

Salesperson Employment Termination Notification Form

Use this form to notify the Motor Vehicle Dealer Board when a salesperson leaves your employ. You may return this form by email via the Website, mail to MVDB, 2201 W. Broad Street, Suite 104, Richmond, Virginia 23220, or fax to (804) 367-1053. Also, remember that you are required to collect the salesperson's license and return it to the Dealer Board.

Dealership Information

Dealership Name: _____

Dealer Number: _____

Individual Reporting: _____

Salesperson Information

Salesperson's Name: _____

Salesperson's Number: _____

Salesperson's Social Security Number: _____

Date Employment Ended: _____