If your manufacturer is providing a loaner vehicle via a third party rental car company and you are reimbursed by your manufacturer, you would not be eligible for additional dealer plates.

If you have additional questions concerning this bulletin please contact your association staff or retained counsel, Ronald C. Smith, Jeff Halbert or Joel Nagle of Bose McKinney & Evans LLP.