

# Dealertrack F&I Aftermarket Network Dealer Enrollment Forms

The following information must be completed in its entirety in order to process the enrollment of a new dealership. Enrollment Form should be used to add new users to existing accounts:

**Please send back the following:**

Completed Third Party Authorization and Agreement Forms

Dealertrack Billing Agreement - Only for DMS enrollment

Must provide one of the following:

Copy of the Dealer License

W9

Business License

Thank you.

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

**Address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**DMS:** \_\_\_\_\_ **Est. Monthly Contract Value:** \_\_\_\_\_

### Agreement

\_\_\_\_\_ agrees to pay a one-time setup fee per rooftop (based on fee charged by DMS), due and payable upon execution of the agreement. \_\_\_\_\_ agrees to pay Dealertrack F&I Aftermarket Network a monthly service fee per rooftop (based on fee charged by DMS) beginning the subsequent month the DMS integration was set up. Dealertrack F&I Aftermarket Network will send invoices on a monthly basis via email. The invoices shall be due and payable within 30 days of the invoice date.

### Payment methods

We accept credit card, check, or ACH. You can pay via credit card by viewing the monthly emailed invoice and clicking on the pay now button. If you would like to pay via ACH, please reach out in a separate email to: [billing@dealertrack.com](mailto:billing@dealertrack.com) and the form will be sent to you. Dealertrack F&I Aftermarket Network reserves the right to discontinue DMS integration if the account is in default.

### Terms and Conditions

This agreement is a month-to-month agreement and can be cancelled when the party responsible for the monthly fee sends an email to [billing@dealertrack.com](mailto:billing@dealertrack.com) and request to be moved to standard integration. The last day to notify Dealertrack F&I Aftermarket Network so you will not be charged the following month is the 23<sup>rd</sup> of each month.

### Contact and Billing Information

#### Party responsible for setup fee:

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Invoices sent to:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Party responsible for monthly fee:

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Invoices sent to:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_