



SALESPERSON TERMINATION OF EMPLOYMENT

Purpose: This form can be used to notify the Motor Vehicle Dealer Board when a salesperson terminates employment with the dealership. You can list up to four (4) salesperson terminations using this form.

Although optional, using this Salesperson Termination of Employment form is recommended OR you may provide a written notification or email stating similar information as indicated on this form below.

General Filing Instructions:

The **dealer** should immediately notify the Board once a salesperson is no longer employed by your dealership as you are responsible for their actions related to the sale of motor vehicles until you have notified the Board. Virginia law (§ 46.2-1518) states in part that you must notify the Board "...not later than the tenth day following the month of the termination..."

Submit this form/written notification/email to the Board by one of the following options:

- Fax (804) 367-1053
- Mail to the Motor Vehicle Dealer Board 2201 W. Broad St. Suite 104 Richmond, VA 23220
- Or an email notification to dboardreply@mvdb.virginia.gov

This is a Salesperson Termination Notification to the Motor Vehicle Dealer Board, Richmond VA
The salesperson(s) listed below is no longer employed at the following dealership (Please print clearly):

DEALER INFORMATION		
Dealership Trade As Name	Dealer Certificate Number	
Dealer-Operator, Owner, Authorized Signature	Date	
SALESPERSON INFORMATION (If more than 4 terminations use another MVDB-41)		
Salesperson Name (Last, First, Middle, Suffix)	Salesperson Customer Number or SSN	Termination Date
Salesperson Name (Last, First, Middle, Suffix)	Salesperson Customer Number or SSN	Termination Date
Salesperson Name (Last, First, Middle, Suffix)	Salesperson Customer Number or SSN	Termination Date
Salesperson Name (Last, First, Middle, Suffix)	Salesperson Customer Number or SSN	Termination Date
ATTACH SALESPERSON LICENSE HERE (see below)		

The authorized dealership employee **should:**
 Attach the license to this Salesperson Termination form and write "Terminate", sign and date directly on the license.
 If unable to obtain license please check:

Questions please email dboardreply@mvdb.virginia.gov for a prompt response.