

Dealer Information Sheet

Dealer Name and Address

Dealer Name (maximum 27 characters)

Corporate Legal Name (if different)

New Reactivate for DIS # _____
Reason for Inactivation: [Select reason]

Territory Number

Territory Name

Dealer Type Dealer National Account Commercial (Select Relationships Below)

Comm Relationships: Deposits/Treasury Wells Fargo Floor Plan Insurance
 Interest Rate Mgmt. Merchant Services Real Estate

Elected Official?

Yes No

Government Official Name

Elected Official's Position

Elected Official's Position at the Dealership

Corporate Master Dealer Agreement

For parent company, list the dealers to be added to the group (DIS Numbers).

Parent Company Name _____ DIS # _____

Dealer Options

Fax Funding eContracts

Electronic Vendor

Dealertrack ID _____ Route One ID _____

Physical Address

City

State

ZIP Code

Mailing Address

City

State

ZIP Code

Dealer Phone Number

F&I Fax

Business Office Fax

Net Monthly Code (refer to Dealer Participation Matrix [OF-365](#); ACH Mandatory)

Wells Fargo Auto Contact Name (person to call for questions ; print clearly)

_____ () _____
Print ARM Name BDT Mobile Phone

Use to gather information from the Dealer.
Submit online with the [Dealer File Activation form](#).

ACH Profile Authorization Form

Dealer Name*	DIS Number (if applicable)
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Pursuant to the Dealer Agreement and for the purpose of funding motor vehicle financing to Dealer's account, by signing this authorization, the above referenced Dealer is granting Wells Fargo Bank, N. A. DBA Wells Fargo Auto permission and authority to credit, via Electronic Funds Transfer (**EFT**), to:

Dealer Bank Account Number/Type*	Bank Name*	Bank Transit / Routing Number *
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By signing this authorization, Dealer is also agreeing that:

- Dealer will guarantee vehicle title on purchased contracts funded by EFT. Each contract shall be deemed purchased upon receipt of transferred funds from Wells Fargo Auto.
- The bank account number and transfer instructions provided are true and correct for Dealer. If during the term of this authorization Wells Fargo Auto receives a Notice of Change (**NOC**) from a financial institution related to a change in Dealer's account, bank, or transit/routing number, Wells Fargo Auto is authorized to update its records accordingly as required by National Automated Clearing House Association (**NACHA**) guidelines.
- Dealer agrees to indemnify and hold Wells Fargo Auto harmless from any and all claims, actions, and liability and from any loss suffered by Wells Fargo Auto as a result of any EFT. Wells Fargo Auto will not be responsible for any loss suffered by Dealer as a result of any EFT.
- Payment of fees charged by Dealer's bank in connection with processing of EFTs shall be the sole responsibility of Dealer, and Wells Fargo Auto will not be held responsible for such fees.
- If the bank account information provided does not match the corporate name on the Dealer Agreement, Dealer authorizes Wells Fargo Auto to deposit funds into the account for which information has been provided.
- In the event there is a negative balance due to Wells Fargo Auto, caused by non-sufficient funds, a change in ACH bank account information, or a block on the account, Dealer must contact Wells Fargo Auto immediately and provide new bank account information. Due to system limitations, Dealer will have to replace the funds with a certified check directly to Wells Fargo Auto while Wells Fargo Auto processes the new ACH information. This includes and is not limited to unwind fees, dealer participation, and deal proceeds.

Dealer Authorized Signer Name*	Address*
Dealer Authorized Signature*	City, State, ZIP*
Phone Number*	Title*
Date*	Loan Administration Manager (LAM) 5 / National Account Manager / Call Center Sales Manager/ Auto Relationship Management Manager Signature*

*Required Fields (Signature from LAM 5 or equivalent is required for Dealer information changes)

Attach a deposit slip or voided check (or a copy) with Dealer's name imprinted. Dealer's bank account number, bank name, and bank transit/routing number entered above must match the voided check or deposit slip. If a deposit slip or voided check is not available, a letter from Dealer's bank with the account information is acceptable.

By signing this form, Dealer authorizes Wells Fargo Auto to initiate credit entries to the above-identified account, confirms that Dealer must comply with the applicable provisions of U.S. law, and agrees to abide by NACHA rules.

In the event of a conflict between any term in this form and any term in the Dealer Agreement, the term of the Dealer Agreement shall control.

Submit documents via [Dealer Maintenance](#) request form

Franchise Dealer Profile

Dealership Legal Name Dealership DBA Name Dealership Name (as it appears in Retail Installment Contract)	Address	Main Phone	
Dealership Website	Electronic Vendor Dealertrack ID	RouteOne <input type="checkbox"/> YES <input type="checkbox"/> NO	Route One ID
Primary Collateral Evaluation Software: <input type="checkbox"/> KBB <input type="checkbox"/> NADA	F & I FAX	Business Office Fax	
Federal Tax Identification Number (TIN)	Dealership Filed Articles of Incorporation (or LLC) In Which State?		

Only New Car Manufacturers that Dealer Represents

1	
2	
3	
4	
5	

*Authorized signers are corporate officer(s) and Dealer Principal(s) only.

Dealer Principal Information

Dealer Principal # 1 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name		Email Address	Date of Birth *
	Social Security # *	% of ownership	Residential Address *	
Dealer Principal # 2 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name		Email Address	Date of Birth *
	Social Security # *	% of ownership	Residential Address *	
Dealer Principal # 3 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name		Email Address	Date of Birth *
	Social Security # *	% of ownership	Residential Address *	
Dealer Principal # 4 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name		Email Address	Date of Birth *
	Social Security # *	% of ownership	Residential Address *	
Dealer Principal # 5 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name		Email Address	Date of Birth *
	Social Security # *	% of ownership	Residential Address *	

*Required information, however RBC Production Management Manager may waive this requirement.

*Proof of Corporate officer required (include copies of documentation in dealer signup package).

Dealership Staff Information			
Title	Name	Email Address	Preferred Method of Communication
Corporate Officer			
Corporate Officer			
Corporate Officer			
Controller			
F&I Director			
F&I Manager(s)			
Fleet Manager			
GM			
GSM			
Office Manager			
Parts Manager			
Aftermarket Recovery Contact			
Service Manager			
Post sale contact			
Aftermarket Cancellation Contact Phone		Aftermarket Cancellation Contact Fax	

Production Information		
Average Sales per Month - New Cars		Average Sales per Month - Used Cars
Life Accident and Health Provider	GAP Provider	Service Contract Provider
Reminder: List the aftermarket products sold at the dealership using form (OF-611)		

Present Financial Institution	
Name	
Landlord or Mortgage Holder	
Name	
Floor Plan	
Company Name	Contact Name and Phone



I understand that by providing the fax number(s) above or any other fax number(s) that I provide in the future, on behalf of the dealership, that said dealership consents to receive advertising faxes (including rate sheets) sent by or on behalf of Wells Fargo Auto.

Dealer Principal or Corporate Officer Print Name

Dealer Principal or Corporate Officer Signature

Date

Dealer Principal or Corporate Officer Print Name

Dealer Principal or Corporate Officer Signature

Date

Dealer Principal or Corporate Officer Print Name

Dealer Principal or Corporate Officer Signature

Date

Dealer Principal or Corporate Officer Print Name

Dealer Principal or Corporate Officer Signature

Date

Dealer Principal or Corporate Officer Print Name

Dealer Principal or Corporate Officer Signature

Date

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*

Negative News Search Request

The sections in this form must be completed by the appropriate departments in the following order:

Step	Team member	Action(s)
1.	ARM/ARMM	a. Complete Section A. b. Send form to COR Originations .
2.	COR Originations	a. Complete Section B. b. Send form back to ARM/ARMM.
3.	ARM/ARMM	a. Upload the completed form along with the dealer sign-up package into the DCaRS SharePoint site for processing.

Section A.

ARM/ARMM Name:	
Dealership Legal Corporate Name:	
Dealership DBA Name (if applicable):	
Dealership Address:	
Dealer Principal(s):	
Affiliated Dealerships:	
Parent Group:	
Sent to COR Originations Negative News Support on:	[XX/XX/XXXX]

Section B.

COR Originations Negative News Support Team Member:	
External Sources utilized:	
Trigger to negative news search:	
Findings (charges or settlements):	
COR Recommendation:	
Sent to ARM/ARMM team member on:	[XX/XX/XXXX]

Section C.

Uploaded form to DCaRS SharePoint site on:	[XX/XX/XXXX]
If negative news is found, attach this form to dealer sign-up file.	

Fair lending — good for all

At Wells Fargo, we want to help our customers succeed financially. That's why we're committed to making financial services available to everyone on a fair and consistent basis and providing all applicants an equal opportunity to obtain automobile financing. It's a commitment we expect not only from our team members, but also the dealerships we do business with.

Fair lending applies to us all. That's why Wells Fargo strives to comply with both the spirit and letter of the law, including the Equal Credit Opportunity Act (ECOA) and the various state and local laws that prohibit discrimination in lending. Because we believe in fair and equal access to credit, we're firmly committed to ensuring that all credit applicants and prospective credit applicants are treated fairly and consistently throughout the entire lending process.

Our commitment to fair lending includes:

- Advertising products and services in a non-discriminatory manner that is designed to inform and attract a diverse customer base.
- Adhering to responsible lending practices that fully disclose costs and conditions of credit to the customer and allow the customer to make an informed decision.
- Promoting credit and pricing decisions that are based on prudent underwriting standards that are valid for predicting risk and avoiding bias on any prohibited basis.
- Training team members on fair lending laws and on customer service techniques designed to help our team members treat all applicants fairly and consistently.
- Hiring and promotional policies that support fair lending by fostering diversity and creating an inclusive environment in which all team members and customers feel welcome.
- Monitoring customer complaints and the contracts we purchase to help detect potential fair lending risk and taking corrective action, including those that may require your cooperation.

We expect that you, and all third parties that you may contract with in support of your business activities, share our fair lending commitment in both words and actions by ensuring that all customers seeking vehicle financing are treated fairly and consistently without regard to any basis prohibited by law. Furthermore, your agreement(s) with Wells Fargo requires compliance with all applicable laws with regard to the extension of credit, including those covering fair lending.

Thank you for doing business with Wells Fargo Auto. We look forward to our continued relationship. If you have any questions about our Fair Lending Program, please contact your auto relationship manager.

Together we'll go far

