

**EMAIL FORM TO USEDAUTOPAPERWORK@GMAIL.COM
AND ATTACH A CLEAR COLOR COPY OF THE FRONT AND
BACK OF YOUR DRIVER'S LICENSE (EVERYONE) AND
GREEN CARD (IF NOT A U.S. CITIZEN)**

We will walk you through the paperwork process step-by-step. Please carefully read each question and fill out the paperwork on a computer or by printing it out and writing on it. Then email it back to us on the email provided above. **As of October 2023, the Georgia Secretary of State switched to an online application processing system called GOALS, which is where we will upload your application. Everything is digital, so there are no in-person appointments. We can also assist with rebuildler paperwork or reinstatement paperwork.**

Check one of the boxes below. Either option includes all the necessary paperwork being completed for you to become a licensed auto dealer in the state of Georgia. Options below do not include the \$175 application fee from the Used Motor Vehicle Dealer Board. This is a separate fee that you must pay on the GOALS system. We will provide you with instructions.

Option 1: LLC formation, EIN #, Sales Tax #, Operating Agreement, completed application, Bond and Insurance quotes from a 3rd party, and paperwork uploaded to GOALS - **\$395.**

Option 2: If you already have an LLC set up through the Secretary of State website, check this box. **\$100 will be removed from the \$395, so we will only charge you - \$295.**

Important: Office lease is separate from our paperwork service. Lease prices vary from \$295-\$450.

Please include 3 business names below in case your desired business name is too similar to another existing business. There are lots of businesses registered with the Secretary of State, so the more unique your business name is, the faster the paperwork process will be. Business names such as Elite Auto Sales or K & B Auto Sales are too generic and should be avoided. If you already have an LLC name paid for and registered, please write it below along with the filing date. (REQUIRED):

Business Name 1: _____

Business Name 2: _____

Business Name 3: _____

Please write how many total members will be in your LLC here. **(REQUIRED):** _____

On the line below, please write your FULL business address. **Street, City, State, Zip, and the county it's in.** Include your suite number or unit number if you are in an office. **(REQUIRED):**

Important: If you are getting your own office suite (broker) or lot (dealer), please check with your local planning & zoning authority to ensure that the space you wish to operate at is properly zoned for used auto sales. All our offices are properly zoned. However, either option will require you to get a zoning letter or zoning certification form signed and notarized from the city or county where your business is located. We will provide you with a blank one to get signed. We cannot sign it for you.

This page is for the dealer designee. The dealer designee is the person who will hold the license for the company. They MUST have taken the Pre-Licensing Class. PLEASE ATTACH YOUR DRIVER'S LICENSE IN FULL COLOR WITH THIS QUESTIONNAIRE. THIS IS REQUIRED.

Dealer Designee FULL Name (REQUIRED): _____

Date of Pre-Licensing Class (REQUIRED): _____

Are you a U.S. Citizen? If not, please attach a full color picture of the front and back of your immigration card with this questionnaire and write your Alien Registration Number on the line. (REQUIRED): _____

Dealer Designee Social Security Number (REQUIRED): _____

Dealer Designee Birthplace (REQUIRED): _____

Dealer Designee Cell Phone Number (REQUIRED): _____

Dealer Designee Email Address (REQUIRED): _____

On the lines below, please write down what you would like your username and password to be for us to create your LLC registration account and Georgia sales tax account. (REQUIRED):

Preferred Username: _____

Preferred Password: _____

What city or town was your first job? (REQUIRED): _____

Have you had any bond claims in the past? Please write yes or no (REQUIRED): _____

On the line below, please write your FULL residential home address. **Street, City, State, Zip, and the county it's in.** Include your apartment number if you are in an apartment. (REQUIRED):

Do you have your landline phone number for your business yet? If so, please write it here. If you do not have it yet, please write "N/A" (REQUIRED): _____

Do you have your Planning & Zoning Certification approved and signed? If so, please write yes and attach it with this questionnaire. If not, please write "N/A" for now. (REQUIRED): _____

Have you ever had a dealer's license in the past? Please write yes or no. (REQUIRED): _____

On the next page of this questionnaire, you will be asked to write down information for any additional members you wish to include in your company and your insurance. If they are in your company, then they must go on the insurance as well. You can also add them to your insurance only, without them being in your company. They can still drive the cars and go to the auctions. Please indicate on the line below if we are adding them to your company and insurance, or just the insurance. If you are the only one in your LLC, please write "N/A". (REQUIRED):

If you wish to add additional members to your business, fill out their information below. IF YOU ARE THE ONLY ONE IN THE LLC, PLEASE SKIP THIS PAGE.

PLEASE ATTACH COLOR PICTURES OF THEIR DRIVER'S LICENSE(S) WITH THIS QUESTIONNAIRE. THIS IS REQUIRED. IF THEY ARE NOT A U.S. CITIZEN, THEY MUST ALSO ATTACH THE FRONT AND BACK OF THEIR GREEN CARD. THIS IS ALSO REQUIRED. ALL PICTURES MUST BE IN FULL COLOR AND NOT BLURRY.

Additional Member 1 FULL Name (Required): _____

FULL Residential Home Address **Street, City, State, Zip, County (REQUIRED):**

Cell Phone Number (Required): _____

Social Security Number (Required): _____

Are you a United States citizen? Please write yes or no (Required): _____

What percentage of the LLC will this member own? (Required): _____

Any tickets or accidents in the past 3 years? If so, please list them (Required): _____

Additional Member 2 FULL Name (Required): _____

FULL Residential Home Address **Street, City, State, Zip, County (REQUIRED):**

Cell Phone Number (Required): _____

Social Security Number (Required): _____

Are you a United States citizen? Please write yes or no (Required): _____

What percentage of the LLC will this member own? (Required): _____

Any tickets or accidents in the past 3 years? If so, please list them (Required): _____

Additional Member 3 FULL Name (Required): _____

FULL Residential Home Address **Street, City, State, Zip, County (REQUIRED):**

Cell Phone Number (Required): _____

Social Security Number (Required): _____

Are you a United States citizen? Please write yes or no (Required): _____

What percentage of the LLC will this member own? (Required): _____

Any tickets or accidents in the past 3 years? If so, please list them (Required): _____

What date did you take the mandatory Pre-Licensing class? _____

If you have already created your LLC through Georgia eCorp, please write the filing date on the line below. If not, please write "N/A" and we will get you one. **(REQUIRED):**

Do you currently have an EIN Number from the IRS? (Example 99-1111111) If so, please list it here. If not, please write "N/A" and we will get you one. **(REQUIRED):**

Do you currently have a Sales Tax Number from the Georgia Department of Revenue? (Example 309-1111111) If so, please list it here. If not, please write "N/A" and we will get you one. **(REQUIRED):**

IF YOU HAVE ANY ARRESTS OR CONVICTIONS, EVEN FROM 30+ YEARS AGO, YOU MUST WRITE "YES" OR "NO" BELOW. THIS INCLUDES ANY EXPUNGEMENTS AND/OR SEALED RECORDS. YOU MUST ALSO EMAIL US DISPOSITION PAPERS AND ANY ADDITIONAL DOCUMENTATION FOR ALL MISDEMEANORS AND FELONIES. YOU CAN GET THESE BY CONTACTING THE SHERIFF'S DEPARTMENT OR THE COURTHOUSE IN THE CITY/COUNTY WHERE THE CHARGE(S) OCCURED. LASTLY, YOU MUST TYPE UP A QUICK LETTER OF EXPLANTION FOR ANY AND ALL CHARGES ON MICROSOFT WORD AND EMAIL IT TO US. AGAIN, THIS IS A MANDATORY USED MOTOR VEHICLE DEALER BOARD REQUIREMENT. FAILURE TO PROVIDE THIS DOCUMENTATION COULD RESULT IN THE GEORGIA SECRETARY OF STATE REJECTING YOUR APPLICATION ON GOALS.

IF YOU HAVE ANY CRIMINAL HISTORY WHATSOEVER, WRITE "YES". IF NOT, WRITE "NO".
(REQUIRED):

By signing below, you acknowledge that prices for the used auto dealer paperwork may vary depending on what you already have completed as well as any service(s) you require. You agree to pay E-Learning Concepts LLC for the paperwork via Square Invoice before we work on your paperwork. You are responsible for obtaining your zoning letter, office pictures, phone and Internet, business license, etc. You also understand that the Georgia Secretary of State GOALS system is not affiliated with E-Learning Concepts LLC and that you must pay the state's mandatory application fee of \$175 through their GOALS system. Any account issues, criminal history issues, deficiency letters, omissions, or licensing delays on the Secretary of State website must be brought to their attention – not that of E-Learning Concepts LLC's. Their number is 404-424-9966 or 844-753-7825. Once your application has been submitted to GOALS, we have no more control over it. Their email address is soscontact@sos.ga.gov or goalsissue@sos.ga.gov, should you experience any issues.

X _____

FAQ PAGE

What do I get for \$395?

We will register your business name with the Georgia Secretary of State, get you an EIN#, Sales Tax#, do an Operating Agreement for you, reach out to 3rd party Bond & Insurance companies for quotes, and fill out & upload your application & paperwork to the GOALS system. As of May 1st, 2023, we will no longer register you for fingerprinting since the used car board changed its rules. Also, as of October 2023, the state no longer accepts mail-in applications. Everything is done through GOALS now. This is where you print your license, file for renewals, and where we will upload your paperwork. Our paperwork service is a very reasonable cost considering how much time and effort we put into it. We can also answer any questions you may have along the way.

Are Bond and Insurance required?

Yes. You must have both. We reach out to 2 companies that have very reasonable rates. Your Bond is driven off your credit (soft pull) while the insurance is based off your driving history in the past 3 years. The Bond is a 2-year \$35,000 bond. The type of insurance you need is Garage Liability Insurance. NOTE: The cost of the Bond & Insurance is NOT included in the \$395 with us. We reach out to third party companies and then they will contact you about prices via email and/or by phone sometime during the paperwork process. It typically takes them 2-4 business days.

What does the \$395 not cover?

The \$395 is strictly for your used auto dealer paperwork. If you decide to rent an office from us, that is separate from the paperwork. This also applies to signage fees, rental fees, etc. However, we will order your signs and put them up for you only if you rent from one of our buildings. If you have your own lot or office, we cannot assist with that. Also, there will be some homework you will need to do. It isn't much considering we do the bulk of the work for you, but you will need to do it. You will need to take pictures of your office, get your phone & Internet set up, get your zoning certification signed & notarized (letter is acceptable), register for fingerprints, apply for your business license, and pay the state \$175 on GOALS. This fee is not with us. It is a separate, mandatory application fee required by the state that we cannot control. We will attach instructions, however.

What is a DBA? Do I need one?

A DBA is also known as a trade name. It is not required. A DBA stands for "Doing Business As". A DBA allows you to conduct business under another name without filing for a new LLC or Corporation. The DBA name only would appear on all your signs and checks. So, if your business name is Example Solutions, LLC dba Example Auto Brokers, only the dba name (Example Auto Brokers) will be used even though Example Auto Solutions, LLC is the officially registered business name. Most people prefer to use DBAs if a name they like is already legally registered by someone else. You may often hear of it referred to as a "Trade Name" or a "Fictitious Name".

Are DBAs free?

Not quite. We will include your DBA on all the paperwork at no additional cost, but you must register the DBA name with the city or county office in which you do business. We cannot do this for you, and it is not included in the \$395 paperwork service. The city or county may charge a fee of \$100 or more dollars. Please check with them first before selecting this option.

Is there an appointment I need to make with you all?

There is no appointment. We do everything digitally, including uploading your application to GOALS.

How will I know if I have completed everything successfully?

Kevin will email you throughout the process. He will use the email you provide on this questionnaire. This is also how you will send us any required documents, so keep an eye out.

ONCE YOUR APPLICATION HAS BEEN SUBMITTED TO GOALS, WE NO LONGER HAVE ANY CONTROL OVER IT.