

1st STOP CHECKLIST:

MOTOR VEHICLE SALES & LEASING NEW & USED

Checklist

- The **Federal Trade Commission (FTC)** has specific regulations for **used car** dealers. For complete information, contact the **FTC's Cleveland Regional Office** at **(216) 263-3410**. The FTC is on-line at www.ftc.gov.
- All dealers, motor vehicle leasing dealers, and salespeople must be licensed. For complete information, contact the **Ohio Bureau of Motor Vehicles' Dealer Licensing Division** at **(614) 752-7636**. The Bureau of Motor Vehicles is on-line at www.bmv.ohio.gov.
- As a business owner, you should be aware of Ohio Consumer Laws and the Odometer Rollback and Disclosure Act. For more information, contact the **Ohio Attorney General's Office** at **(800) 282-0515** or **(614) 466-4320**. The office is on-line at <http://www.ohioattorneygeneral.gov>.
- To collect sales tax, you must have a **VENDOR'S LICENSE**. For more information, contact [YOUR COUNTY AUDITOR](#) or the [OHIO DEPARTMENT OF TAXATION](#). Information is also on-line at <http://business.ohio.gov>.
- For more information about taxes, contact the **OHIO DEPARTMENT OF TAXATION** at **(888) 405-4039** for **Business Tax Assistance**; **(888) 405-4089** for **Tax Registration**; or **(800) 282-1782** for the **Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
- Stuffed and upholstered items are inspected by the Ohio Department of Commerce's Division of Industrial Compliance, Bedding and Upholstered Furniture Section. For more information, contact the Bedding and Upholstered Furniture Section at (614) 644-2236. The Ohio Department of Commerce is on-line at www.com.state.oh.us/dico.
- The **ORC** and **OAC** can be found in your local library or on-line at <http://codes.ohio.gov>.
- NAICS 4412110/17

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS. *REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES*

The information contained in this site is for general guidance on matters of interest only and reflects solely the information about the requirements of the State of Ohio. Note, there may be additional local and federal requirements. Accordingly, the information on this site is provided with the understanding that ODSA is not herein engaged in rendering legal, accounting, tax, or other professional advice and services. Before making any decision or taking any action, consult a professional. For more help, contact your local **Small Business Development Center (SBDC) at www.ohiosbdc.ohio.gov Also, remember to check local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.*