

## SALESPERSON TERMINATION OF EMPLOYMENT

**Purpose:** This form can be used to notify the Motor Vehicle Dealer Board when a dealership terminates employment with the salesperson. You can list up to five (5) 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:

- Email notification to [dboardreply@mvdb.virginia.gov](mailto:dboardreply@mvdb.virginia.gov)
- Or mail to the Motor Vehicle Dealer Board 2201 W. Broad St. Suite 104 Richmond, VA 23220

**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 *	
Authorized Signature Dealer-Operator Owner *	Date *	
SALES INFORMATION (Attach additional terminations on a blank sheet)		
Salesperson Name (Last, First, Middle, Suffix) *	Sales License Number *	Termination Date *
Salesperson Name (Last, First, Middle, Suffix) *	Sales License Number *	Termination Date *
Salesperson Name (Last, First, Middle, Suffix) *	Sales License Number *	Termination Date *
Salesperson Name (Last, First, Middle, Suffix) *	Sales License Number *	Termination Date *
Salesperson Name (Last, First, Middle, Suffix) *	Sales License Number *	Termination Date *
ATTACH SALESPERSON LICENSE HERE (see below)		

\* **Required**

The authorized dealership **should:**

Attach the license to this Termination form and write "Terminate", sign and date directly on the license.

Questions please email [dboardreply@mvdb.virginia.gov](mailto:dboardreply@mvdb.virginia.gov).