

Franchise Dealer Qualification Checklist

For additional items required by states, please refer to **Section A** below. All pages must be completed. A complete dealer file, including this checklist, must be sent to DCaRS for approval prior to purchasing contracts from a prospective dealer.

Dealer Name	Territory Name	Territory Number
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Section A.

All documents must be reviewed and completed prior to submission to DCaRS.	ARM	ARMM	DCaRS Representative	Comments
Alabama Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Only				
Agreement for Entitlement to Refund (OF-180) signed by the Dealer and Wells Fargo Auto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colorado Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Florida Only				
Florida Banking Finance Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indiana Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Iowa Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Massachusetts Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michigan Only				
Michigan Banking Finance Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michigan Tax Refund Form (OF-482) – signed by Dealer and Wells Fargo Auto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nevada Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_NV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Mexico Only				
New Mexico Amendment to the Dealer Agreement (OF/NM-10) signed by Dealer and Wells Fargo Auto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oklahoma Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oregon Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pennsylvania Only				
Pennsylvania Banking Finance Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
South Carolina Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_SC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Texas Only				
Texas Banking Finance Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_TX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vermont Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_VT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wisconsin Only				
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_WI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section B.

All documents must be reviewed and completed prior to submission. DCaRS request must match documentation and forms.	ARM	ARMM	DCaRS Representative	Comments
Affiliated Dealer Search – Search for any affiliated dealer using DIS and Salesforce.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is affiliated dealer listed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dealer name and parent number: [Dealer name and parent number]
Franchise Dealer Qualification Checklist OF-116	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IRS Form W-9 , from IRS website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Franchise Dealer Profile (OF-149) with signatures and dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACH Profile Authorization (OF-99) - signed by Dealer and Wells Fargo Auto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deposit slip or copy of a voided check with dealer's name imprinted. If the deposit slip or voided check is not available, a letter from the bank or dealership with the account information is acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealer Agreement Form: <ul style="list-style-type: none"> California only: OF/CA-21 Indiana only: OF/IN-09 Minnesota only: OF/MN-03 All other states: OF-24 Must be signed by Dealer Principal or Corporate Officer and Wells Fargo Auto VP or higher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(eContracting Only) eContract Amendment Form: <ul style="list-style-type: none"> California only: OF-24a_CA Minnesota only: OF-24a_MN All other states: OF-24a Must be signed by Dealer Principal or Corporate Officer and Wells Fargo Auto VP or higher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Legal Name (if applicable) – see Documentation for Franchise Dealers for acceptable documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DBA proof (if applicable) - see Documentation for Franchise Dealers for acceptable documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aftermarket Products Sold at Dealership (OF-611)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Current Dealer License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Negative News Search Request (OF-712)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach to dealer signup file.
Copy of valid Errors and Omissions Insurance and/or Auto Dealer Insurance (attach to dealer signup file.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reviewed state guidelines with dealer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[List any discrepancies]

Document	ARM
Provide a copy of the Fair Lending Statement OF-593 to the dealer	<input type="checkbox"/>

Approvals (All items listed above are in the file and in the correct order.) * Required Signatures	
_____ Auto Relationship Manager Signature *	_____ Auto Retail Credit National Account Manager/ Auto Retail Credit National Account Management Manager/ Auto Relationship Management Manager /Commercial/Retail Market Manager or Designated Approver Signature*