

**For Use as a Worksheet Only – Do Not Send to the  
Department!**

**State of New Jersey  
Department of Banking & Insurance**



**Annual Report Worksheet for  
Motor Vehicle Installment Sellers  
Year Ending December 31, 2025**

**New Jersey Department of Banking & Insurance  
Division of Banking  
Attn: Sharon Davis -- 8<sup>th</sup> floor  
20 West State Street  
Trenton, NJ 08625-0040**

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## *Licensee Demographics*

The online application will populate the associated fields with the data currently found in our Licensing System.  
*All information requested below will be required by the online application (unless indicated otherwise.)*

*(This is the 7-digit identification number  
found on your licensing certificate, followed  
by one of the following type codes:  
C01, P01, or I01.)*

NJ License Reference Number: \_\_\_\_\_

Licensee Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Every licensee **must** include their official business e-mail address in their annual report according to N.J.A.C. 3:23-4.1. Failure to supply your official business e-mail address will result in a failure to comply with the annual report filing.

Note: All licensees who were actively licensed in New Jersey for any period of time from January 1, 2025 through December 31, 2025 are required to file an annual report. You are required to file an annual report even if you did no business in 2025. Audited financial statements are not required to complete your annual report.

If you were actively licensed on December 31, 2025, your annual report must reflect the total activity of your New Jersey business as of the end of 2025.

If you surrendered your license during 2025, your annual report must reflect the total activity of your New Jersey business as of the date of surrender.

**Your annual report should only reflect the amount of business done with *New Jersey consumers* thru your main office and all New Jersey branch offices during 2025.**

If you actively held two or more New Jersey licenses during 2025, you must file an annual report for each type of license.

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***Motor Vehicle Installment Sellers Section***

**Motor Vehicle Installment Seller Activity Summary**

Please provide the total number and dollar amounts of your net retail installment contracts for the period from January 1, 2025 through December 31, 2025 in the categories described below. To determine the appropriate category, use the **cash price**.

*Example 1: The cash price is \$9000, but there were \$1500 in financed warranties, bringing the total amount financed to \$10,500. The total amount financed in connection with this sale is to be stated as the “Total Dollar Amount” in the “Cash Price of \$10,000 or less” category.*

*Example 2: The cash price was \$15,000, but the total amount financed was only \$9000 because of a cash down payment. The total amount financed in connection with this sale is to be stated as the “Total Dollar Amount” in the “Cash Price of \$10,001 to \$50,000” category.*

You are to report business **with New Jersey consumers only**, including the consolidated activity of all of your NJ branch offices.

You must also include any of the following that apply to your business activities:

- All financing contracts greater than three (3) months.
- All financing provided through your dealership, offered directly by you or offered by one or more banks or financing companies, provided the customer obtained financing through your dealership. This includes **all** leases with a purchase option.
- All revolving credit contracts longer than three (3) months.

When calculating the cash price and the amount financed to be reported for each contract, you must exclude the following:

- All cash payments and trade-in values
- Sales tax
- Motor Vehicle Commission fees
- Tire tax

When entering these figures into the online application, round all entries to the nearest whole dollar. Do not enter commas or periods.

<b>Description</b>	<b>Total Number</b>	<b>Total Dollar Amount Financed</b> <i>(in whole US dollars)</i>	<b>Average Value</b> <i>(in whole US dollars)</i>
Retail Installment Contracts with a <b>cash price of \$10,000 or less</b>			
Retail Installment Contracts with a <b>cash price of \$10,001 to \$50,000</b>			
Retail Installment Contracts with a <b>cash price of more than \$50,000</b>			

**NOTE:** The Average Value is arrived at by dividing the Total Dollar Amount by the Total Number. This figure will be calculated for you automatically in the online application.

**Do not include contracts with less than three (3) installments.**

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***Affidavit***

This sample affidavit is included for completeness only. The online application will collect all of the necessary information. DO NOT MAIL THIS AFFIDAVIT to the Department, unless you are specifically instructed to do so.

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I hereby certify that the information provided in connection with this Annual Report is true to the best of my knowledge and belief:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Licensee or Responsible Party)

Please enter the following information for the individual preparing this report:

Name of Preparer \_\_\_\_\_

Title of Preparer \_\_\_\_\_

Phone of Preparer \_\_\_\_\_

E-mail of Preparer  
(if available) \_\_\_\_\_

Please enter the following information for the licensee or individual responsible for the licensed entity. If that person no longer holds an active license, please put the mailing address of their current location or the location where they would like their mail sent so future mailings may be successfully sent to them.

Name of Responsible Party \_\_\_\_\_

Title of Responsible Party \_\_\_\_\_

Address of Responsible Party \_\_\_\_\_

Phone of Responsible Party \_\_\_\_\_

E-mail of Responsible Party \_\_\_\_\_

Every licensee **must** include their official e-mail address in their annual report according to N.J.A.C. 3:23-4.1. Failure to supply your official e-mail address will result in a failure to comply with the annual report filing.

===== *Notarization* =====

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_,  
and I hereby certify that I am not an officer or director of this entity.

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires on \_\_\_\_\_  
(Date)