

What you should have on hand for an audit...

Interim Plates Users – customer log (online or paper)
minimum last 12 months*

Title Work

The dealer should have titles assigned to the dealership, completed consignment form, or auction slips for all vehicles available for sale

Deal Jackets

*Each deal jacket should contain all relevant documents relating to the sale of the vehicle. These documents include **but are not limited** to the following:*

Bill of sale, Form ST108 (retail only), ST108e (retail only), copy of reassigned title, Financing agreements, Auction Slips, Branded title information, Certificate of Origin (new cars only) Verifiable export documents, Consignment agreements, 21 Day affidavit (if title was not provided at time of sale to consumer) Consumer disclosures, Consumer waivers, and any other documents necessary to support the circumstances of the sale or transaction.

Other documents

Insurance policy, bond, and license

What we need when we arrive

A chair and desk for investigator to use

Access to your records

Utility, copier, computer access if applicable

Reminder that failure to have available accessible books and records could result in a failed audit. A failed audit may result in the imposition of license penalties or other consequences.

****Both interim plate log records and consignment agreements should be kept for three years 75IAC 4-2-12; 75 IAC 2-2-13***