



## Bank Authorization Letter

To Whom It May Concern:

In order to enable the undersigned dealership to participate in AutoTec's AuctionACCESS System and thereby enhance its automotive business and ability to utilize bank accounts in connection with the same, you are hereby authorized to do the following:

- ◆ Release financial credit information, including account statements and credit reports, to AutoTec, LLC, its affiliate Auction Insurance Agency, and those customers that subscribe to AutoTec's AuctionACCESS System (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions and customers) ("Customers").
- ◆ Include the information contained in the attached Bank Reference Letter regarding the undersigned dealership and its business checking and other accounts as requested by the AuctionACCESS Customer, AutoTec, LLC, and/or Auction Insurance Agency.
- ◆ Share this information with the AuctionACCESS Customers with whom I wish to register.

The information will be used for business purposes in connection with the AuctionACCESS System and/or affiliated programs provided for subscribing Customers. We have agreed that our online or digital signature to this and other forms is binding as if personally signed. Thus, you may rely on any system generated acknowledgment stamp with IP address below.

Dealership AuctionACCESS ID: \_\_\_\_\_

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

Dealership Address: \_\_\_\_\_  
\_\_\_\_\_

**Your prompt attention in answering the Bank Reference Letter will be greatly appreciated.**

Sincerely,

By: \_\_\_\_\_  
Printed Name of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
Title of Authorized Signer (Owner/Officer/Manager)

\_\_\_\_\_  
Signature of Authorized Signer (Owner/Officer/Manager)



### Bank Reference Letter

|                          |       |              |       |
|--------------------------|-------|--------------|-------|
| AA subscribing Customer: | _____ |              |       |
| Address:                 | _____ |              |       |
| City:                    | _____ |              |       |
| St/Prov:                 | _____ | Postal Code: | _____ |
| Phone:                   | _____ |              |       |
| Fax:                     | _____ |              |       |

AuctionACCESS® Dealership ID: \_\_\_\_\_ Owner/Officer Name: \_\_\_\_\_

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

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Bank Address: \_\_\_\_\_ Routing #: \_\_\_\_\_

Bank City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bank Reference Phone: \_\_\_\_\_ Bank Reference Fax: \_\_\_\_\_

Attention Credit Department or Officer:

The aforementioned Dealership has listed your bank as its principal banking reference.

AutoTec, LLC has compiled and maintains a national database, AuctionACCESS®, which contains information on licensed new and used car dealers for use by its automobile industry customers. Since those customer often accept and advance funds on dealership checks for transactions they facilitate, they require customers, such as Dealership, to establish their financial responsibility.

We would be grateful if you would check mark below your estimate of this account. This information will be incorporated into the AuctionACCESS® database and otherwise used only as agreed by Dealership. **Please return this completed letter directly to the above address.** Thank you for your assistance.

Dealership has been banking with your bank since: \_\_\_\_\_

Checking     Savings     Floor Plan     ZBA     Sweep     Controlled Disbursement

Type(s) of accounts held:     Regular Account    Account is:     Satisfactory    Open Date: \_\_\_\_\_

Special Account     Unsatisfactory

Loan Account     Closed    Closed Date: \_\_\_\_\_

The Customer is:

A valued customer with a good reputation and financial responsibility.

Honest and reliable, but limited capital resources.

Unknown to us.

A new customer – our experience is limited.

Negative response

Average Balances for six months are:

Negative Balance

Nominal     3 Figures

Small     4 Figures

Moderate     5 Figures

Medium     6 Figures

Large     7 Figures

Insufficient Checks or Drafts:

How Many? \_\_\_\_\_  Does not issue

Overdrafts:

How Many? \_\_\_\_\_  Does not issue

Maximum Credit recently extended: \$ \_\_\_\_\_ Secured \$ \_\_\_\_\_ Unsecured \$ \_\_\_\_\_

Do you floor plan this Customer?  Yes  No

Floor Plan Line New/Used: \$ \_\_\_\_\_ Floor Plan Outstanding New/Used: \$ \_\_\_\_\_

Do you accept their Drafts?  Yes  No    Are all Drafts picked up within 48 hours?  Yes  No

Physical Address of bank for sight Draft: \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of Bank Official \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_ Phone: \_\_\_\_\_



# Dealership Authorization of an Individual

Dealership Name: \_\_\_\_\_ Dealership AuctionACCESS ID: \_\_\_\_\_

Printed Legal Name of Individual \_\_\_\_\_ Individual's AuctionACCESS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Add or Change Roles

By signing or clicking approval below, the dealership referenced above ("you", "your", or "yours") authorizes AutoTec, LLC ("we", "us", or "our") to register the individual listed above ("Individual") to serve as your representative and agent in the following capacity:

**The role designated below will be the only role in effect for this Individual for this Dealership, replacing any previous role authorization (check one).**

- Representative
  Owner
  Officer/Manager
  Driver

Subject to our acceptance of this authorization, you acknowledge the following: (i) the capacities in which the Individual is authorized as your agent apply at and with us and our subscribing AuctionACCESS customers ("Customers"), including affiliates; (ii) the authorization will be valid until one business day after we receive and process your written notice of termination in the form of a Dealer Removal Letter; and (iii) once processed, the most recent authorization received and accepted by us will replace any prior authorization(s) for the Individual for transactions thereafter.

If you designate the Individual in the capacity of "Representative," "Owner," or "Officer/Manager" in this form, the Individual may buy and sell automobiles for you and execute company checks, drafts, certificates of title, and/or any other instruments or documents on your behalf at or with any Customer. All categories, including "Drivers," may pick up, receive, and/or deliver cars or other property on or for your account.

You guarantee performance of all obligations and payment of all debts incurred or authorized by this Individual on your account with us or any Customer. This guaranty includes but is not limited to payment of losses from dishonored checks or drafts, defective titles, or false or inaccurate Odometer Mileage Statements. You also guarantee that the Individual will honor the AutoTec Terms and Conditions (as they may be amended from time to time and posted on www.AuctionACCESS.com), conduct business with us and our Customers in a fair and ethical manner, honoring all policies and procedures of each, and respecting decisions of ours or our Customers with respect to same. You will indemnify and hold harmless Customers, AutoTec, LLC, each's affiliates, and the officers, directors, employees, and agents of each of the foregoing, against any liability, loss, damages (including punitive damages), claim, settlement payment, cost, expense, award, judgment, fee, or other charge, including reasonable attorneys' fees, arising out of or relating to the authorized Individual's actions, as well as any expense incurred in attempting to collect such losses, including attorney fees.

Our Customers are third-party beneficiaries of this authorization agreement. At their election, and in their sole discretion, they may avail themselves of any provision of this agreement. However, this document is a supplement to, and not a replacement or modification of, any agreement you have with those Customers, or any policies and procedures of such Customer. Each Customer retains the right to stop doing business with this Individual as it sees fit.

Use of the AuctionACCESS System is open only to licensed dealers and their business associates and is a privilege, not a right. You may authorize and register only those individuals who are bona fide employees or independent contractors for your dealership. Retail buyers or others not affiliated with your business are not eligible to use the System. By signing or clicking approval below, you also certify that the Individual is affiliated with your business and is eligible to use the System. We reserve the right to immediately terminate any authorization obtained for ineligible persons and the right to terminate your AuctionACCESS membership if you authorize a person who is not eligible to use the System, as well as the right to terminate either or both without cause in our sole discretion.

You agree that these terms and any other commitments or account forms submitted to AutoTec, its affiliates, and any Customers, by you or any authorized Individual, shall have the same force and effect as though personally signed by each of you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

## Signature

By: \_\_\_\_\_  
Printed Name of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
Title of Authorized Signer (Owner/Officer/Manager)

Date: \_\_\_\_\_

Signature of Authorized Signer (Owner/Officer/Manager)



### Dealer Licensing Information

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

State of \_\_\_\_\_ Dealership Auction ACCESS® ID: \_\_\_\_\_

| License Type | Number | Issue Date | Expiration Date |
|--------------|--------|------------|-----------------|
|              |        |            |                 |
|              |        |            |                 |
|              |        |            |                 |
|              |        |            |                 |

| Bond Company | Bond Number | Expiration Date |
|--------------|-------------|-----------------|
|              |             |                 |

| State Tax ID#/Provincial Tax ID# | Issue Date | Expiration Date |
|----------------------------------|------------|-----------------|
|                                  |            |                 |



# Registration Application

## Dealership Information

Dealership AuctionACCESS ID: \_\_\_\_\_

Trade or DBA Name: \_\_\_\_\_

Legal Name (if different): \_\_\_\_\_ Date Business Started: \_\_\_\_\_

Federal ID: \_\_\_\_\_  
(US-EIN, MX-RFC, CA-GST/BIN, International-Owners Passport)

RIN (Canadian Province of Ontario only): \_\_\_\_\_

Check only one  Sole Proprietorship  General Partnership  Limited Partnership  
Company Type:  Business Corporation  Limited Liability Company  Unlimited Liability Corporation

## Business Types

| Check all that apply  | New | Used | Lease | Wholesale | Parts | Salvage | Export | Rental |
|-----------------------|-----|------|-------|-----------|-------|---------|--------|--------|
| Automobile            |     |      |       |           |       |         |        |        |
| Motorcycle            |     |      |       |           |       |         |        |        |
| Moped                 |     |      |       |           |       |         |        |        |
| RV                    |     |      |       |           |       |         |        |        |
| Mobile Home           |     |      |       |           |       |         |        |        |
| Trailer (Pull Behind) |     |      |       |           |       |         |        |        |
| Motorcycle (Off Road) |     |      |       |           |       |         |        |        |
| ATV                   |     |      |       |           |       |         |        |        |
| Snowmobile            |     |      |       |           |       |         |        |        |
| Heavy Equipment       |     |      |       |           |       |         |        |        |
| Boat                  |     |      |       |           |       |         |        |        |
| Personal Watercraft   |     |      |       |           |       |         |        |        |
| Airplane              |     |      |       |           |       |         |        |        |
| Unknown               |     |      |       |           |       |         |        |        |

## Contact Information

Lot Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

St/Prov (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

St/Prov (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Bus. Phone Number: \_\_\_\_\_ Bus. Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

**Agreement**

Dealership AuctionACCESS ID: \_\_\_\_\_

You, the undersigned entity and individuals hereby authorize AutoTec, LLC, its affiliate Auction Insurance Agency ("AIA"), and those customers that subscribe to AutoTec's AuctionACCESS system (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions, collectively, "Customers") to provide, obtain, store, use and share amongst themselves, and externally, as each sees fit, the information contained on this application, on any other forms provided to AutoTec and other information regarding you and/or your dealings with each, including transaction, bank, credit information, and consumer reports. You acknowledge that AutoTec provides such information to Customers without verifying the same, on an "as is" basis, expressly disclaiming any express or implied warranties regarding such information. Customers are not limited to businesses in the automobile auction or dealer industries, but may also include other businesses providing goods or services to such industries.

By signing below, you (1) agree to the terms of this application, any exhibits hereto, and AutoTec's Terms and Conditions as they may be amended from time to time and posted on www.AuctionACCESS.com, (2) warrants that you are solvent, properly registered to do business and licensed as a dealer (if applicable), and that the information provided herein is complete, accurate, and truthful, (3) acknowledges that registration in the AuctionACCESS System is no guarantee of purchasing privileges or credit with any Customer, which each retain the discretion to deal with you as they see fit, (4) agrees to be bound by the policies and procedures of each Customer at which you register or transact with your AuctionACCESS credentials, (5) agree that AutoTec, AIA, and each Customer, on their own behalf or on behalf of their respective customers and business partners may contact you for any commercial or advertising purpose using the telephone numbers (whether business, home, or mobile numbers), fax numbers, e-mail addresses, and/or other contact information provided on this form, or otherwise used in connection with your business, and (6) agree to disclose AuctionACCESS numbers only to AutoTec Customers.

You agree that these terms and any other commitments or account forms submitted to AutoTec, its affiliates, and any Customers, by you or any authorized Individual, shall have the same force and effect as though personally signed by each of you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

**Signature**

Legal Name of Entity (Corp/LLC/LLP/ULC/Partnership/Individual) \_\_\_\_\_

Trade or DBA Name of Entity \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Printed Name of Authorized Signer (Owner/Officer/Manager) \_\_\_\_\_

Title of Authorized Signer (Owner/Officer/Manager) \_\_\_\_\_

Signature of Authorized Signer (Owner/Officer/Manager) \_\_\_\_\_

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

**Owners**

Owner Name \_\_\_\_\_

Owners AA ID \_\_\_\_\_

Owner Name \_\_\_\_\_

Owners AA ID \_\_\_\_\_

**References**

Auction Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**Franchise Information**

Franchise Name \_\_\_\_\_

Franchise Number \_\_\_\_\_

Franchise Name \_\_\_\_\_

Franchise Number \_\_\_\_\_



## Dealership Removal of an Individual

Dealership Name: \_\_\_\_\_ Dealership AuctionACCESS ID: \_\_\_\_\_

To Whom It May Concern:

Printed Legal Name of Individual \_\_\_\_\_ Individual's AuctionACCESS ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

By signing or clicking approval below, you withdraw authorization of the Individual listed above from your account with us and with all subscribing AuctionACCESS Customers ("Customers"). This removal will be effective within one business day of our receipt and processing of it, but you should continue to monitor your account for unauthorized activity.

**Following termination, the Individual will no longer be authorized to conduct business on your behalf in any role with us or our Customers, but you will remain responsible for any transactions conducted under your AuctionACCESS number by the Individual prior to removal, per the terms of your prior authorization letter and the AutoTec Terms and Conditions (as they may be amended from time to time and posted on www.AuctionAccess.com)**

**Signature**

By: \_\_\_\_\_  
**Printed Name** of Authorized Signer (Owner/Officer/Manager)

Its: \_\_\_\_\_  
**Title** of Authorized Signer (Owner/Officer/Manager)

\_\_\_\_\_  
**Signature** of Authorized Signer (Owner/Officer/Manager)

Date: \_\_\_\_\_

## Dealer's Auto Auction of OKC Dealer Agreement

By registering with Dealers Auto Auction of OKC Inc (DAA/OKC,) I agree to do business according to and abide by the business policies and procedures governing the business operations of DAA/OKC. I understand that as owner/general manager of said dealership, I accept responsibility for any and all transactions involving authorized representatives listed on the dealership file with DAA/OKC or in Auction Access. I further acknowledge that it is the responsibility of dealerships management to notify in writing DAA/OKC in the event an authorized representative becomes unauthorized to participate in the consigning, buying, or selling of vehicles be it Live or via the Internet sales at DAA/OKC.

I understand that whenever automobiles belonging to the undersigned are located upon the premises of DAA/OKC or are under control of DAA/OKC, the undersigned bears all risk of loss or damage to any such automobiles from fire, theft or from any causes whatsoever. Under no circumstances shall DAA/OKC have any liability for such loss or damage. Purchasers and consignor hereby agree to indemnify and hold DAA/OKC harmless from any claim which may be made against it on account of representations made by the consignor as to the odometer reading or other claim arising from transactions at the auction. **All vehicles left in excess of 45 days will incur a charge of \$10.00 per day and be deemed to be abandoned.** Undersigned dealer agrees to waive all statutory notices. By registering with DAA/OKC, said dealership will be registered with Auction Access, a national database of participating auto auctions. Dealers Auto Auction of OKC, Inc is not affiliated by ownership to any participating auction.

I agree to receive correspondence from DAA/OKC via US Mail, DHL, Fed EX, telephone, fax, email and any other necessary methods in order to provide the dealership and its representatives with titles, sellers' checks, sales catalogs, sales results, market reports and any promotional material regarding past or upcoming sales. If I do not wish for DAA/OKC to use certain forms of communication I will indicate below in the appropriate area.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed Name & Title

I wish to limit correspondence with DAA/OKC to the following:

\_\_\_\_\_



**Dealers' Auto Auction of Oklahoma City, Inc.**

Power of Attorney/Authorization to Complete Auction Related Documents

This agreement, effective as of \_\_\_\_\_ is by and between Dealers Auto Auction of Oklahoma City, having principle place of business at 1028 South Portland Ave, Oklahoma City, OK 73108 (Auction) and \_\_\_\_\_ (Purchaser). Both Auction and Purchaser agree to the terms and conditions set forth below.

1. Purchaser hereby authorizes the auction to complete all necessary documents relating to auction transactions (including, but not limited to Bill of Sale/Block Ticket, titles, new odometer statements) on behalf of the purchaser to sign documents (electronically or manually) associated with the purchase of vehicles during a Live or Internet sale. This agreement shall be of the same force and effect as though the purchaser personally signed this document.
2. Only individuals authorized by the dealer in writing and on file with the auction and/or Auction Access for all sales Live, Internet, and GM Sponsored Auctions. (This will also include signature or electronic signatures) will be allowed to purchase vehicles on behalf of the purchaser in the Live auction or via the Internet Auctions.
3. The purchaser and its authorized representatives will abide by all policies and procedures set forth by the auction.
4. The purchaser acknowledges and accepts the terms and conditions of vehicles purchased via the Internet as though they were purchased at live auction.
5. Dealers Auto Auction of Oklahoma City reserves the right to void a transaction should the auction determine the purchasing dealer violated this agreement.
6. This agreement will remain in full effect until canceled in writing by the purchaser.

**IN WITNESS WHERE OF**, the parties have executed this agreement effective as of the effect date.

Dealer's Auto Auction of Oklahoma

\_\_\_\_\_

(Dealership Name)

By: \_\_\_\_\_

By: X \_\_\_\_\_

(Auction Employee)

(Signature of Owner)

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

Print \_\_\_\_\_

Title: \_\_\_\_\_

Title: Owner \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Individual Authorization Letter

## Agreement

Date: \_\_\_\_\_ Individual's AuctionACCESS ID: \_\_\_\_\_

To Whom It May Concern:

You, the individual referenced below ("Individual" or "you"), wish to register, as of the date listed above, with AutoTec, LLC's AuctionACCESS System. You hereby authorize AutoTec, LLC, its affiliate Auction Insurance Agency, and those of its customers that subscribe to AutoTec's AuctionACCESS System (including Manheim, Inc. and its affiliates, ADESA, Inc. and its affiliates, and all other subscribing auctions) and at which you deal (or otherwise provide any AuctionACCESS number) at any time ("Customers") to provide, obtain, store, use, and share amongst themselves, and externally, as each sees fit, the information contained on this application, on any other forms provided to AutoTec, and other information regarding you and/or your dealings with each, including transaction, bank, and credit information and consumer reports. You understand that AutoTec provides this information to said Customers without verifying the same, on an "as is" basis, expressly disclaiming any express or implied warranties regarding such information. Customers are not limited to businesses engaged in the automobile dealer or auction industries, but may also include other businesses providing goods or services to such industries. By signing below, you (1) agree to the terms of this registration and AutoTec's Terms and Conditions (as they may be amended from time to time) posted on www.AuctionACCESS.com, (2) warrant that you are solvent and the information provided herein is complete, accurate, and truthful, (3) acknowledge that registration in the AuctionACCESS System is no guarantee of purchasing privileges or credit with any Customer, (4) agree to be bound by the policies and procedures of each Customer with whom you deal or attend, (5) agree that AutoTec, LLC, Auction Insurance Agency, and subscribing Customers may contact you, on their own behalf or on behalf of their respective sellers, consignors, or other customers, for any commercial or advertising purpose, using the telephone numbers (whether business, home, or mobile numbers), fax numbers, e-mail addresses, and other contact information provided on this form, or at any other address, telephone number, fax number, or e-mail address used in connection with your business, and (6) agree to disclose AuctionACCESS numbers only to subscribing Customers. You agree that these terms and any other commitments or account forms submitted by you to AutoTec, its affiliates, and any Customers shall have the same force and effect as though personally signed by you and may be enforced as originals, even if they were accepted online, by email, via "click-through" agreement, or in other digital, pdf, or facsimile format.

Date of Birth: \_\_\_\_\_ Taxpayer ID Number: \_\_\_\_\_  
(US:SSN; MX: CURP; Other:N/A)

Printed Legal Name of Individual \_\_\_\_\_ Individual Signature \_\_\_\_\_

## Photo Identification

Driver's License  State/Province Issued ID  Passport  Voter Registration Card (Mexico Only)

Photo ID Number: \_\_\_\_\_ State/Province or Country: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Contact Information

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Colony (if applicable): \_\_\_\_\_

State/Province (if applicable): \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_



