



# Add/Remove Bidder Request Form

Licensed Business

## ADD BIDDER

Account owners can use this form to designate an additional bidder on their account. There is a \$100 charge for each additional bidder.

I, (Print Name) \_\_\_\_\_, the registered buyer (Account Owner)

of (Company Name) \_\_\_\_\_, Buyer Number \_\_\_\_\_,  
request bidding/buying privileges be given to:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

RELATIONSHIP TO COMPANY:  Employee (W-2)  Agent/Broker/Representative

**Please note: The additional bidder's photo ID and proof of residence\* is required in order for activation to be completed.**  
For proof of residence, IAA will consider a tax statement/bill, utility bill, or other official document verifying the applicant's name and address.  
IAA reserves the right to require an additional form of proof of residence, if warranted.

### GOVERNMENT ISSUED PHOTO ID WITH SIGNATURE

Number (photocopy required): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ State or Country: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**AUCTION CENTER LOGIN I.D.** Please provide an email address for the additional bidder to receive a password to access the Auction Center and to bid online (either proxy or online). Before the additional bidder can bid online, the account owner needs to set permissions.

Email Address: \_\_\_\_\_

The undersigned designated additional buyer has read and agrees to be bound by the policies, terms, conditions and information set forth in the Insurance Auto Auctions "Auction Rules" and the "Terms of Use" for the IAA Website and acknowledges that compliance with same is a condition to remaining a buyer in good standing with Insurance Auto Auctions.

Signature of Additional Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that the registered account owner is responsible for all bids placed by all authorized bidders.

Signature of Account Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed and signed form, along with copy of photo I.D. and proof of residence\* of additional bidder, to your local IAA Branch or email directly to Buyer Services.

## REMOVE BIDDER

I understand that the IAA I.D. Card for this bidder must be returned to IAA. I also understand that if I ever want this buyer's privileges reinstated, I will need to complete the Additional Bidder Request Form and pay the appropriate fee.

I, (Print Name) \_\_\_\_\_, the registered buyer (Account Owner)

of (Company Name) \_\_\_\_\_, Buyer Number \_\_\_\_\_,  
request the removal of:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Signature of Account Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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