



**AUTO  
DEALERS  
EXCHANGE**

P.O. Box 39069, 8635 Brookville Road, Indianapolis, IN 46239 • Phone (317) 352-0121 • Sale Every Wednesday

Dear Future Customer and Friend,

We would like to take this opportunity to Thank You for choosing Auto Dealers Exchange to provide your Auction needs and services. Our staff eagerly anticipates fulfilling your requirements.

Please take a few minutes to complete the following forms and provide the necessary documentation. When you are finished please fax back all forms to the attention of Sheryl Gonzalez, Dealer Registration, at 317-356-6597, or email to [SGonzalez@adeindy.com](mailto:SGonzalez@adeindy.com).

Thank you for your cooperation and we look forward to serving you and "Working Together".

Sincerely,

The Management and Staff at Auto Dealers Exchange

AUTO DEALERS EXCHANGE  
NEW DEALER REGISTRATION  
DATE: \_\_\_\_\_

COMPUTER NUMBER ASSIGNED BY ADE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
DBA: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
MAILING ADDRESS: (if different from above) \_\_\_\_\_  
BUSINESS PHONE: area code \_\_\_\_\_ phone number \_\_\_\_\_  
FAX PHONE: area code \_\_\_\_\_ phone number \_\_\_\_\_  
CELL PHONE: area code \_\_\_\_\_ phone number \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

WHICH CATAGORY DESCRIBES THIS BUSINESS?

INCORPORATED \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ LIMITED LIABILITY COMPANY \_\_\_\_\_  
SOLE PROPIETORSHIP \_\_\_\_\_

ARE YOU A LICENSED DEALER? YES \_\_\_\_\_ NO \_\_\_\_\_  
DEALER LICENSE # \_\_\_\_\_ STATE ISSUED \_\_\_\_\_  
FEDERAL ID # \_\_\_\_\_ STATE TAX NUMBER \_\_\_\_\_ STATE ISSUED \_\_\_\_\_

OWNER NAME: \_\_\_\_\_  
OWNER SOCIAL SECURITY NUMBER: \_\_\_\_\_  
OWNER HOME ADDRESS: \_\_\_\_\_  
OWNER HOME PHONE NUMBER: \_\_\_\_\_ CELL NUMBER \_\_\_\_\_  
DO YOU OWN THE BUSINESS REAL ESTATE: \_\_\_\_\_  
SIGNATURE OF OWNER: \_\_\_\_\_

DATE THIS FIRM WAS ORGANIZED: \_\_\_\_\_ TYPE OF DEALER: NEW \_\_\_\_\_ USED \_\_\_\_\_ BOTH \_\_\_\_\_  
ARE YOU LISTED IN DUN & BRADSTREET? Y N DO YOU HAVE A FLOORPLAN? \_\_\_\_\_  
IF SO, WHO DO YOU FLOORPLAN WITH? \_\_\_\_\_  
ARE YOU INTERESTED IN BUYING \_\_\_\_\_ SELLING \_\_\_\_\_ BOTH \_\_\_\_\_  
DO YOU WISH TO PAY WITH CASH \_\_\_\_\_ OR CHECK \_\_\_\_\_  
IS THIS ACCOUNT IN THE COMPANY NAME: YES \_\_\_\_\_ NO \_\_\_\_\_  
BANK: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_  
BANK OFFICIAL: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_  
BANK FAX NUMBER: \_\_\_\_\_

PLEASE LIST 3 AUCTIONS THAT YOU CURRENTLY ATTEND:

NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_  
NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_  
NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_

AUTO DEALERS EXCHANGE  
NEW DEALER REGISTRATION

DATE: \_\_\_\_\_

COMPUTER NUMBER ASSIGNED BY ADE: \_\_\_\_\_

NAME OF PERSON BEING INTERVIEWED: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: area code \_\_\_\_\_ phone number \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

DO YOU OWN YOUR RESIDENCE? \_\_\_\_\_

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? \_\_\_\_\_

-----  
AUTHORIZED BUYERS AND SELLERS:

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**THE ABOVE DEALER, OR IT'S AUTHORIZED AGENT, GIVE AUTHORIZATION TO AUTO DEALERS EXCHANGE TO ACT AS THEIR AGENT IN REASSIGNMENT OF TITLES FOR VEHICLES SOLD AT ADE, AND TO HOLD ADE HARMLESS FROM ANY AND ALL LITIGATION RESULTING FROM SUCH ACT.**

*We need these documents*

**AUTO DEALERS EXCHANGE**

**NEW DEALER REGISTRATION**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO REGISTER AT AUTO DEALERS EXCHANGE

PLEASE PROVIDE THE FOLLOWING:

- COPY OF CURRENT DEALERS LICENSE
- COPY OF STATE TAX CERTIFICATION
  - COPY OF RETAIL MERCHANTS CERTIFICATE (SHOWING FEDERAL ID NUMBER) – OUT OF STATE DEALERS PLEASE PROVIDE PROOF OF FEDERAL ID NUMBER
- COPY OF BUSINESS CHECK FOR THE ACCOUNT BEING USED TO PAY FOR PURCHASES
- COPY OF CURRENT BOND/OUT OF STATE DEALERS, PROOF OF INSURANCE
- COPY OF DRIVERS LICENSE FOR ALL OWNERS AND AUTHORIZED (BUYING AND/OR SELLING) AGENTS
- SOCIAL SECURITY NUMBERS FOR ALL OWNERS AND AUTHORIZED AGENTS
  - AFTER INITIAL REGISTRATION, A LETTER ON COMPANY LETTERHEAD IS REQUIRED TO ADD OR DELETE ANY AGENT – THIS LETTER MUST BE SIGNED BY THE OWNER OR CONTROLLER.

FOR AUCTION INSURANCE PURPOSES ALL ORIGINAL BANK FORMS MUST BE SIGNED BY THE OWNER. REGISTRATION IS NOT COMPLETE UNTIL ALL REQUIRED DOCUMENTS ARE ON FILE.

**\*\*\*PLEASE NOTE: IF YOU ARE A PNC CUSTOMER - A SEPARATE AUTHORIZATION IS INCLUDED AS PER PNC REQUIRMENTS - SIGNATURE, PRINTED NAME AND DATE BY OWER/AUTHORIZED SIGNER. \*\*\***

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME AT 317-352-0121.

THANK YOU FOR BECOMING PART OF THE ADE FAMILY.  
SHERYL GONZALEZ, DEALER REGISTRATION



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To Whom It May Concern:

I authorize you to release information regarding my account with your bank to Auto Dealers Exchange. This information will be asked periodically so they may better serve my needs to sell or purchase vehicles through their auction.

This original letter will be kept on file by Auto Dealers Exchange, and you may release this information for their use confidentially at their request. Should this change, you will be notified immediately.

Thank you for your cooperation regarding this request.

Sincerely,

X \_\_\_\_\_  
(Company Name)

X \_\_\_\_\_  
(Signature)

X \_\_\_\_\_  
(Printed name)

X \_\_\_\_\_  
(Date)

X \_\_\_\_\_  
(Valid Email Address – required)

**Requirements of Auction Insurance Agency**  
**Periodic Bank Inquiry Authorization**  
**To be signed by Owner or Authorized Personnel of your**  
**bank account**  
**SIGN AND RETURN TO ADE**

(Rev 2-2019)



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RE:

Gentlemen:

Inasmuch as we accept checks in payment of cars purchased and guarantee titles of cars sold, you can appreciate the necessity of our hereby giving notice of acquiring a purchase money security interest in each vehicle purchased by \_\_\_\_\_ at Auto Dealers Exchange, pending final payment being received by Auto Dealers Exchange, as well as the need of periodic re-evaluations.

We shall appreciate your co-operation by checking the appropriate spaces below for your current estimate of the above account, which information will be considered strictly confidential.

Thank you.

Very Sincerely yours,

*Katherine L. Hines*

Customer has been banking with you since \_\_\_\_\_  
 Amount of floorplan, if any \_\_\_\_\_  
 of Line of credit \_\_\_\_\_

The subject is	( )	a valued customer with good reputation and financial responsibility		
	( )	honest and reliable but short in capital		
	( )	unknown to us		
	( )	a new customer - our experience limited		
The Account is	( )	A regular customer	( ) Satisfactory	
	( )	A special account	( ) Unsatisfactory	
	( )	A loan account		
Balances are,	( )	Small	( ) 3 figures	( ) 6 figures
	( )	Medium	( ) 4 figures	( ) 7 figures
	( )	Large	( ) 5 figures	( ) 8 figures
Our loan experience	( )	is satisfactory	( ) customer has not borrowed	
	( )	is not satisfactory		
We feel this customer is entitled to:	( )	Unlimited credit	<b>PLEASE RELEASE THE ABOVE INFORMATION TO:          AUTO DEALERS EXCHANGE</b>  SIGNATURE <u>X</u> _____ COMPANY: <u>X</u> _____	
	( )	Limited credit		
	( )	Credit subject of frequent review		
	( )	No credit - poor risk		
Number of NSF's in last 12 months	( )			
	( )			

Remarks:

By \_\_\_\_\_

**Form ST-105**  
**General Information and Instructions**

All four (4) sections of the ST-105 must be completed or the exemption is not valid and the seller is responsible for the collection of the Indiana sales tax.

Section 1 Instructions

- A) **This section requires an identification number.** In most cases this number will be an Indiana Department of Revenue issued Taxpayer Identification Number (TID# - see note below) used for Indiana sales and/or withholding tax reporting. If the purchaser is from another state and does not possess an Indiana TID#, a resident state's business license, or State issued ID# must be provided.
- B) **Exceptions** - For a purchaser not possessing either an Indiana TID# or another State ID#, the following may be used in lieu of this requirement.
- Federal Government** – place your FID# in the State ID# space.
- Farmer** – place your SS# or FID# in the State ID# space.
- Public transportation haulers** operating under another motor carrier authority, or with a contract as a school bus operator, must indicate their SS# or FID# in the State ID# space.
- Nonprofit Organization** – must show its FID# in the State ID# space.

Section 2 Instructions

- A) Check a box to indicate if this is a single purchase or blanket exemption.
- B) Describe product being purchased.

Section 3 Instructions

- A) Purchaser must check the reason for exemption.
- B) Purchaser must be able to provide additional information if requested.

Section 4 Instructions

- A) Purchaser must sign and date the form.
- B) Printed name and title of signer must be shown.

**Note:** The Indiana Taxpayer Identification Number (TID#) is a ten (10) digit number followed by a three (3) digit LOC#. The TID# is also known as the following:

- a) Registered Retail Merchant Certificate
- b) Tax Exempt Identification Number
- c) Sales Tax Identification Number
- d) Withholding Tax Identification Number

The Registered Retail Merchant Certificate issued by the Indiana Department of Revenue shows the TID# (10 digits) and the LOC# (3 digits) at the top right of the certificate.

Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft. Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue.

Section 1 (print only)
Name of Purchaser
Business Address City State Zip
Purchaser must provide minimum of one ID number below.\*
Provide your Indiana Registered Retail Merchant's Certificate TID and LOC Number as shown on your Certificate. TID# (10 digits) LOC# (3 digits)
If not registered with the Indiana DOR, provide your State Tax ID Number from another State. State ID# State of Issue
\*See instructions on the reverse side if you do not have either number.

Section 2
Is this a [X] blanket purchase exemption request or a [ ] single purchase exemption request? (check one)
Description of items to be purchased.

Section 3
Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)
[ ] Sales to a retailer, wholesaler, or manufacturer for resale only.
[ ] Sale of manufacturing machinery, tools, and equipment to be used directly in direct production.
[ ] Sales to nonprofit organizations claiming exemption pursuant to Sales Tax Information Bulletin #10. (May not be used for personal hotel rooms and meals.)
[ ] Sales of tangible personal property predominately used (greater than 50 percent) in providing public transportation - provide USDOT#. A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a school bus operator, must provide their SS# or FID# in lieu of a State ID# in Section #1. USDOT#
[ ] Sales to persons, occupationally engaged as farmers, to be used directly in production of agricultural products for sale. Note: A farmer not possessing a State Business License# may enter a FID# or a SS# in lieu of a State ID# in Section #1.
[ ] Sales to a contractor for exempt projects (such as public schools, government, or nonprofits).
[ ] Sales to Indiana Governmental Units (agencies, cities, towns, municipalities, public schools, and state universities).
[ ] Sales to the United States Federal Government - show agency name. Note: A U.S. Government agency should enter its Federal Identification Number (FID#) in Section #1 in lieu of a State ID#.
[ ] Other - explain.

Section 4
I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.
I confirm my understanding that misuse, (either negligent or intentional), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.
Signature of Purchaser Date
Printed Name Title

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser. Seller must keep this certificate on file to support exempt sales.





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To Our Valued Customers

We at Auto Dealers Exchange, take pride in keeping our fees to a minimum. Due to increases in shipping and replacement title fees, we are implementing the following guidelines for title and check delivery.

Please choose one of the following:

1. Provide us with your UPS or Federal Express account number for overnight delivery.

Federal Express      Account # \_\_\_\_\_  
 UPS                      Account # \_\_\_\_\_

2.  Titles can be held at the auction available for pickup 5 days a week

3.  We will ship via UPS ground and bill your receivable account

4.  US Postal Mail is no charge but note the following exception

We will not be responsible for any cost to replace items not received

If we assist in getting replacement(s) you will be responsible for all fees incurred

Company Name \_\_\_\_\_

Ship to Address \_\_\_\_\_

UPS & FedEx will not deliver to a PO Box

Phone number \_\_\_\_\_

Please have an owner/controller sign and return this form as soon as possible by fax 317-356-6597 or mail. Thank you for your cooperation and as always, we at ADE strive to offer the best possible service.

\_\_\_\_\_  
Signature / Title

\_\_\_\_\_  
Printed Name



State of \_\_\_\_\_  
County of \_\_\_\_\_

**TITLE CLERK AUTHORIZATION**

I, \_\_\_\_\_ (Consignor)  
(Name) (Title) (Business Name)

do hereby duly authorize Auto Dealers Exchange and/or its employees to act as agent to sign all papers and documents that may be necessary pertaining to the sale and subsequent title transfer of the vehicles owned by Consignor and consigned to Auto Dealers Exchange Auto Auction for sale, including without limitations, any title, title transfer documents, reassignments or odometer disclosure statements as required by federal or state law.

LORI BURRIS, SUE BRICKER, MARCIA FOSTER, ANGIE HOFMANN, SHERYL GONZALEZ, LIZ DEBOARD  
TERRY GOINS, KATHLEEN GOINS MYERS, KAREN GOINS RYAN, GLORIA BURRIS, DEANNA SCOTT

In consideration of Auto Dealers Exchange Auto Auction's agreement to execute such documents on Consignor's behalf from time to time, Consignor shall indemnify, defend and hold harmless Auto Dealers Exchange Auto Auction, its affiliates, subsidiaries, officers, directors, employees, successors and assigns from and against any and all loss, damages, liability, claims, causes of action and expenses of whatever kind or nature, arising from the execution of transfer ownership of any consigned vehicle or from the execution by Auto Dealers Exchange Auto Auction or its employees or agents of any certificate of title, odometer statement, bill of sale or other document necessary to transfer ownership of a consigned vehicle. Notwithstanding the foregoing, nothing contained herein shall be construed to require Consignor to indemnify Auto Dealers Exchange Auto Auction from any loss resulting from any gross negligence or willful misconduct of Auto Dealers Exchange Auto Auction or its employees or agents.

Consignor further agrees to guarantee and save the authorities of any state requested to process such transfer of title from all responsibility with respect to this Title Clerk Authorization.

Witness my hand and seal  
Affixed this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature

Notary Public Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Commission Expiration: \_\_\_\_\_

\_\_\_\_\_  
Printed name & Position

# AUTO DEALERS EXCHANGE BUYERS AND SELLER FEES - OCTOBER 7, 2020

## BUYER FEES

<u>PRICE</u>	<u>TO</u>	<u>PRICE</u>	<u>FEE</u>
\$1		\$499	\$50
\$500		\$999	\$75
\$1,000		\$4,999	\$100
\$5,000		\$9,999	\$125
\$10,000		\$14,999	\$150
\$15,000		\$19,999	\$175
\$20,000		\$29,999	\$225
\$30,000		\$39,999	\$250
\$40,000		\$49,999	\$275
\$50,000		\$500,000	\$300

## SELLER FEES

<u>PRICE</u>	<u>TO</u>	<u>PRICE</u>	<u>FEE</u>
\$1		\$499	\$50
\$500		\$999	\$80
\$1,000		\$1,999	\$110
\$2,000		\$3,499	\$120
\$3,500		\$4,999	\$130
\$5,000		\$6,249	\$150
\$6,250		\$7,999	\$160
\$8,000		\$8,999	\$170
\$9,000		\$9,999	\$180
\$10,000		\$10,999	\$190
\$11,000		\$11,999	\$200
\$12,000		\$12,999	\$220
\$13,000		\$13,999	\$230
\$14,000		\$14,999	\$240
\$15,000		\$15,999	\$250
\$16,000		\$16,999	\$260
\$17,000		\$17,999	\$280
\$18,000		\$18,999	\$300
\$19,000		\$19,999	\$320
\$20,000		\$29,999	\$330
\$30,000		\$39,999	\$350
\$40,000		\$49,999	\$370
\$50,000		\$500,000	\$390