



**12876 Molly Pitcher Highway  
Greencastle, PA 17225  
Phone: (717) 597-3121  
Fax: (717) 597-0220**

### **Welcome to Mason Dixon Auto Auction!**

To become a registered dealer here at Mason Dixon Auto Auction, we require that you have a photo membership ID card to ease both the purchase and consignment process. We are required by the state of Pennsylvania to provide proof that you are in fact a registered dealer. Therefore, you must provide us with current copies of the following Licenses:

- Dealer License
- Salesperson Licenses (for all Agents)
- Driver's License (for owner & all Agents)
- Pennsylvania Dealers: Tag registration card

The following is a list of additional information you as a "new dealer" need to provide Mason Dixon Auto Auction in order to complete your registration status:

- A complete Dealer Registration form
  - Authorized Agents form
  - Power of Attorney
  - For Company check Approval: a photo copy of your company check unless you are a "cash only" dealer
  - Complete bank forms signed and stamped by a bank official
- \*Note: this is only needed if you do not want to buy and/or sell on cash only basis**

**Please Note:** Mason Dixon Auto Auction reserves the right to hold titles pending check clearance for any new dealer who has not returned the bank information sheet contained in this packet. However, if a new dealer prefers to take the titles that night, he/she will need to pay cash.

Please return this packet to **Mason-Dixon Auto Auction** via mail, fax, or in person to the address below:

**12876 Molly Pitcher Highway  
Greencastle, PA 17225  
Phone: (717) 597-3121  
Fax: (717) 597-0220**

Thank you for choosing to do business with Mason-Dixon Auto Auction!  
Remember to visit us on the web at

**[www.masondixonautoauction.com](http://www.masondixonautoauction.com)**

**Again, THANK YOU for choosing Mason-Dixon Auto Auction!**



## ATTENTION DEALERS

We at Mason Dixon Auto Auction are happy to have your business. There are however, policies that need to be addressed:

**PAYMENT FOR VEHICLES PURCHASED:** Our payment policy is that all vehicles purchased on a Tuesday night be paid for in full by the end of the day on Thursday at 5:00 P.M. After that time period has elapsed and payment has not been made, a \$50.00 late fee will incur on each vehicle. Also, if vehicles are not paid for by the following Tuesday, \$20.00 per day storage fee will begin to accumulate along with another \$50.00 late fee. We want you to know that your communication with us is very important and if there should be any problem with our payment terms, you should feel free to call and discuss this matter with us.

**VEHICLES ON OUR LOT TO BE SOLD:** Our Storage Fee Policy on vehicles on our lot to be sold. Once a vehicle arrives on our lot to be sold, if the vehicle runs through the sale every consecutive Tuesday and all registration fees are paid before the sale, no storage fees will be charged. However, if the vehicle is not run every consecutive Tuesday, and remains on our lot for 30 DAYS, starting on day 31 a \$20.00 per day storage fee will begin to accumulate on the vehicle.

**Thank you again for doing business at Mason Dixon Auto Auction.**

**I have read over and understand the above polices, and agree to abide by the Selling /Buying Polices of Mason Dixon Auto Auction.**

**Dealership Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### Dealer Registration Form

Dealership Name \_\_\_\_\_

DBA Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone# \_\_\_\_\_ FAX \_\_\_\_\_

Business Type            CORPORATION    Yes \_\_\_\_\_ No \_\_\_\_\_  
                                  PARTNERSHIP    Yes \_\_\_\_\_ No \_\_\_\_\_  
                                  SOLE OWNERSHIP Yes \_\_\_\_\_ No \_\_\_\_\_

**Officer/Owner Name** \_\_\_\_\_ **Title** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ State Dealer ID # \_\_\_\_\_

Birth Date \_\_\_\_\_ SS # \_\_\_\_\_ DrL # \_\_\_\_\_ Exp. Date \_\_\_\_\_ State \_\_\_\_\_

**Officer/Owner Name #2** \_\_\_\_\_ **Title** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date \_\_\_\_\_ SS # \_\_\_\_\_ DrL # \_\_\_\_\_ Exp. Date \_\_\_\_\_ State \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Email Address** \_\_\_\_\_



### FINANCIAL INFORMATION

Primary Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Account Officer: \_\_\_\_\_

Secondary Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account # \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Account Officer: \_\_\_\_\_

#### **SIGNATURE:**

By signing this document, I attest that all of the information contained herein is true and correct to the best of my knowledge. I understand that Mason Dixon Auto Auction may revoke my Dealer Registration at any time without warning. If information provided on this form is found to be inaccurate, I understand that is grounds for immediate termination of my dealer registration. I also grant the authorization for Mason Dixon Auto Auction to contact the banks credit of all individuals whose social security numbers are provided on this form for the purpose of extending dealer registration privileges.

SIGNATURE OF OWNER/OFFICER: \_\_\_\_\_

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

- **THIS FORM MUST BE SIGNED AND DATED EVEN IF NO FINANCIAL INFORMATION IS FILLED OUT. THIS PAGE IS A CONTINUATION OF YOUR DEALER REGISTRATION FORM!**



## POWER OF ATTORNEY

The undersigned and its subsidiaries hereby duly appoint Mason Dixon Auto Auction, or any of its subsidiaries, through MDAA's authorized employees and agents, to act as our Attorney-In-Fact to fill out, complete, and sign any and all papers and documents that may be necessary or helpful pertaining to the sale or purchase of vehicles through MDAA auctions, including but not limited to titles, title transfer documents, bills of sale, and odometer disclosure statements.

In considerations of MDAA agreement to execute such documents on our behalf from time to time, the undersigned shall indemnify, defend, and hold harmless MDAA 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 or filling out by MDAA or its employees or agents of any certificates of title, odometer statements, bills of sale, or any other document necessary or helpful to the ownership transfer of vehicles purchased or sold by the undersigned through MDAA auctions. Notwithstanding the foregoing, nothing contained herein shall be construed to require the undersigned to indemnify MDAA its affiliates, subsidiaries, officers, directors, employees, successors, and assigns from any loss resulting from any gross negligence or willful misconduct of MDAA or its employees or agents.

This Power of Attorney shall be effective as of the date of signing hereof and shall continue in full force and effect until written notice or termination is provided by either of the undersigned to MDAA.

Date \_\_\_\_\_ CompanyName \_\_\_\_\_

### Owner 1

Print Name \_\_\_\_\_

Sign \_\_\_\_\_

Driver License # \_\_\_\_\_

### Owner 2

Print Name \_\_\_\_\_

Sign \_\_\_\_\_

Driver License # \_\_\_\_\_



## Authorized Agents Form

### Authorized Buyer/Seller Information

Each authorized agent will be issued a photo membership ID card. The following person or persons are duly authorized to buy and sell vehicles; to execute checks or drafts; to execute bill of sales; assignments or titles and warranties of titles binding on the undersigned. And in consideration of the auction permitting this person to participate as my representative at its sales, the undersigned does hereby guarantee all transactions made by him/her. It is further understood that this information contained herein is guaranteed by the undersigned, this agreement is to continue in full force and effect until terminated by the undersigned in writing to the auction and terminated Agent's photo membership ID card is returned to the Auction. The auction reserves the right to limit or terminate auction privileges at any time.

Dealership Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_, I hereby authorize:

(1) Print Name \_\_\_\_\_  
 Driver's License # \_\_\_\_\_  
 SSN # \_\_\_\_\_  
 Signature of Agent \_\_\_\_\_  
 Agent's Cell Phone \_\_\_\_\_

(2) Print Name \_\_\_\_\_  
 Driver's License# \_\_\_\_\_  
 SSN # \_\_\_\_\_  
 Signature of Agent \_\_\_\_\_  
 Agent's Cell Phone \_\_\_\_\_

to be my representative(s) at the Mason Dixon Auto Auction. This means I will be fully responsible for every transaction that he/she transacts at the Mason Dixon Auto Auction, including any transaction involving odometer tampering. Also, if a check should be returned for any reason, I will pay Mason Dixon Auto Auction immediately to keep my buying and selling privileges. (This means any check written from anyone's account for payment, purchases and/or registration, under the above dealership.)

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Company Check Acceptance Agreement

Terms and conditions of Agreement: I authorize MDAA to verify the following information by contacting credit reporting agencies, business references, and my banking institution. I accept full responsibility for any checks we issue to MDAA that are not honored by our bank. Within two (2) days notice from MDAA of a dishonored check, I will arrange for a replacement cashiers check for the original amount plus MDAA's "NSF" processing fee, and I will be responsible for all collection costs including legal fees. Further, I understand that MDAA may revoke my company check writing privileges at any time.

**(Please Print or Type this Form)**

Date: \_\_\_\_\_ Buyer Number \_\_\_\_\_

**I: Company Information**

Company Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_

Business Type:

\_\_\_\_\_ Partnership: \_\_\_\_\_ Sole Owner \_\_\_\_\_ Corp: \_\_\_\_\_ Non-Profit: \_\_\_\_\_

How long in business: Years \_\_\_\_\_ This address: Year \_\_\_\_\_ Fax number \_\_\_\_\_

Have you ever applied with MDAA under this or any other name? Yes No

Company Name/Real Name: \_\_\_\_\_ Buyer # \_\_\_\_\_

**II: Business Credit Reference**

1. Name of business: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Number of Years doing business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Name of Business: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Number of Years doing business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**III: Bank Information**

Bank \_\_\_\_\_ Account Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Title: \_\_\_\_\_ Phone Number \_\_\_\_\_

**IV: Owner/ Officer Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Business License Number: \_\_\_\_\_ Driver License Number: \_\_\_\_\_

SSN # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Company Check Approval  
Bank Verification**

This form must be completed, signed, and stamped by your bank with the official bank stamp. Once the form is completed, please return by fax or mail with MDAA company check acceptance agreement to Mason-Dixon Auto Auction.

Company Name \_\_\_\_\_ MDAA Dealer Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

**Authorization to release information**

**Name of Bank** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Account Holder's Signature** \_\_\_\_\_

Date Account Opened \_\_\_\_\_

NSF History \_\_\_\_\_ Date(s) \_\_\_\_\_

Average balance last 6 months \$ \_\_\_\_\_

Satisfactory Account \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Bank Stamp \_\_\_\_\_

You may fax this form with your MDAA company check acceptance agreement to (717) 597-0220 (FAX). Should you have any questions, please feel free to call (717) 597-3121





### ADD/DELETE FORM

#### TO DELETE OR CANCEL A CARDHOLDER

I (Owner Name) \_\_\_\_\_ give MDAA authority to cancel  
 (Cardholder Name) \_\_\_\_\_ from my Dealer # \_\_\_\_\_  
 He/She is NO longer a Partner/Agent for my Company \_\_\_\_\_

DELETED CARDHOLDERS MUST RETURN MDAA PHOTO MEMBERSHIP CARDS. OWNER IS RESPONSIBLE FOR CARDHOLDERS ACTIONS UNTIL MDAA HAS RECEIVED CARD AND CARDHOLDERS ARE REMOVED FROM SYSTEM.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_



#### TO ADD A NEW CARDHOLDER

I (Owner Name) \_\_\_\_\_ give MDAA authorization to add

CARDHOLDER (CARDHOLDERS NAME) \_\_\_\_\_  
 TO MY DEALER # \_\_\_\_\_ ENTER ST. DRIVERS LIC. # \_\_\_\_\_  
 OR PHOTO ID # \_\_\_\_\_ STATE/ COUNTRY \_\_\_\_\_  
 EXPIRATION DATE \_\_\_\_\_ COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_  
 OFFICE PHONE \_\_\_\_\_  
 NEW CARD HOLDER'S CELL PHONE \_\_\_\_\_

I hereby authorize above named cardholder to be my representative(s) at the Mason Dixon Auto Auction. This means I will be fully responsible for every transaction that he/she transacts at the Mason Dixon Auto Auction, including any transaction involving odometer tampering. Also, if a check should be returned for any reason, I will pay the Mason Dixon Auto Auction immediately to keep my buying & selling privileges. (This means any check written from anyone's account for payment, purchases and/ or registration, under the above dealership.)

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**\*NOTE: COPY OF VALID DRIVERS LICENSE OR PHOTO ID MUST ACCOMPANY THIS FORM WHEN ADDING A NEW CARDHOLDER(S) OR CARDHOLDER(S) WILL NOT BE ENTERED!**