

# Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way  
Madison, WI 53705  
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)  
Email: [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
Website: <http://dsps.wi.gov>

## AUCTIONEER BOARD

### AUCTION COMPANY REGISTRATION APPLICATION INFORMATION

Any changes to the information provided on this application during the period of registration must be reported in writing within 30-days of the effective date. Include the company registration number in all correspondence.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

##### **For Initial Licensure or Late Renewal after 5 or more years:**

1. **Application for Auction Company Registration** - Apply online via **LicensE**, <https://license.wi.gov/>.
2. **Credential Fee** – Pay \$47.00 credential fee online via LicensE. If applying for Late Renewal after 5 years, add \$25.00 late fee.
3. **Registration with the Department of Financial Institutions** – Contact the Wisconsin Department of Financial Institutions at DFI at 608-261-7577 or at [www.wdfi.org/corporations](http://www.wdfi.org/corporations) to confirm your status or obtain additional information.
4. **Seller's Sales Tax Permit** – Select status on page 1 and submit applicable documentation. Contact the Wisconsin Department of Revenue at (608) 266-2776 or <https://www.revenue.wi.gov/faqs/pcs/seller.html> to confirm your status or obtain additional information.
5. **Consent to Examine and Audit Auctioneer Trust Account (Form 2080)** – An Auctioneer or Auction Company shall maintain a trust account when the registrant receives and holds auction funds which are not disbursed to the owner or consigner under a written contract under [Wis. Stat. § 480.14](#) within 24 hours after the auction.

Department's Auction Company Webpage: <https://dsps.wi.gov/Pages/Professions/AuctionCompany/Default.aspx>

Related Statutes and Administrative Code: <https://dsps.wi.gov/Pages/RulesStatutes/Auctioneers.aspx>