



Buyer Registration Checklist

U.S. Licensed Business

FOR REGISTRATION WITH IAA, PLEASE SUBMIT THE FOLLOWING

- Buyer Registration Form** — *Licensed Business*
- Business License** (must be automotive-related)
- Tax License** (only if required by your State)
- Federal Employer Identification Number (FEIN)**— **IRS Letter or W-9 Form**
- Government Issued Photo ID with Signature**
- \$200 Registration Fee**

ADDITIONAL STATE LICENSING REQUIREMENTS

Alabama, Michigan, Utah, Nevada and Wisconsin require that you purchase specific licensing in order to purchase certain titles and/or have access to the salvage pools in their state.

RESALE CERTIFICATES (FOR SALE TAX EXEMPTION)

Resale Certificates for sale tax exemption can be completed at a later date. Please note, buyer is responsible for providing payment by due date and submitting needed resale certificate to be sales tax exempt. Resale forms are available on the Useful Documents and Forms tab on IAAI.com — Useful Documents & Forms (<https://www.iaai.com/help/UsefulDocuments>)

Please email or fax completed and signed forms, along with copies of listed required documents, to Customer Support.

IAA Customer Support | 701 Harger Road, Suite 201 | Oak Brook, IL 60523

E-mail: cservice@iaai.com | **Phone:** 877-937-4243 | **Fax:** 630-382-5628



Buyer Registration Form

Licensed Business

BUYER INFORMATION

This registration will allow you to bid at all facilities where you meet state licensing requirements.

GENERAL INFORMATION

Company Name: _____

First Name: _____ M.I.: _____ Last Name: _____

Business License Address (no P.O. Box)

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

MAILING ADDRESS (if different than Business License Address)

Street Address or PO Box: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ Cell: _____

GOVERNMENT ISSUED PHOTO ID WITH SIGNATURE (photocopy required)

Number: _____ State or Country: _____ Expiration Date: _____

Photo ID and proof of residence is required in order for activation to be completed. For proof of residence, IAA will consider a tax statement/bill, utility bill, or other official document verifying the applicant's name and address. IAA reserves the right to require an additional form of proof of residence, if warranted.

AUCTION CENTER LOGIN I.D.

Please provide an email address to receive a password to access the Auction Center and to bid online (either proxy or online).

Email Address: _____

LICENSE

LICENSE TYPE	LICENSE NUMBER	STATE OF ISSUE	EXP. DATE
_____	_____	_____	_____

Tax License Number: _____ FEIN# (photocopy of IRS letter or W-9 Form required): _____

GENERAL INFORMATION

The undersigned registered buyer (**account owner**) has read and agrees to be bound by the policies, terms, conditions and information set forth in the IAA "Auction Rules" and the "Terms of Use" for the IAA website and acknowledges that compliance with same is a condition to remaining a buyer in good standing with Insurance Auto Auctions.

Signature of Account Owner: _____ Date: _____

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Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest)
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Additional State Licensing Requirements

Licensed Business

ADDITIONAL STATE LICENSING REQUIREMENTS

With most IAA locations, you can purchase the majority of vehicles sold through that facility as long as you have a dealer, dismantler, salvage, junk, scrapper, rebuilder or related license. Of course, the laws that say which type of license can purchase which type of title, varies by state and sometimes, locality.

In addition, some states require that you purchase specific licensing from that state in order to purchase certain titles and/or have access to the salvage pools in that state. We understand this can be confusing, so here is a listing of these states (where IAA operates), their requirements and who to contact in that state to obtain the necessary licensing.

Alabama

LICENSE: Alabama Buyer Identification Card (BID Card)

HOW TO APPLY: Call Alabama Department of Revenue, Sales, Use, Business & Tax Division — Severance & License Section at 334-353-7827 or click on <http://www.ador.state.al.us/licenses/LIC-756-3.pdf>

WHO'S ELIGIBLE: Buyers and their agents who meet Alabama state requirements and wish to purchase Salvage title at any of our Alabama locations.

FEE: \$10 per card.

AVAILABLE TO NON-US BASED BUYERS: No

Michigan

LICENSE: Michigan SVA (Salvage Vehicle Agent) Card

HOW TO APPLY: Call Michigan Department of State at 888-767-6424

APPLIES TO: Buyers and their agents who meet Michigan state requirements and wish to purchase Salvage or Scrap title in our Michigan locations. Buyers must obtain the wall license and the photo ID card to be eligible to purchase these titles at the Michigan salvage pools.

FEE: \$50 for SVA ID Card; \$160 for wall certificate. After July 1, wall certificate is prorated at \$80. \$49.25 for fingerprinting for non-MI businesses; for in-state fingerprinting cost will vary by location.

*The SVA photograph must be taken at an authorized Michigan licensing location. Fingerprinting must be done at a Michigan police station.

AVAILABLE TO NON-US BASED BUYERS: Yes

Nevada

LICENSE: Nevada Business Identification Card (Bid Card)

HOW TO APPLY: Click on <http://www.dmv.nv.gov/pdf/forms/obl252.pdf> or call the Nevada DMV at 775-684-4690

APPLIES TO: Nevada based businesses only that wish to purchase vehicles in

IAA's Nevada's locations. This license does not apply to non-Nevada based businesses.

FEE: Original and duplicate dealer and rebuilder ID cards, \$50; renewal, \$25. All wrecker ID cards, \$50.

AVAILABLE TO NON-US BASED BUYERS: No

Utah

LICENSE: Salvage Buyer Identification Card (BID Card)

HOW TO APPLY: Call Utah MVED (Motor Vehicle Enforcement Division) at 801-297-2600 or click on <http://mved.utah.gov/licenses/salvage-buyer>

APPLIES TO: Utah based businesses and their agents who meet Utah state requirements and wish to purchase Certificate of Sale, Dismantling Permit, Junk Permit and Salvage Title at our Utah locations.

FEE: \$203 for licensing year.

AVAILABLE TO NON-US BASED BUYERS: No

Wisconsin

LICENSE: Wisconsin MV Business Individual Credential with BID Endorsement.

HOW TO APPLY: Call Wisconsin DMV at 608-266-1425 or click on <http://www.dot.wisconsin.gov/business/dealers/forms/mv2651.pdf>

APPLIES TO: Buyers and their agents who meet Wisconsin state requirements and wish to purchase motor vehicles at any of our Wisconsin locations.

SPECIAL NOTATION:

- BID card is required for purchasing salvage vehicles from all buyers WI and out-of-state/out-of-country
- Endorsement card is required for purchasing of clear title vehicles from out-of-state/out-of-country buyers.

FEE: In-State—\$6, if dealer license expires less than one year; \$12 if dealer license expires over a year; Out-of-State/Out-of-Country—\$6.

AVAILABLE TO NON-US BASED BUYERS: Yes, as long as the buyer meets the Wisconsin state requirements

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