

# Dealer Newsletter

August 2025



## DEALER RENEWALS

If you wish to renew your license, online renewals have opened and are required to be turned in by November 3, 2025.

Do you have multiple files that need to be uploaded into one section of your renewal? Is the size of your file too large to upload to our website? Are your files not in .PDF or .TIF format? Search "File Combiner", "File Compressor", or "File Converter". These are multiple free tools to help combine, shrink, and/or change the files to the correct format for you.



## DEALER ADMINISTRATIVE FEE

If your dealership collects an administrative fee, please ensure that the amount has been reported to DOR and that the dealership's ACH information is accurate. Monthly checks are completed to verify the appropriate amounts have been remitted to the DOR.



## REMINDERS

- \* Don't forget to display dealership dealer plates whenever a dealership owned vehicle is being driven on the roadway.
- \* Monthly sales reports are due on or before the 15th of the following month.
- \* Maintaining a valid bond without any lapse in coverage is required. Monthly checks are completed by the Department to ensure compliance.
- \* Planning on moving your dealership? Please ensure that all steps that are required to move a dealership's location are met, prior to conducting business at the new location.
- \* Refer to the [Missouri Dealer and Business Operating Manual](#) for any questions you may have.
- \* Video trainings are available [here](#) that address multiple functions required by dealers.

## TEMPORARY REGISTRATION PERMITS

Effective June 15, 2025, temporary registration permits changed from 6-digits to 7-digits.

Since the launch, we have found that the online notice of sale website is unable to capture the 7-digits.

Until we fully move to FUSION, a temporary registration permit number does not need to be entered in the online notice of sale system.

If you are entering a sale through the 'Submit Single Sale' option, please leave the temporary registration field blank.

If you are uploading a sales file, please leave that section blank.

Thank you for your patience and if you have any questions feel free to call us.

## CONTACT US

Missouri Department of Revenue  
Dealer Services Group  
(573)526-3669 - Option 7  
Monday - Friday,  
8:00 a.m. to 4:30 p.m.