

Dealer Information Sheet

Dealer Name and Address

Dealer Name (maximum 27 characters)

Corporate Legal Name (if different)

New

Reactivate for DIS # _____

Reason for Inactivation: _____

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

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

Only New Car Manufacturers that Dealer Represents

1	
2	
3	
4	
5	

*If the authorized signer has a preferred name or nickname, identify these names in the Dealer Profile, to be updated in DIS. See [Sales P&P](#) for variations and examples.

Dealer Principal Information

Dealer Principal # 1 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name*		Email Address	Date of Birth
	Preferred Name/Nickname			
	Last 4 digit of SSN	% of ownership	Residential Address	
Dealer Principal # 2 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name*		Email Address	Date of Birth
	Preferred Name/Nickname			
	Last 4 digit of SSN	% of ownership	Residential Address	
Dealer Principal # 3 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name*		Email Address	Date of Birth
	Preferred Name/Nickname			
	Last 4 digit of SSN	% of ownership	Residential Address	

Dealer Principal # 4 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name* Preferred Name/Nickname		Email Address	Date of Birth
	Last 4 digit of SSN	% of ownership	Residential Address	
Dealer Principal # 5 <input type="checkbox"/> Checked GSMOS (DCaRS Only)	Name* Preferred Name/Nickname		Email Address	Date of Birth
	Last 4 digit of SSN	% of ownership	Residential Address	

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

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

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

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

Dealer Name	Territory Name	Territory Number
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Section A

All documents <u>must</u> be reviewed and completed prior to submission to DCaRS.	ARM	RSM	DCaRS Representative	Comments	
California Only					
Agreement for Entitlement to Refund (OF-180) – signed by Dealer and Wells Fargo Auto	<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"/>		
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"/>		
New Jersey Only					
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_NJ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Oklahoma Only					
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563_OK	<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"/>		
Alabama	Indiana	Maryland	Nebraska	Oregon	Vermont
Colorado	Iowa	Massachusetts	Nevada	Texas	Wisconsin
Early Contract Payoff GAP Refund Dealer Letter: OF/LTR-563	<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	RSM	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:
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 voided check with dealer's name imprinted. If 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 (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"/>	
Dealer Agreement Schedule 1 (OF-24d)* *Used in combination with OF-24 when dealer identifies subsidiaries, affiliates, and fictitious names. 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"/>	
Current Dealer License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Aftermarket Products Sold at Dealership (OF-611)</p> <ul style="list-style-type: none"> • Complete form with products reviewed by Aftermarket Product Management (AMP) team. • Include “okay to proceed” email from AMP team. <p>See Aftermarket Products Sold at Dealership</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Negative News Search Request (OF-712)</p>			<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach to dealer signup file.

Provide copy of the document to the dealer.	ARM
Fair Lending Statement (OF-593)	<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/ Retail Sales Manager/ Commercial/Retail Market Manager or Designated Approver Signature*

Fair lending — our shared commitment

Helping customers succeed financially is our ultimate and enduring mission. Making financial services available to everyone on a fair and consistent basis and providing all applicants an equal opportunity to obtain automobile financing is essential to this success. It's a commitment we expect from our team members, and every dealership we do business with.

Because we believe in fair and equal access to credit, we ensure that all credit applicants and prospective credit applicants are treated fairly and consistently throughout the entire lending process. We strive 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.

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 us and for your shared commitment to fair lending. We look forward to our continued relationship. If you have any questions about our Fair Lending Program, please contact your auto relationship manager.