



Dealer Registration Packet

Thank you for registering with Partners Auto Auction, Inc. To process your registration, we ask that you provide the following documentation. The checklist below is for your convenience to ensure all necessary items are received.

Registration Checklist

- ☐ Dealer Application with owner's signature – **Required**
- ☐ W-9 Form- **Required**
- ☐ Copy of Voided Business Check (If paying by ACH)
- ☐ ACH Form (If applicable)
- ☐ Power of Attorney with owner's signature (Must be Notarized) -**Required**
- ☐ Form Showing Company Name and Federal ID Number -(front page of tax return, top portion only) -
Required
- ☐ List of Owners & Officers/Guaranty with owner's signature (Must be Notarized)- **Required**
- ☐ Title/Check Mailing Preference Form-(choosing FedEx or UPS will require your account numbers)
- ☐ Authorized Representative Sheet(s), if Applicable, with owner's signature- **Required**
- ☐ Copies of all current Driver's Licenses-**Required**
- ☐ Auction Policy Agreement, with owner's signature- **Required**
- ☐ Copy of current Dealers License- **Required**
- ☐ Credit Reference Form- **Required**

Partners Auto Auction, Inc. requires a bank reference check on ALL customers who choose to pay with a business check. All Dealers will be provided with a bank reference form to be completed by your local bank branch. This form must be completed in its entirety by an authorized bank official and must be returned with an official bank stamp. Missing Information will result in a hold placed on titles until such time as the information is completed.

Auctions will be held weekly every Tuesday unless otherwise noted. Doors open at 11:00 AM and the lanes open at 2:00 PM. **Please note times are subject to change.**

Office: (401)-647-9300
Julie@partnersautoauction.com
150b Danielson Pike, Foster RI 02825

Dealer Application

Date _____

Legal Name of Dealership _____

DBA _____

Address _____ City _____ State _____ Zip _____

Mailing Address (*if different*) _____

Telephone _____ Cell _____ Fax _____

Email Address _____ Website _____

Dealer License Number _____ Dealer Sales Tax Number _____

Federal ID Number _____ Owner's Signature _____

This Dealer is a ☐ Partnership ☐ Corporation ☐ Individual

Type of dealership ☐ Franchised ☐ Used ☐ Wholesale

If franchised, make of vehicles sold _____

Date dealership was organized. _____

Method of payment if you buy ☐ Cash ☐ Check ☐ Floor Plan ☐ ACH

Credit Information

Bank _____ Contact Official _____

Telephone Number _____ Fax Number _____

Address _____

City, State, Zip _____

Account Number _____ Date account established _____

References (Other auctions you attend)

Name _____

Address _____

City, State, Zip _____

Name _____

Address _____

City, State, Zip _____

Credit Reference Form
Dealers fill out top portion only

I hereby grant permission for an authorized bank employee to release credit information to Partners Auto Auction, Inc.

The information, which is submitted, will be treated as confidential.

Bank Name
Bank Address
City, State, Zip
Telephone Number
Bank Account Number
Bank Fax Number

Dealership Name
Dealership Address
City, State, Zip
Dealership Contact
Telephone Number
PAA Account Number

Dealership Owner Signature _____ **Date** _____

To Whom It May Concern,

Your bank has been designated as the principal depository and banking reference for the business listed above. It is our procedure to secure ratings on the checking accounts used by automotive dealers that conduct business with our auction. We would be grateful if you would check mark below the estimate of this account.

This account is: ☐ A regular account ☐ A special account ☐ Satisfactory ☐ Unsatisfactory

Balances are: ☐ Low (3 Figures)
 ☐ Medium (4 Figures)
 ☐ High (5+ Figures)

Checking account has been established since _____

Has the account had insufficient checks within the last year ☐ No ☐ Yes

If yes, how many to date? _____

Is credit: ☐ Secured ☐ Unsecured

Do you floor plan this account? ☐ No ☐ Yes

Floor plan line used _____

☐ New \$ _____ ☐ Outstanding New \$ _____
☐ Used \$ _____ ☐ Outstanding Used \$ _____

Above information given by: _____ **Date** _____

Bank Stamp:



POWER OF ATTORNEY

The undersigned hereby appoints Partners Auto Auction, Inc. (PAA) to act as our ATTORNEY-IN-FACT to sign all papers and documents that may be necessary pertaining to the sale and subsequent title transfer of the vehicles consigned by the undersigned through PAA. This can include, without limitation, any title, title transfer document, reassignments of, and odometer disclosure statements as required by federal law. In consideration of Partners' agreement to execute such documents on behalf of the undersigned from time to time, the undersigned shall indemnify, defend, and hold harmless Partners, 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 and nature, arising from the execution by Partners or its employees or agents of any certificate of title, odometer statement, bill of sale, or other document necessary to transfer ownership of consigned vehicles. Notwithstanding the foregoing, nothing contained herein shall be construed to require the undersigned to indemnify Partners, its affiliates, subsidiaries, officers, directors, employees, successors, and assigns from any loss resulting from any gross negligence or willful misconduct of Partners or its employees or agents. This Power of Attorney shall be effective as of the date of signing hereof on behalf of the undersigned and continue in full force and effect until terminated by the undersigned. This Power of Attorney supersedes any previous authorization to act as agent and attorney-in-fact for the undersigned.

Company Name _____

By: _____
(Signature of Owner/Officer)

Printed: _____
(Printed Name of Owner/Officer)

ACKNOWLEDGMENT

*****MUST BE NOTARIZED*****

State of _____
County of _____

On _____ before me, _____ personally
(insert name and title of notary officer)

Appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/ executed the same in his/her/their authorized capacity(ies), and that by his/her/ signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Signature _____ (Seal)

My Commission expires: _____

List of Owners and Officers

Name _____ Title _____ Social Security # _____
Home Address _____ City _____ State _____ Zip _____
Home Phone Number _____ Email _____

Name _____ Title _____ Social Security # _____
Home Address _____ City _____ State _____ Zip _____
Home Phone Number _____ Email _____

Guaranty

Inconsideration of Auction allowing dealer to buy and sell motor vehicles through auction, the undersigned, whether one or more, personally covenant, guarantee and warrant that the title to each vehicle sold by dealer through auction will be good and be free and clear of all liens and encumbrances, whatsoever. The undersigned unconditionally agrees to reimburse auction for any loss, damage, expense, or costs, including attorney's fees, incurred by auction as a result of breach of the foregoing warranty of title as to any such motor vehicle.

The undersigned further guarantees full payment of any debts of Dealer to Auction, including any checks or drafts issued by Dealer or any of Dealers representatives together with any loss or expense incurred by auction in collecting or attempting to collect such debt, including attorney's fees.

The undersigned further guarantees the Odometer Mileage Statement given by or in behalf of the dealer in all sales of motor vehicles by it through the Auction, and agrees to reimburse, indemnify and hold harmless the Auction from all losses and expenses caused it by any such Odometer Mileage Statement. Guaranty issued by it in connection with any such sale, as well as any expense or costs incurred by Auction in collection or attempting to collect such losses, including attorney fees.

The undersigned acknowledges that Auction shall have the right to refuse to transact business with Dealer, to modify or release any and all collateral security, to extend or change time of payment and to settle or compromise with Dealer without notice to the undersigned and without discharging or affecting the liability of the undersigned hereunder. This guaranty is to be a continuing guaranty and the undersigned hereby waives notice of acceptance of this guaranty and presentment, demand, protest, and any notice of non-payment of dishonor. The undersigned shall be liable as principle debtor and not merely as surely, and the bankruptcy of any assignment in favor of creditors or Dealers shall not affect the enforceability of this agreement.

The instrument shall bind the respective heirs, executors, administrators and assigns of the undersigned and shall ensure to the benefit of the Auction, its successors, assigns and subrogates.

Where there is more than one signature to this agreement, each signatory shall be jointly and severally liable under this agreement.

Sign Name _____
(President or Owners Signature)

Print Name _____
(President or Owners Printed Name)

Name of Dealership _____ Telephone Number _____
Address _____ City _____ State _____ Zip _____

*****MUST BE NOTARIZED*****

Subscribe and sworn to before me this _____ Day of _____ 20____

Notary Public Signature

Commission Expiration _____ County of _____

Title/Check Mailing Preferences

****Requires Signature**

Please choose one option for titles and one option for checks. If you choose FedEx or UPS, please note that these mailing options are done at your dealership's expense and you must provide your account number.

Titles	Checks	Mailing Preferences (with account number if applicable)
☐	☐	Regular Mail
☐	☐	Hold for Pickup
☐	☐	FedEx Account Number: _____ ☐ 1 Day ☐ 2 Day
☐	☐	UPS Account Number: _____ ☐ 1 Day ☐ 2 Day

If you choose to have your titles sent by regular mail, please note that the auction is not responsible for lost, stolen, damaged, or otherwise undelivered titles.

Dealership Name _____

Date _____

Owner's Signature _____

Authorized Representatives

Dealership Name _____ Dealership # _____

Representatives must be kept on the account for six months. Only the company's owner may add/disable representatives. Each dealership may have multiple representatives. All additions and revocations must be done in writing. You will be financially responsible for any outstanding balances incurred by any of your authorized buyers.

The following person(s) are duly authorized to buy and sell automobiles, to execute checks or drafts, to execute bills of sale, odometer/mileage statements, and assignments of titles and warranties of titles, on behalf of dealer. The authority of the following persons to act on behalf of dealer shall continue in full force and effect until terminated by dealer, in writing, to the auction. Dealer does hereby guarantee all transactions made by such persons, and does indemnify and hold harmless the auction, from all loss or expense caused it as a result of any such transactions including losses from dishonored checks, drafts, defective titles, and false or inaccurate odometer/mileage statements, as well as any expense incurred in attempting to collect such losses including attorney's fees.

1) Representative _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Soc. Sec. Number _____
Title _____ Home Phone _____ Cell Phone _____
Driver's License Number _____ State _____ Email Address _____

2) Representative _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Soc. Sec. Number _____
Title _____ Home Phone _____ Cell Phone _____
Driver's License Number _____ State _____ Email Address _____

3) Representative _____
Address _____ City _____ State _____ Zip _____
Date of Birth _____ Soc. Sec. Number _____
Title _____ Home Phone _____ Cell Phone _____
Driver's License Number _____ State _____ Email Address _____

Owner's Signature _____ Date _____

****You are required to include a copy of all current driver's licenses****

Request for Taxpayer Identification Number and Certification

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

**Give form to the
requester. Do not
send to the IRS.**

For guidance related to the purpose of Form W-9, see **Purpose of Form**, below.

See **Specific Instructions**
on page 3.
Print or type.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ 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 Foreign Account Tax Compliance Act (FATCA) reporting

code (if any)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

**(Applies to accounts maintained
outside the United States.)**

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. See also **What Name and Number To Give the Requester** for guidelines on whose number to enter.

				-			-				
or											
				-							

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

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.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Auction Policy Agreement

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TERMS AND CONDITIONS

Initial Below ↓	Terms and Conditions (Please initial each item to the left in the Initial column signifying you have read and understand each item.)
	All Bidders will be identified by number rather than name. The Auctioneer will record sales under your bidder number only.
	The Auction is digitally recorded. These terms/conditions apply to all Bidders and there are no exceptions.
	All items are offered "AS IS". The seller and Partners Auto Auction, (Herein PAA) makes no warranties, express or implied as to equipment. The Buyer agrees to indemnify and hold harmless PAA from any and all damages, injuries, and/or causes of action which may involve any equipment, vehicle, and / or associated equipment occurring subsequent to the date of this sale.
	This is an "AS IS" Auction with No Arbitration for vehicles under \$2500.00. Donation vehicles purchased in the C lane are not arbitrable, despite the sale price. Vehicle availability and description are subject to change without prior notice. Used vehicles may be subject to open recalls, check www.safercar.gov . It is ultimately the buyer's responsibility to review the car and judge the vehicle's condition before bidding. Partners Auto Auction is not responsible for any errors or omissions contained on these pages. With the exception of items in Arbitration, all sales are FINAL. We accept Cash and check payments. We do not accept cash payments from Rhode Island Dealers and we do not accept any third party checks.
	PAA requires all paperwork to be completely filled out in order to process the registration of a dealership
	PAA requires all remaining balances to be paid in full by the following Thursday at 12:00. All remaining balances and cars on property will be subject to late & storage fees.
	Partners requires titles to be held until ACH or check payment clears for all new customers.
	PAA reserves the right to refuse registration to ANY company, Dealer, or Individual.

It is the buyers responsibility to review and judge vehicle condition, announcements, and lights before bidding.

ARBITRATION POLICY

Timeline to Request Arbitration

If you purchased your vehicle in the Lane at our Live Auction or Via Simulcast, Arbitrations **must** be made in writing by Noon the following Wednesday and the car **must** be on the property by Wednesday at 5:00 pm.

Titles

The seller has 15 business days (The 3rd sale following) to surrender the title unless the vehicle has the following announcements:

- Title here
- Title Tomorrow/Friday/Monday/ (a specific day)

After 15 business days, the car may be arbitrated for No Title.

Auction Policy Agreement

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Filing the Arbitration

Vehicles sold for less than \$2500.00 and vehicles purchased in the C lane (Donation Vehicles) are not eligible for Arbitration. The defect must be clearly listed. Only one arbitration is allowed per vehicle. Regarding the interpretation of the Auction policy, the decision of Auction Management will be final. Any promises, guarantees, and stipulations made between the buyer and the seller must appear in writing in the Bill of Sale before it becomes part of the transaction. Partners Auto Auction assumes no responsibility for verbal commitments from the buyer and the seller. **Vehicles cannot be arbitrated based only upon information from third party electronic data or dashboard lights. For example, you cannot arbitrate solely based on an engine light being lit on a dashboard. Nor can you arbitrate solely for information in the car fax. These items need to be verified and substantiated. All boats, campers, RVs, trailers, and motorcycles are not eligible for arbitration. Partners Auto Auction does not guarantee year, make, or model paperwork for any boat, camper, trailer, or motorcycle.** Vehicles must be paid in full for in order to be arbitrated.

FRAME POLICY

Frames are guaranteed for 5 working days to the seller and must be returned no later than 5:00 pm the following Tuesday. Altered frames on a non-factory body (ex. Limo's, plows, hitches,) are not eligible for arbitration.

Items NOT subject to Arbitration:

- Vehicles sold for \$2500 or Less Visible defects
- TMU, Over 200K miles, etc.
- Check engine lights, ABS, A/C, SRS, etc.
- Diesel Engines
- Rack & Pinion
- Airbag light (Unless deployed or missing)
- Vehicles sold in a Yard Deal
- Jeep Rear Ends
- All Donation Vehicles
- IN-OP Vehicles
- Vehicles 5 years older, 100K miles or TMU are considered As-Is. *Exception if announced Green Light.* Year is defined as a calendar year. Ex. In 2020, 2016 and older are NOT subject to arbitration. (You have to consider model year production).
- Inoperative Odometer
- Salvage or Insurance Titles
- Structural damage unless \$2500 or less
- Cracked Block
- Non-Titled Vehicles
- Previous Canadian Vehicles
- Flood Vehicles (If information is included in Auto Check)
- Lemon Law/Buy Backs on vehicles 4 years old or newer as defined by calendar year.
- Announced as "All Inclusive"

Auction Policy Agreement

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Selling Light System – Partners Auto Auction has adopted the NAAA Standard for our Selling Light System.

Green= OK, Ride & Drive

Red= AS IS

Blue=Title Attached/Absent

Yellow=Listen! Additional Announcements

PAYMENT POLICY We accept cash, checks, money orders, ACH, and Floor Plan payments. For all items purchased on Tuesday, payment in full must be received by Thursday at noon to avoid a late fee.(Floor Plan & ACH payments must be initiated by the following Wednesday at 12:00) The late fee is \$50.00+\$10.00 per day and will be applied daily. If the vehicle/vehicles have not been removed, a storage fee of \$30 +\$10.00 a day will additionally be charged daily.

Owner's Signature _____

Date: _____

Partners Received on _____, by _____

Webster First Federal Credit Union
ACH Authorization Form
Agreement for Debit and Credit Entries

Account Holder Information

Partners Auto Auction
Mary Jo Harley

Account Holder Name/Authorized Signer

Account Holder DBA Name (if Business Account)

401-647-9300

Account Holder Phone

150B DANIELSON PIKE

Account Holder Address

FOSTER

City

RI

ST

02825

Zip

55

Webster First Federal Credit Union ACH X-Ref Number

Account Holder's Institution Information

Account Holder's Financial Institution Name

Account Holder's Name

Routing Number Account Number
222222222 000 111 555 1027

PLEASE USE ROUTING #
FOR YOUR ACCOUNT AND
NOT ROUTING # FOR A
WIRE TRANSFER

Routing Number (9 Digits)

Account Number

☐ Checking ☐ Loan
☐ Savings

Transaction Information

\$
Amount of Transaction*

Effective Date

☐ Credit
☐ Debit

☐ Recurring

☐ Open Ended (when requested by member)

☐ One Time Transaction

☐ Weekly on

☐ Monthly on the

☐ Bi-weekly on

Authorization

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify Webster First Federal Credit Union, in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the prior business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that Webster First Federal Credit Union may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$30.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

Signature of Account Holder/ Authorized Signer

Printed Name

Date

Foreign Institution's Account Holder Signature

Printed Name

Date

*For Open Ended transactions, the amount will be verified when the member contacts Webster First Federal Credit Union

Handshake Instructions

(Please feel free to keep this for future reference)

Once your dealership has been registered with us, you may request a handshake through our website at www.partnersautoauction.com.

1. Click the **profile icon** on the top right corner

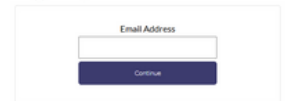
Guest ▾



2. Sign in/Sign Up using an email and password you will remember for the future

3. Under the sign in options, select **Registrations**

Sign Up Now

A sign-up form with a text input field labeled "Email Address" and a blue "Continue" button below it.

4. Choose one of the following:

- Establish a new handshake (select this option for a new account)

- If you are associated with multiple accounts, select **request a new registration** at the bottom of the page

Add Handshake or New
Registration



"I want to attend my auction online."

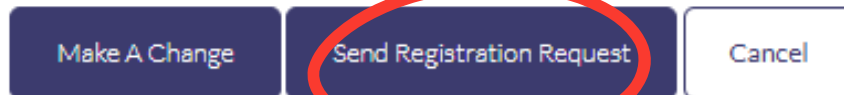
Establish a New Handshake



"I want to start business with a new
auction."

Request a New Registration

4. Please enter all of your information and **send the registration request**

Three buttons: "Make A Change", "Send Registration Request" (circled in red), and "Cancel".

Please allow 3–4 business days for your handshake to be approved. If you experience any issues with your password, login, or have any other questions, please contact Julie at 401-367-4475 or Julie@partnersautoauction.com. We hope to see you at our future auctions!