



AutoDataDirect, Inc.

1379 Cross Creek Circle, Tallahassee, FL 32301
P:866-923-3123 - F:850-877-5910

Instructions for North Carolina ELT Application

Please use the attached form to set up your ELT access for North Carolina through Auto Data Direct, Inc. In order to record liens on vehicles, vessels or mobile homes titled in North Carolina, you will need to have a participant ID number issued by an authorized vendor such as Auto Data Direct, Inc.

ADD Account

In order to access your NC electronic lien titles through Auto Data Direct, Inc., you will need to have an ADD account. Customers with existing ADD accounts can add ELT access at no additional sign-up cost. Simply complete the required form, sign, then fax, email or mail it to ADD.

New users will need to create an ADD account. Go to www.add123.com/sign-up and follow instructions to create an account, or simply call the toll-free Customer Support line, (866) 923-3123, for help completing the process.

Complete the NC ELT Application

Please complete and sign the application for ELT service in North Carolina through Auto Data Direct, Inc., and submit the completed application to ADD in only ONE of the following ways:

1. Scan and e-mail to ADD: info@add123.com
2. Fax to ADD: 1-850-877-5910
3. Mail to ADD: AutoDataDirect, Inc.
1379 Cross Creek Circle
Tallahassee, FL 32301-3729

Please make sure you use the form-fillable PDF attached or print the form and type the information on the printed document. Fill in the requested information, print out the form, sign the paper copy and fax, email or mail the completed form to ADD. If your company name is different from your Lienholder name, let ADD know under which account to file your NC ELT number.

Thank you for choosing Auto Data Direct, Inc. If we may assist you with account set up or with any of our other services, please do not hesitate to contact us by email at info@add123.com or by telephone at 1-866-923-3123.



APPLICATION FOR ELT SERVICE IN NORTH CAROLINA THROUGH AUTO DATA DIRECT, INC.

Action Requested

- ☐ Initial Enrollment in NC ELT program through ADD123
- ☐ Change of Financial Institution Address and/or FEIN
- ☐ Change of Financial Institution Name

Preferred Start Date (mm/dd/yyyy)

LIENHOLDER (LH) INFORMATION

You will be assigned a NC ID number and will be required to use it on all NC ELT actions. For changes to the financial institution's name, FEID, or address, please include any previously assigned number(s).

**Currently existing NC ELT Number,
if applicable**

**Federal Employer Identification
Number (FEID/FEIN)**

Name of Lienholder - Financial Institution
as it appears on lien transactions

Type of Business

Please include at least one of the following: Federal/State charter, dealer's license, other professional license, and/or your IRS FEID confirmation letter.

Mailing Address

City, State, Zip

Physical Address

City, State, Zip



STATEMENT OF THIRD PARTY CHOICE OF ADD

By completing this application form, we, the undersigned, are choosing Auto Data Direct, Inc. located at 1379 Cross Creek Circle, Tallahassee, FL 32301, Toll-free support: (866) 923-3123, Fax: (850) 877-5910, to be our ELT vendor in the state of North Carolina.

LIENHOLDER CONTACT INFORMATION

Primary Authorized Contact Person

Name

Email Address

Phone

Fax

Other Authorized Contact Person

Name

Email Address

Phone

Fax

Please attach another page if you need to add additional Authorized Contact Person information.

Signature of Lienholder Authorized Contact/Officer

Print Name

Print Title

Print Lienholder
Institution Name

Date
