

Assurant Equity Extended Dealer Approval Checklist



These files will be submitted by the dealer via the Assurant Dealer Obligor Information Portal

- Completed Group Dealer Information Template** (*downloadable excel document*)
 - Required if submitting only a single dealer
 - File name should use the following naming convention
 - File name: YYYY.MM. "Group or Dealer Name" Info
 - Example: 2020.06 Courtesy Imports Info

- Current year-to-date financial statement for each dealership**

- Previous 2 years financial statements for each dealership**
 - For Franchise dealers:
 - This should be the Manufacturer Dealer Financial Statement.
 - If dealer is newly awarded or purchased by dealer principal less than 3 years ago - must also provide multi-year proforma (with balance sheet) which was submitted to Manufacturer.
 - For Independent dealers:
 - Both Balance Sheet and Income statements are required.
 - Files can be scanned or pdf and should use the following file naming convention:
 - File name: YYYY.MM Dealer Name YYYY OR YYYY.MM Dealer Name YTDYYYYMM
 - Example: 2020.06 Courtesy Ford 2018 OR 2020.06 Courtesy Ford YTD202005

- Completed current W-9 form for each dealership**
 - Obtain Current W-9 form.
 - Go to <https://www.irs.gov>,
 - Type in "W-9" in search bar
 - Click on "Form W-9" link in middle of screen to obtain the current PDF version of the Form W-9.
 - Files can be scanned or pdf and should use the following file naming convention:
 - File name: YYYY.MM Dealer Name W-9
 - Example: 2020.06 Courtesy Ford W-9

- For independent dealers only: Article of Incorporation**
 - Document scanned and uploaded using the following file naming convention:
 - File name: AOI Dealer Name
 - Example: AOI Courtesy Motor Cars

IMPORTANT REMINDERS:

- Program is not available in Florida, Nebraska, Maryland, Oklahoma, Puerto Rico or Washington.
- Single point independent dealers must have been in business a minimum of 2 years prior to submission.
- Automobile Dealers only.

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