



West Virginia Department of Transportation Division of Motor Vehicles Salesperson Notification of Change

MAIL TO:
WV DMV Dealer Services Section
PO Box 17100 • Charleston, WV 25317
304-926-0705 • www.dmv.wv.gov

THIS FORM MUST BE SUBMITTED WITHIN 10 DAYS OF THE CANCELLATION, TRANSFER, OR EMPLOYMENT.

SECTION A USE FOR NOTIFICATION OF CANCELLATION OF A SALESPERSON'S EMPLOYMENT

Notice of Cancellation of Salesperson's Employment

This is to inform the Division of Motor Vehicles (DMV) that the employment of the salesperson, named in the space provided below, has been terminated as of _____, _____, _____, and it is understood that their license to sell vehicles for this dealership is null and void.

Name of Salesperson: _____ License Number: _____

Address of Salesperson: _____

Name of Dealership: _____ Dealer Number: _____

Address of Dealership: _____

(X) _____
SIGNATURE OF DEALER DATE

SECTION B USE FOR NOTICE OF TRANSFER OF ADDRESS OR EMPLOYMENT OF A SALESPERSON

Notice of Transfer of Address or Employment of a Salesperson

Name of Salesperson: _____ License Number: _____

Appointing Dealer: _____ Dealer Number: _____

Address of Dealership: _____

OLD Dealership Address: _____

(X) _____
SIGNATURE OF SALESPERSON DATE

(X) _____
SIGNATURE OF NEW DEALER DATE