



# **VERMONT AUTOMOBILE DEALER'S GUIDE**



**Prepared by the Vermont  
Department of Motor  
Vehicles**





**State of Vermont**  
**DEPARTMENT OF MOTOR VEHICLES**  
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*Agency of Transportation*

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**I hereby acknowledge receipt of the 2014 Motor Vehicle Dealer's Guide.**

Dealership Name	
Dealership Number	Telephone Number
E-mail Address	
<input type="checkbox"/> Check here if you do not have an e-mail address	
Dealer/Authorized Agent's Signature	Date Received



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## INTRODUCTION

Any dealership needing assistance should contact the Department of Motor Vehicles between 7:45 a.m. and 4:30 p.m. Monday through Friday, except holidays. You may also contact District Inspector in your area. If the inspector isn't available, leave a message on the recorder and s/he will return the call.

Unit	Phone Number
<b>Law Enforcement and Dealer Regulations</b>	
District Inspectors	(802) 828-2067
<b>Dealer Information, Temporary Plates</b>	
Dealer Clerk	(802) 828-2038
<b>Registration, Tax and Title</b>	
Information Section	(802) 828-2000



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Agency of Transportation  
**DEPARTMENT OF MOTOR VEHICLES**  
120 State Street  
Montpelier, Vermont 05603-0001  
[dmv.vermont.gov](http://dmv.vermont.gov)

A handwritten signature in black ink, appearing to read "Robert Ide".

---

Robert Ide, Commissioner

Revised 2014



**General  
Dealer  
Laws And  
Regulations**



## GENERAL DEALER LAWS AND REGULATIONS

### 23 V.S.A. §4 ~ Definitions

Except as may be otherwise provided herein, and unless the context otherwise requires in statutes relating to motor vehicles and enforcement of the law regulating vehicles, as provided in this title and part 5 of Title 20, the following definitions shall apply:

- (8) "**Dealer**" shall mean a person, partnership, or corporation who is engaged in the business of buying, selling, or exchanging new or used motor vehicles, as well as other types of motor vehicle dealers, except finance and auction dealer and transporter:
- (A) Who may, as part of or incidental to such business, repair such vehicles, sell parts and accessories or lease or rent motor vehicles and who:
- (i) Has had no previous record of willful violations of dealer laws or regulations in this or any other jurisdiction.
  - (ii) For initial applications only, has had no previous record of criminal convictions for extortion, forgery, fraud, larceny or embezzlement in this or any other jurisdiction.
  - (iii) Has no unsatisfied judgments against him or her arising out of violations of consumer protection laws in this or any other jurisdiction.
  - (iv) Presents proof of compliance with the provisions of section 800 of this title at the time application for registration is made.
  - (v) Is open for business at least 146 days during the calendar year. When the application for registration as a new car dealer or used car dealer is made, the applicant shall provide the commissioner with the hours of operation of the business which the person shall maintain during the registration period.
  - (vi) Owns real estate (as defined in section 132 of Title 1) as his or her place of business or has a lease with an expiration date not earlier than the last day of the registration year for which registration is sought under the provisions of subchapter 4 of chapter 7 of this title which includes a building of at least 1,200 square feet in size used primarily for the business of the dealership. The building shall have adequate facilities for the maintenance of the records required by law to be kept including, but not limited to, those required by section 466 of this title and for the transfer of motor vehicles.

- (B) "**New car dealer**" shall mean a person who, in addition to satisfying all of the requirements set forth in subdivision (8)(A) of this section, has a valid sales and service agreement, franchise or contract with a manufacturer, assembler, importer or distributor of new motor vehicles for the retail sale of new motor vehicles.
- (C) "**Finance dealer**" means a person who is authorized to do business in this state and is actively engaged in and devoting a principal portion of his or her time to the wholesale and retail financing of motor vehicle sales by and through direct wholesale loans to those who are registered motor vehicle dealers under chapter 7 of this title or the purchase of retail conditional sales contracts from the dealers. A person entitled to dealer registration under this subdivision shall be deemed a dealer only to the extent of moving or operating under dealer registration a motor vehicle which he or she is repossessing in the regular course of his or her business. A person entitled to dealer registration under this subdivision shall also be entitled to demonstrate repossessed motor vehicles.
- (D) "**Auction dealer**" means a person who is authorized to do business in this state and is engaged in the sale of motor vehicles at public auction subject to the provisions of sections 451, 458, 459, 463, 466-468 of this title. A motor vehicle to be sold at public auction by the auction dealer may be transported to the place of auction for a period of up to 30 days prior to the date of auction on auction dealer plates and then only by the dealer or his or her employee. A motor vehicle sold by an auction dealer may only be operated on auction dealer plates on the date of sale and then only by the dealer or his or her employee or by the purchaser when accompanied by the dealer or employee within ten miles of the place of auction.
- (E) As used in this subdivision, "person" shall include any individual or, in the case of partnerships, corporations or other entities, the directors, shareholders, officers or partners in these entities. The term "business use of the dealer" shall only mean the motor vehicle business of the motor vehicle dealer to which number plates have been issued pursuant to section 453 of this title.
- (F) For new and used car dealers, "engaged in the business" means selling 12 or more pleasure cars or motor trucks owned but not registered by the seller except for vehicles that are to be scrapped, dismantled or destroyed. "Engaged in the business" shall also mean selling, during the immediately preceding registration year, 12 or more pleasure cars or motor trucks which have been in lease or rental services, and persons so engaged shall meet all obligations required of dealers.

**23 V.S.A. §451 ~ Dealer's Certificate**

- (a) Instead of registering each motor vehicle owned by him or her, a dealer may make application under oath to the commissioner, upon forms prescribed and furnished by the commissioner for that purpose, and accompanied by such additional information and certifications as the commissioner may reasonably require, for a general distinguishing number for such motor vehicles. If the commissioner is satisfied that the applicant meets all the requirements of section 4 and chapter 7 of this title and is qualified to engage in such business, the commissioner may issue to the applicant a certificate of registration containing the name, place of residence and address of such applicant, the general distinguishing number assigned, and such additional information as the commissioner may determine. If a dealer has a place of business or agency in more than one city or town, he or she shall file an application and secure a certificate of registration for each place of business or agency. The place of business or agency shall mean a place in any town where motor vehicles owned by a dealer are regularly kept or exposed for sale in the custody or control of the dealer or a salesman, employee or agent of such dealer. In his or her discretion, the commissioner may assign the same distinguishing number with more than one certificate to any dealer who has separate places of business within the same or an adjacent city or town within Vermont. The commissioner may allow a dealer having one distinguishing number with more than one certificate to maintain only one central area for the maintenance of records required by law to be kept, including, but not limited to those required by section 466 of this title and for the transfer of motor vehicles. This location must be in Vermont and must be disclosed on the application prior to approval and may be changed only with the approval of the commissioner or his or her agent. Dealer registration plates shall contain letters indicating the type of dealer certificate issued before the distinguishing number.
- (b) With the prior approval of the commissioner, a Vermont dealer may display vehicles on a temporary basis, but in no instance for more than 10 days, at fairs, shows, exhibitions, and other off-site locations within the manufacturer's stated area of responsibility in the franchise agreement. No sales may be transacted at these off site locations. A dealer desiring to display vehicles temporarily at an off-site location shall notify the commissioner in a manner prescribed by the commissioner no less than two days prior to the first day for which approval is requested.
- (c) A new or used car dealer may temporarily transfer possession of a vehicle owned by the dealer on consignment to a registered auction dealer or Vermont licensed auctioneer to be sold at public or private wholesale auction by the auction dealer or Vermont licensed auctioneer.

## 23 V.S.A. §452 ~ Expiration

Unless otherwise specifically provided or unless canceled, revoked, or suspended, dealers' registrations and certificates shall become void one year from the first day of the month of issue. The commissioner may renew dealer registrations for two years and may stagger expiration dates.

### RENEWAL PROCEDURES

**NOTE:** Dealers are requested to send for their registration renewals by the 15<sup>th</sup> of the month of renewal, to provide the Department of Motor Vehicles sufficient time for approval and processing. Send application by mail and include only the renewal fee. **Do not include fees for temporary plates.** Answer **ALL** questions on your renewal application, and if you lease the building where your business is located, please forward a copy of the lease agreement covering the dealership through renewal month of the following year. Also, all new and used car dealers are required to provide proof of required insurance, a schedule of their hours of operation and a surety bond or its equivalent. Failure to follow the above instructions could delay your application.

## 23 V.S.A. §453 ~ Fees and Number Plates

- (a) An application for dealer's registration shall be accompanied by a fee of \$370.00 for each certificate issued in such dealer's name. The commissioner shall furnish free of charge with each dealer's registration certificate five sets of number plates showing the distinguishing number assigned such dealer. In his or her discretion, he or she may furnish further sets of plates at a fee of \$40.00 per set.
- (b) Application by a "dealer in farm tractors or other self-propelled farm implements," which shall mean a person actively engaged in the business of manufacturing, buying, selling, or exchanging new or secondhand farm tractors or other self-propelled farm implements, for such dealer registration shall annually be accompanied by a fee of \$40.00. The commissioner shall furnish free of charge with each such dealer registration certificate two sets of number plates showing the distinguishing number assigned such dealer and in his or her discretion may furnish further sets of plates at a fee of \$12.00 per set; such number plates may, however, only be displayed upon a farm tractor or other self-propelled farm implement.
- (c) Application by a "dealer in motorized highway building equipment and road making appliances," which shall mean a person actively engaged in the business of manufacturing, buying, selling or exchanging new or secondhand motorized highway building equipment or road making appliances, for such dealer registration shall annually be accompanied by a fee of \$90.00. The commissioner shall furnish free of charge with each such dealer registration certificate two sets of number plates

showing the distinguishing number assigned such dealer and in his or her discretion may furnish further sets of plates at a fee of \$30.00 per set; such number plates, may, however, only be displayed upon motorized highway building equipment or road making appliances.

- (d) If a dealer is engaged only in the manufacturing, buying, selling, or exchanging of motorcycles or mopeds, the registration fee shall be \$45.00, which shall include three sets of number plates. The commissioner may, in his or her discretion, furnish further sets of plates at a fee of \$10.00 for each set.
- (e) If a dealer is engaged only in the manufacturing, buying, selling or exchanging of trailers, semi-trailers, or trailer coaches, the registration fee shall be \$90.00 which shall include three number plates; such number plates may, however, only be displayed upon a trailer, semi-trailer, or trailer coach. The commissioner may, in his or her discretion, furnish further plates at a fee of \$10.00 for each such plate.
- (f) In any year that number plates are reused and validation stickers are issued, the commissioner shall not be required to issue new number plates to persons renewing registrations under this section.
- (g) The commissioner of motor vehicles shall not issue a dealer's certificate of registration to a new or used car dealer, unless the dealer has provided the commissioner with a surety bond, letter of credit, or certificate of deposit issued by an entity authorized to transact business in the same state. The amount of such surety bond, letter of credit or certificate of deposit shall be between \$5,000.00 and \$15,000.00, based on the number of new or used units sold in the previous year; such schedule to be determined by the commissioner of motor vehicles. In the case of a certificate of deposit, it shall be issued in the name of the dealer and assigned to the commissioner or his or her designee. The bond, letter of credit or certificate of deposit shall serve as indemnification for any monetary loss suffered by the state or by a purchaser of a motor vehicle by reason of the dealer's failure to remit to the commissioner any fees collected by the dealer under the provisions of chapters 7 and 21 of this title or by a dealer's failure to remit to the commissioner any tax collected by the dealer under chapter 219 of Title 32. This state or the motor vehicle owner who suffers such loss or damage shall have the right to claim against the surety upon the bond or against the letter of credit or certificate of deposit. The bond, letter of credit or certificate of deposit shall remain in effect for the pending registration year and one year thereafter. The liability of any such surety or claim against the letter of credit or certificate of deposit shall be limited to the amount of the fees or tax collected by the dealer under chapters 7 and 21 of this title or chapter 219 of Title 32 and not remitted to the commissioner.

**NOTE:** The amount of the bond or collateral which is required by subsection (g) of this section shall be based on the number of new/used cars and/or trucks sold by a dealer during the prior year. If applicant was not a licensed car dealer in Vermont during the prior year, the amount shall be \$15,000.00. The following schedule shall apply to all other car dealers:

- |                                 |                           |
|---------------------------------|---------------------------|
| (1) Under 25 vehicles – \$5,000 | (3) 101 to 250 – \$10,000 |
| (2) 25 to 100 – \$7,500         | (4) 251 or more –\$15,000 |

### **23 V.S.A. §3504 ~ Registration Fees and Plates (All-Terrain Vehicles)**

- (a) The registration fee for all-terrain vehicles other than as provided for in subsection (b) of this section is \$25.00. Duplicate registration certificates may be obtained upon payment of \$5.00 to the department.
- (b) Any person engaged in the manufacture or sale of all-terrain vehicles shall obtain registration certificates and identifying number plates subject to rules which may be adopted by the commissioner which shall be valid for the following purposes only: testing; adjusting; demonstrating; temporary use of customers for a period not to exceed seven days; private business or pleasure use of the person or members of his or her immediate family; and use at fairs, shows, or races when no charge is made. Fees for registration certificates shall be \$45.00 for the first certificate issued to any person and \$5.00 for any additional certificate issued to the same person within the current registration period. Fees for temporary number plates shall be \$3.00 for each plate issued.

### **23 V.S.A. §454 ~ Dealer's Use of Motor Vehicles**

- (a) A motor vehicle owned by a dealer may be operated, while so owned, under the distinguishing number assigned to him or her as provided in this subchapter, for the following purposes and uses:
- (1) For the purpose of testing or adjusting the vehicle in the immediate vicinity of his or her place of business;
  - (2) For some purpose directly connected with the dealer business, purchasing, selling or exchanging motor vehicles by the dealer. The words "directly connected" for the purposes of this subdivision shall not be construed to include towing service unless the disabled vehicle is being towed to or from the dealer's place of business for repair purposes, nor shall it include the transport of crushed vehicles unless all of the vehicles being so transported are properly recorded in the records of the dealer as required by section 466 of this title;

- (3) For a demonstration when the prospective purchaser is operating the vehicle, and then only for a period not to exceed three days;
  - (4) For the temporary accommodation of a customer of the dealer when a motor vehicle properly registered under the law of the state of residence of the customer, because of accident or wear, is disabled and is left with the dealer for repairs and then only for a period not exceeding seven days;
  - (5) For the private pleasure use of the dealer and members of his or her immediate family, residing in the same household;
  - (6) For the use of the vehicles at funerals or in public parades when no charge or rental is made for the use.
- (b) The word "dealer" for the purposes of subdivision (a)(5) of this section shall include such of the principal officers of a corporation registered as dealer and such of the partners in a co-partnership registered as dealer as are actively and principally engaged in the motor vehicle business and in any event shall include only those persons listed on the application for a registered dealer submitted to the department, but shall not include directors and stockholders nor inactive and silent partners.

#### **USE OF DEALER PLATES ON DIFFERENT VEHICLE TYPES**

New car dealers and used car dealers may use their dealer plates on any inspectable motor vehicle owned by the dealership.

Motorcycle/moped, trailer, farm tractor, highway building equipment, ATV and snowmobile dealers are permitted to use their dealer plates only on the types of vehicles for which the dealership is registered.

**Example:** A motorcycle dealer plate may be used on a motorcycle or moped only. A trailer dealer plate may be used only on a trailer.

**NOTE:** A dealer plate must be attached to the rear of the vehicle and only in the space provided so that it will be properly illuminated, visible and legible.

#### **23 V.S.A. §455 ~ Use By Other Than Dealer**

A person, other than a dealer, shall not operate a motor vehicle under the provisions of section 454 of this title unless such person carries a written authority so to do signed by the dealer whose motor vehicle such person is operating.

### 23 V.S.A. §456 ~ Employees' Use of Vehicles Restricted

Employees of a dealer shall not operate, and a dealer shall not permit them to operate, motor vehicles, motorboats, snowmobiles, and all-terrain vehicles with dealer's registration number plates displayed thereon, except for business purposes of the dealer, or in traveling directly between their homes and the place of their employer's business.

### 23 V.S.A. §462 ~ Cancellation of Dealer's Registration

- (a) The commissioner may cancel, revoke, or suspend a registration certificate issued to a dealer under the provisions of this chapter, whenever, after the dealer has been afforded the opportunity of a hearing before the commissioner or upon conviction in any court in any jurisdiction, it appears that the dealer has willfully violated any motor vehicle law of this state or any lawful regulation of the commissioner, applying to dealers or when it appears that the dealer has engaged in fraudulent or unlawful practices related to the purchase, sale or exchange of motor vehicles. A dealer whose certificate has been canceled shall forthwith return to the commissioner the registration certificate and any and all number plates, or numbers or decals furnished him or her by the commissioner; and the privilege to operate, purchase, sell or exchange motor vehicles under his or her dealer's number shall cease. An application for a new dealer's license for that dealer will not be considered until the suspension period has been served.
- (b) A fee of \$30.00 shall be paid to the commissioner prior to the reinstatement of any dealer's license or registration certificate canceled, revoked or suspended for cause.

### 23 V.S.A. §464 ~ Return of Number Plates by Dealer

If a dealer comes into possession of a motor vehicle the registration of which has expired by reason of the provisions of section 321 of this title, and which has number plates attached thereto, he or she shall immediately return such number plates to the commissioner.

**NOTE:** All returned plates must be clean with no paper, metal or other material attached to them when returned to DMV.

### **LOST OR STOLEN DEALER PLATES**

If a dealer plate is lost or stolen, the dealer should notify the nearest State Police office and **MUST** notify the Department of Motor Vehicles by calling the Dealer Clerk at 828-2038.

If the plate is reported to the State Police as lost or stolen, it will be entered into the National Crime Information Center (NCIC) system. When reported to the Department of Motor Vehicles, the registration will be canceled. If the lost or stolen plate is later recovered, it **MUST** be returned to the Department of Motor Vehicles and **CANNOT** be used again.

### **23 V.S.A. §465 ~ Loaning of Plates or Vehicles Prohibited**

A dealer shall not loan or lease registration certificates, validation stickers, numbers, or decals or number plates which have been assigned to him or her under the provisions of this chapter, nor shall he or she loan or lease a motor vehicle to which his or her dealer's decals, numbers, or number plates have been attached, nor loan or lease his or her dealer's decals, numbers, or number plates to a subagent.

### **RENTING and HIRING – ILLEGAL USE OF DEALER PLATES**

No dealer shall rent or lease vehicles with dealer plates attached.

### **23 V.S.A. §466 ~ Records**

On a form prescribed or approved by the commissioner, every licensed dealer shall maintain and retain for six years a record containing the following information, which shall be open to inspection by any law enforcement officer or motor vehicle inspector or other agent of the commissioner during reasonable business hours:

- (1) Every motor vehicle which is bought, sold, or exchanged by the licensee or received or accepted by the licensee for sale or exchange;
- (2) Every motor vehicle which is bought or otherwise acquired and dismantled by the licensee;
- (3) The name and address of the person from whom such motor vehicle was purchased or acquired, the date thereof, name and address of the person to whom any such motor vehicle was sold or otherwise disposed of and the date thereof, a sufficient description of every such motor vehicle by name and identifying numbers thereon to identify the same;

- (4) If the motor vehicle is sold or otherwise transferred to a consumer, the cash price. For purposes of this section, "consumer" shall be as defined in subsection 2451a(a) of Title 9 and "cash price" shall be as defined in subdivision 2351(6) of Title 9.

### NOTES RELATING TO MOTOR VEHICLE RETAIL INSTALLMENT SALES CONTRACTS

- Dealers are allowed to finance on a motor vehicle retail installment sales contract the amount to discharge a security interest, lien interest, or lease interest on the traded-in motor vehicle (or negative trade equity) **ONLY** if the dealer assigns the contract to a bank, a credit union, or a sales finance company licensed with the Vermont Department of Banking, Insurance, Securities and Health Care Administration (BISHCA). Only contracts that are assigned by the dealership to a bank, a credit union or a licensed sales finance company are exempt from Vermont's licensed lender law. Dealers involved with "buy here, pay here" deals (i.e. the dealer intends to hold the paper) **ARE NOT** authorized by law to include negative trade equity in the retail installment sales contract unless the dealership is a licensed lender under Title 8, Vermont Statutes Annotated, Chapter 73.
- The negative trade equity must be separately disclosed on the motor vehicle retail installment sales contract in compliance with state law and federal regulation Z.
- Automobile dealers shall provide a new disclosure to **ALL** buyers that enter into a retail installment sales contract to finance a vehicle, regardless of whether there is positive or negative trade equity. **THIS FORM MUST BE USED IN ALL TRANSACTIONS WHERE THE DEALER USES A MOTOR VEHICLE RETAIL INSTALLMENT CONTRACT.** The unexecuted disclosure form must be given to the buyer prior to the consummation of the contract and signed by the buyer at the time the buyer signs the retail installment sales contract.
- The law imposes a new record-keeping requirement on dealers. It requires dealers to maintain a written log for **6 years** of the "cash price" of each vehicle the dealer sells to a consumer. The "cash price" on the Negative Equity Disclosure form (TA-VD-126) and the Dealer's Vehicle Record log sheet (TA-VD-125) is the minimum price of the vehicle including any accessories that have been attached to the vehicle and reductions for rebates. (See, BISHCA Banking Bulletin #28.) Dealers must record the "cash price" for all vehicles sold to consumers even if they do not finance the sale on a motor vehicle retail installment sales contract. **Currently, dealers are required to maintain a log for inspection by DMV or other law enforcement officials, which contains information about where vehicles are purchased and to whom they are sold (23 V.S.A. §466). This law adds "cash price" to that log.**

**NOTE:** The Commissioner has ruled that dealer vehicle records must be maintained on form TA-VD-125 or on a commercially available form that is commonly referred to as a "wash out" sheet. (See sample form in the Catalog of Forms section.) There are a number of these "wash out" forms available from different form vendors and you are free to select any one which meets the same criteria for information and general format as required on the TA-VD-125 form. You are expected to maintain this vehicle record even if your dealership has computerized records.

### **23 V.S.A. §467 ~ Failure of Dealer to Report Purchase and Sale of Vehicles**

On a form prescribed by the commissioner, a dealer shall send the reports of sale to the commissioner upon the sale and relative to his or her sale or exchange of new or secondhand motor vehicles, return to the commissioner number plates coming into his or her possession through the sale or exchange of a motor vehicle, the registration of which has expired under the provisions of section 321 of this title.

### **DEALER REPORT OF SALE / TEMPORARY REGISTRATION**

This is a 3-part form that is to be distributed as follows:

1. **White Copy (DMV):** Mail immediately to the Department of Motor Vehicles. This may also be used as odometer disclosure statement.
2. **Canary Copy (Dealer):** Retain in dealer records.
3. **Pink Copy (Owner):** Owner's copy.

**THE DEALER REPORT OF SALE MUST BE MADE OUT ON ALL SALES, WHOLESALE DEALER-TO-DEALER TRANSFERS, EVEN-TRADES, AUCTION SALES AND OUT-OF-STATE SALES.**

### **23 V.S.A. §468 ~ General Prohibition**

A dealer shall not operate a motor vehicle nor permit the same to be operated under dealer's registration numbers, except as specifically permitted in this chapter. No charge shall be made for any permitted use.

### **INSPECTION OF VEHICLES WITH DEALER PLATES ATTACHED**

A motor vehicle owned by a registered motor vehicle dealer in this state may be operated under such dealer registration without being currently inspected in Vermont for a period not to exceed (15) days from the date of its acquisition or possession by such dealer. An uninspected motor vehicle **SHALL NOT**, however, be used under dealer registration for demonstration purposes nor for the temporary accommodation of a customer of the dealer. **(Inspection is not required for ATV's.)**

### **23 V.S.A. §472 ~ Evidence of Authorization**

The commissioner shall issue suitable documents of authorization of dealership which shall be displayed at the dealer's place of business.

### **23 V.S.A. §473 ~ Penalties**

- (a) No person shall engage in the business of buying, selling, or offering for sale motor vehicles as defined in this subchapter except for vehicles that are to be scrapped, dismantled, or destroyed without a dealer registration and obtaining dealer plates in accordance with the provisions of this subchapter. A person who violates this section shall be subject to the penalties established pursuant to section 475 of this title. For the purpose of the subchapter "engaged in the business" means selling 12 or more pleasure cars or motor trucks owned but not registered by the seller except for vehicles that are to be scrapped, dismantled, or destroyed. "Engaged in the business" shall also mean selling, during the immediately preceding registration year, 12 or more pleasure cars or trucks which have been in lease or rental service and persons so engaged shall meet all obligations required of dealers.
- (b) A person who misrepresents himself or herself as a dealer in the purchase, sale or exchange of a motor vehicle without obtaining a license or after the cancellation, suspension or revocation of the dealer's license shall be subject to the penalties established pursuant to section 475 of this title.

### **23 V.S.A. §1125 ~ Obstructing Windshields**

- (a) No person shall paste, stick, or paint advertising matter or other things on or over any transparent part of a motor vehicle windshield, vent windows, or side windows located immediately to the left and right of the operator, nor hang any object, other than a rear view mirror, in back of the windshield except as follows:
  - (1) In a space not over four inches high and 12 inches long in the lower right-hand corner of the windshield;

- (2) In such space as the commissioner of motor vehicles may specify for location of any sticker required by governmental regulation;
  - (3) In a space not over two inches high and two and one-half inches long in the upper left-hand corner of the windshield;
  - (4) By persons employed by the federal, state, or local government and volunteer emergency responders operating authorized emergency vehicles who may place any necessary equipment in back of the windshield of the vehicle, provided the equipment does not interfere with the operator's control of the driving mechanism of the vehicle;
  - (5) On a motor vehicle that is for sale by a licensed automobile dealer prior to the sale of the vehicle, in a space not over three inches high and six inches long in the upper left-hand corner of the windshield, and in a space not over four inches high and 18 inches long in the upper right-hand corner of the windshield;
  - (6) The commissioner may grant an exemption upon application from a person required for medical reasons to be shielded from the rays of the sun and who attaches to the application a document signed by a licensed physician or optometrist certifying that shielding from the rays of the sun is a medical necessity. The physician or optometrist certification shall be renewed every four years. However, when a licensed physician or optometrist has previously certified to the commissioner that an applicant's condition is both permanent and stable, the exemption may be renewed by the applicant without submission of a form signed by a licensed physician or optometrist. Additionally, the window shading or tinting permitted under this subdivision shall be limited to the vent windows or side windows located immediately to the left and right of the operator. The exemption provided in this subdivision shall terminate upon the sale of the approved vehicle and at that time the applicable window tinting shall be removed by the seller. Furthermore, if the material described in this subdivision tears or bubbles or is otherwise worn to prohibit clear vision, it shall be removed or replaced.
- (b) The rear side windows and the back window may be obstructed only if the motor vehicle is equipped on each side with a securely attached mirror, which provides the operator with a clear view of the roadway in the rear and on both sides of the motor vehicle.

### **FEDERAL USED CAR RULE (BUYERS GUIDE)**

The Federal Trade Commissioner's USED CAR RULE requires car dealers to post a window sticker called the BUYER'S GUIDE on all used cars, light vans and light trucks offered for sale. This BUYER'S GUIDE must be given to the purchaser at the time of sale and information contained on the final version must be incorporated into the contract of sale for each vehicle sold. Dealer-to-dealer transfers are not covered under this USED CAR RULE. *(See sample form in the Catalog of Forms section).*

### **DIESEL TAX REGULATIONS**

**As sellers of diesel-powered vehicles, it is possible that a purchaser may make inquiries of you regarding tax, reporting forms, records and other related areas of the Diesel Tax Laws. If you are unsure of the answer(s), please contact the Department of Motor Vehicles, Commercial Vehicle Operations Section at 828-2074.**

Diesel powered vehicles with a gross, or registered, weight of 26,001 lbs. and over, that travel outside the State of Vermont, must join the International Fuel Tax Agreement (IFTA). Fuel decals will be issued for all qualifying vehicles and diesel tax reports must be filed on a quarterly basis. For further information regarding Diesel Tax and IFTA, please contact the Commercial Vehicle Operations Unit at 802.828.2070.

If the dealership purchases its diesel fuel at the pump from a Vermont licensed dealer, the diesel tax will be collected at the time of purchase and no further records or user's license need be maintained. For this type vehicle, your present dealer's registration will serve as your fuel user's license.

If the dealership owns any vehicles displaying dealer's registrations while being operated on highways outside the State of Vermont, the dealership is responsible for complying with the laws of the foreign state; the information necessary for compliance can be obtained from the appropriate agency in that state.

**Dealer  
Administrative  
Penalties**



## DEALER ADMINISTRATIVE PENALTIES

### 23 V.S.A. §475 ~ Administrative Penalties

- (a) The commissioner may impose an administrative penalty of not more than \$500.00 for each violation against a dealer or a transporter who violates the provisions of this subchapter.
- (b) Each violation is a separate and distinct offense and, in the case of a continuing violation, each day's continuance may be deemed a separate and distinct offense. In no event shall the maximum amount imposed for a continuing offense exceed \$1,000.00.
- (c) The commissioner shall adopt rules establishing a schedule of administrative penalties to be imposed under this section. Penalties shall be based on the severity and frequency of the violation.
- (d) The alleged violator shall be given notice and opportunity for a hearing. Service of the notice shall be sufficient if sent by first class mail to the address stated on the dealer's certificate of registration. The notice shall include the following:
  - (1) A factual description of the alleged violation.
  - (2) A reference to the particular statute allegedly violated.
  - (3) The amount of the proposed administrative penalty.
  - (4) A warning that the person will be deemed to have waived his or her right to a hearing, that the penalty will be imposed if no hearing is requested within 15 days from date of notice and that failure to pay a penalty may result in suspension of his or her license.
- (e) A person who receives notice under subsection (d) of this section shall be deemed to have waived the right to a hearing unless, within 15 days from the date of the notice, the person requests a hearing in writing. If the person waives the right to a hearing, the commissioner shall issue a final order finding the person in default and imposing the penalty.
- (f) The provisions of sections 105, 106, and 107 of this title shall apply to hearings conducted under this section.
- (g) The commissioner may collect an unpaid administrative penalty by filing a civil action in superior court, or through any other means available to state agencies.

- (h) If a penalty is not paid within 60 days after it is imposed, the commissioner may suspend any license, certificate, registration or permit issued under this subchapter.
- (i) The remedies authorized by this section shall be in addition to any other civil or criminal remedies provided by law for violation of this subchapter.

## ADMINISTRATIVE PENALTIES AND DURATION OF SUSPENSION

### ▪ **Category 1:**

**Dealer must serve the prescribed suspension before reinstatement.**

- a. \*Misrepresentation of known vehicle defects to purchaser prior to sale;
- b. Failure to accurately represent conditions or terms of loan or lease in writing;
- c. Fraudulent record of information or signatures on dealer records or other Department of Motor Vehicle documents;
- d. Willfully submitting fraudulent information or documentation on registration, transfer, tax or title documents or other documents submitted for filing;
- e. Willful failure to produce dealer records on demand by and inspector, law enforcement officer or other agent of the Commissioner during posted business hours;

**\*Violation may be referred to the Attorney General's office for action.**

### ▪ **Category 2:**

**Dealer must serve the prescribed suspension before reinstatement. In addition, for those violations marked with an asterisk (\*) the dealer must show proof of compliance before reinstatement will be considered.**

- a. Failure to accurately represent ownership of a vehicle as indicated in bills of sale, title or similar documents to purchaser;
- b. Signing customer's or other person's name without authorization;
- c. Failure by dealer to retain records for the required six years;
- d. Intentionally charging improper fees or misrepresenting "document" or other similar fees as Department required fees;
- e. Charging for the use of dealer vehicle displaying a dealer plate;
- f. Failure to immediately notify the Department in writing of a change in name, location, ownership or other required condition of the dealership;
- g. Failure to return all Department materials to the Department immediately upon revocation, suspension, cancellation or discontinuance of business;

- h. Altering expiration date on any plate or permit;
  - i. Providing false/inaccurate information or failing to disclose pertinent information on the dealer's application or accompanying paperwork;
  - j. \*For any violations of Title 32 V. S. A. Chapter 219; \*(All taxes and penalties must be paid prior to reinstatement)
  - k. Failure to pay off existing lien on vehicle taken in trade as required by the contract with the customer.
- **Category 3:**
    - a. Failure to be or remain in compliance with any portion of Title 23 V. S. A. §4 (8), 42 or any of the conditions as defined in Part A of this rule, including the sign requirements and hours of operation;
    - b. For any violation of Title 23 V. S. A. §800 – Maintenance of financial responsibility;
    - c. Issuing the Department a non-negotiable (bad, insufficient funds, account closed or counterfeit) check;
    - d. Issuing temporary plate or Intransit Permit at other than date of sale;
    - e. Use of a recovered dealer's registration plate after being reported lost or stolen;
    - f. Permitting or using customer's returned plates;
    - g. For any violation of Title 23 V. S. A. §453 – Fees and number plates;
    - h. Failure to maintain dealer records including failure to maintain temporary and Intransit plate logs.
  - **Category 4:**
    - a. Failure to display "Buyers Guide" as required by Federal Regulations;
    - b. Inaccurate, illegible or incomplete recording of information on records retained by the dealer;
    - c. Improper dealer plate, temporary plate or Intransit permit security;
    - d. Failure to conspicuously display license certificate;
    - e. Failure to issue proper type of plate or permit (upon receipt of fees);

- f. Failure to assign correct expiration date to plate or permit;
- g. Failure to account for voided temporary plate or Intransit Permit;
- h. Failure to immediately report dealer's registration plate as lost or stolen to the Department;
- i. Failure to immediately return recovered lost or stolen dealer's registration plate to the Department;
- j. Failure to display proper validation sticker on dealer's registration plate;
- k. Failure to provide registration and insurance certificate with the dealer vehicle being used on the public highway;
- l. Failure to properly update Dealer's Guide;
- m. Use of dealer plate on an unauthorized type of vehicle.

## DEALER LICENSE REQUIREMENTS – PLACE OF BUSINESS (Category 3 Regulations)

- **Building Requirements:**

1. The building shall be at least 1200 square feet in size. Measurements of the building shall be around the exterior of the building if single level. A multi-level or multi-use building shall be measured on the inside perimeter of all space to be used by the dealership.
2. The space occupied by a dealer within a building shall be used primarily for the dealer business.
3. The building shall contain a heated dealer office area, which shall be separate from any unrelated business quarters and must contain reasonable accommodations to conduct business with the public. Dealer records must be housed and maintained in the dealer office area. The Commissioner may grant written approval for records to be housed and maintained in a building other than the dealer's office if located on the dealer's premises. The dealer license certificate must be displayed in the office area and be visible to the public.
4. If the building is multilevel or multiuse, the dealership must have an entrance that is easily recognizable by the public.

- **Outside Display Area Requirements:**

The outside display area must be located in the immediate proximity of the approved building and maintained for display purposes. Dealers owning property on both sides of a public highway located opposite the approved building may use the property for display purposes.

- **Sign Requirements:**

A sign, visible to the public, displaying the business or trade name of the dealership must be in place prior to the first anniversary of the licensed dealership.

- **Hours of Operation Requirements:**

The dealership shall be open for business a minimum of one hundred and forty-six (146), six (6) hour days during each registration year. The days and hours of business, some portion of which shall contain a minimum of four (4) consecutive hours between 6 AM and 6 PM, shall be posted in a place visible to the consumer. **Finance and Auction Dealers are exempt.**

# **VIN and Odometer Laws**



## VIN AND ODOMETER LAWS

### **23 V.S.A. §1701 ~ Possession of Motor Vehicles With Serial or Motor Numbers Defaced**

A person shall not knowingly keep in his or her possession or ownership for more than 10 days a motor vehicle or vessel, the manufacturer's serial or motor numbers or identifying numbers assigned by the commissioner of which have been changed, tampered with, obliterated or defaced, unless the person has applied to the commissioner for the assignment of a new number to be placed on the vehicle or vessel or motor and the application has been granted.

### **23 V.S.A. §1702 ~ Assignment of New Number**

The application shall not be granted by the commissioner of motor vehicles until he or she is satisfied that the person applying for the assignment of such new identifying number is the rightful owner of the motor vehicle described in the application

### **23 V.S.A. §1703 ~ Defacing Identifying Numbers**

A person who willfully changes or attempts to change, or who tampers with, obliterates, defaces, or in any manner interferes with the original or assigned motor number or manufacturer's serial number of any motor vehicle or vessel, or with any of the secret or identifying numbers placed by the manufacturer of a motor vehicle or vessel by the commissioner or any of the parts thereof upon the vehicle or vessel or parts, shall be fined not more than \$1,000.00, or imprisoned not more than one year, or both for the first offense and fined not more than \$5,000.00 or imprisoned not more than five years, or both, for each subsequent offense.

### **23 V.S.A. §1704 ~ Possession Prima Facie Evidence of Violation**

The possession by a person of a motor vehicle or vessel, the motor or manufacturer's serial or commissioner assigned identifying number of which has been changed, tampered with, obliterated or defaced, shall be prima facie evidence of a violation of the provisions of section 1703 of this title, unless the person applies to the commissioner for the assignment of a new number as provided in section 1702 of this title.

### **23 V.S.A. §1704a ~ Alteration of Odometers**

Any person who sells, attempts to sell, or causes to be sold any motor vehicle, highway building appliance, motorboat, all-terrain vehicle, or snowmobile and has actual knowledge that the odometer, hubometer reading, or clock meter reading has been

changed, tampered with or defaced without disclosing same and a person who changes, tampers with or defaces, or who attempts to change, tamper with or deface, any gauge, dial, or other mechanical instrument, commonly known as an odometer, hubometer, or clock meter, in a motor vehicle, highway building appliance, motorboat, or all-terrain vehicle or snowmobile, which, under normal circumstances and without being changed, tampered with or defaced, is designed to show by numbers or words the distance which the motor vehicle, highway building appliance, motorboat, or all-terrain vehicle or snowmobile travels, or who willfully misrepresents the odometer, hubometer or clock meter reading on the odometer disclosure statement or similar statement, title or bill of sale shall be fined not more than \$1,000.00 for a first offense and fined not more than \$2,500.00 for each subsequent offense.

# **Title Laws**



## TITLE LAWS

### 23 V.S.A. §2001 ~ Definitions

Except when the context otherwise requires, as used in this chapter:

- (1) "Dealer" means a person as defined in subdivision 4(8) of this title.
- (2) "Commissioner" means the commissioner of motor vehicles.
- (3) "Identification number" means the numbers and letters, if any, on a vehicle designated by the commissioner for the purpose of identifying the vehicle.
- (4) "Lienholder" means a person holding a security interest in a vehicle.
- (5) "Owner" for certificate of title purposes, means a person, other than a lienholder, having the property in or title to a vehicle. The term includes a person entitled to the use and possession of a vehicle subject to a security interest in another person, but excludes a lessee under a lease not intended as security.
- (6) "Security agreement" means a written agreement which reserves or creates a security interest.
- (7) "Security interest" means an interest in a vehicle reserved or created by agreement and which secures payment or performance of an obligation. The term includes the interest of a lessor under a lease intended as security. The term also includes a non-possessory attachment issued by a court of competent jurisdiction within this state. The term also includes liens obtained by the commissioner of taxes pursuant to the provisions of Title 32. Notwithstanding subdivision 2041(2) of this title, the term also includes arrearage liens obtained by the office of child support pursuant to the provisions of Title 15. A security interest is "perfected" when it is valid against third parties generally, subject only to specific statutory exceptions.
- (8) "State" means a state, territory or possession of the United States, the District of Columbia, the commonwealth of Puerto Rico or a province of the Dominion of Canada.
- (9) "Vehicle" means a motor vehicle as defined by section 4 of this title.
- (10) "Manufacturer's or importer's certificate of origin" means the original written instrument or document required to be executed and delivered by the manufacturer to his or her agent or dealer, or a person purchasing direct from the manufacturer, certifying the origin of the vehicle.

- (11) "Salvage dealer" means any person who, in a single year, purchases or in any manner acquires three motor vehicles as salvage or who scraps, dismantles or destroys three motor vehicles in a single year.
- (12) "Rebuilt motor vehicle" means a vehicle upon which a salvage certificate of title, parts-only certificate or other document indicating the vehicle is not sold for re-registration purposes, has been issued and which has been rebuilt and restored for highway operation.
- (13) "Salvaged motor vehicle" means a motor vehicle which has been scrapped, dismantled, destroyed or declared a total loss by an insurance company.
- (14) "Totaled motor vehicle" means a motor vehicle which has been declared by an insurance company to be a total loss.
- (15) "Title or certificate of title" means a written instrument or document that certifies ownership of a vehicle and is issued by the commissioner or equivalent official of another jurisdiction.
- (16) "Secure assignment of title" means a form prescribed by the commissioner that must be used to transfer ownership of a titled vehicle if all space for assignments upon the title itself has been used.
- (17) "Salvage certificate of title" means a title that is stamped or otherwise branded to indicate that the vehicle described thereon is a salvaged motor vehicle or has been scrapped, dismantled, destroyed or declared a total loss by an insurance company, or both.
- (18) "Time of sale or transfer" or "date of sale" means the date when physical delivery of the vehicle to the purchaser occurs.

**23 V.S.A. §2002 ~ Fees**

**NOTE:** Fees are accurate as of July 1<sup>st</sup> 2012

- (a) The commissioner shall be paid the following fees:
  - (1) For any certificate of title, including a salvage certificate of title, \$33.00;
  - (2) For each security interest noted upon a certificate of title, including a salvage certificate of title, \$10.00;
  - (3) For a certificate of title after a transfer, \$33.00;
  - (4) For each assignment of a security interest noted upon a certificate of title, \$10.00;

- (5) For a duplicate certificate of title, including a salvage certificate of title, \$33.00;
- (6) For an ordinary certificate of title issued upon surrender of a distinctive certificate, \$33.00;
- (7) For filing a notice of security interest, \$10.00;
- (8) For a certificate of search of the records of the motor vehicle department, for each motor vehicle searched against, \$20.00;
- (9) For filing an assignment of a security interest, \$10.00;
- (10) For a certificate of title after a security interest has been released, \$33.00;
- (11) For a certificate of title for a motor vehicle granted a veteran by the veterans' administration and exempt from registration fees pursuant to section 378 of this title, no fee;
- (12) For a corrected certificate of title, \$33.00.

(b) If an application, certificate of title or other document required to be mailed or delivered to the commissioner under any provision of this chapter is not delivered to the commissioner within ten days from the time it is required to be mailed or delivered, the commissioner shall collect, as a penalty, an amount equal to the fee required for the transaction.

### **23 V.S.A. §2011 ~ Certificate of Origin**

When a new vehicle is delivered in this state by the manufacturer to his or her agent or his or her franchised dealer, the manufacturer shall execute and deliver to his or her agent or his or her franchised dealer a certificate of origin in the form prescribed by the commissioner, and no person shall bring into this state any new vehicle unless he or she has in his or her possession the certificate of origin as prescribed by the commissioner. The certificate of origin shall contain the manufacturer's vehicle identification number of the motor vehicle, the name of the manufacturer, the make of the vehicle, the model year, number of cylinders, a general description of the body, if any, and the type of model. When a new vehicle is sold in this state, the manufacturer, his or her agent or his or her franchised dealer shall execute and deliver to the purchaser, in case of an absolute sale, assignment of the certificate of origin or if other than absolute sale, assignment of the certificate of origin subject to contract, signed or executed by the manufacturer, his or her agent or his or her dealer, with the genuine names and business or residence addresses of both stated thereon, and certified to have been executed with full knowledge of the contents and with the consent of both purchaser and seller. For good cause shown, the commissioner may accept any other satisfactory evidence of the above required information.

### **23 V.S.A. §2012 ~ Exempted Vehicles**

No certificate of title need be obtained for:

- (1) A vehicle owned by the United States, unless it is registered in this state;
- (2) A vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration, or used by an educational institution approved by the department of education for driver training purposes, or a vehicle used by a manufacturer solely for testing;
- (3) A vehicle owned by a nonresident of this state and not required by law to be registered in this state;
- (4) A vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state;
- (5) A self-propelled wheel chair or invalid tricycle;
- (6) A motorcycle which has less than 300 cubic centimeters of engine displacement;
- (7) Any trailer with an unladen weight of 1,500 pounds or less.;
- (8) A moped;
- (9) Any other type of vehicle designed primarily for off-highway use and deemed exempt by the commissioner.

### **23 V.S.A. §2013 ~ When Certificate Required**

- (a) Except as provided in section 2012 of this title, the provisions of this chapter shall apply to all motor vehicles at the time of first registration or when a change of registration is required under the provisions of section 321 of this title by reason of a sale for consideration, except for vehicles that are more than 15 years old.
- (b) The commissioner shall not require an application for a certificate of title upon the renewal of the registration of a vehicle.
- (c) The commissioner shall note on the face of the registration of each vehicle for which a certificate of title has been issued a statement to that effect.

**23 V.S.A. §2015 ~ Application for Certificate**

- (a) The application for the first certificate of title of a vehicle in this state shall be made by the owner to the commissioner on the form he or she prescribes and shall contain:
  - (1) The name, residence and mail address of the owner;
  - (2) A description of the vehicle including, so far as the following data exist, its make, model, identification number, odometer reading, or hubometer reading or clock meter reading on all vehicles, type of body, the number of cylinders, and whether new or used;
  - (3) The date of purchase by the applicant, the name and address of the person from whom the vehicle was acquired, and the names and addresses of any lienholder's in the order of their priority and the dates of their security agreements and, if a new vehicle, the application shall be accompanied by a manufacturer's or importer's certificate of origin;
  - (4) Any further information the commissioner reasonably requires to identify the vehicle and to enable him or her to determine whether the owner is entitled to a certificate of title and the existence or nonexistence of security interests in the vehicle.
  
- (b) If the application refers to a vehicle purchased from a dealer, it shall contain the name and address of any lienholder holding a security interest created or reserved at the time of the sale and the date of his or her security agreement and be signed by the dealer as well as the owner, and the dealer shall promptly mail or deliver the application to the commissioner.
  
- (c) If the application refers to a vehicle last previously registered in another state or country, the application shall contain or be accompanied by:
  - (1) Any certificate of title issued by the other state or country;
  - (2) Any other information and documents the commissioner reasonably requires to establish the ownership of the vehicle and the existence or nonexistence of security interests in it; and
  - (3) The certificate of a person authorized by the commissioner that the identification number of the vehicle has been inspected and found to conform to the description given in the application, or any other proof of the identity of the vehicle the commissioner reasonably requires.

**23 V.S.A. §2018 ~ Information on Certificate**

- (a) Each certificate of title issued by the commissioner shall contain:
- (1) The date issued;
  - (2) The name and address of the owner;
  - (3) The names and addresses of any lienholder's, in the order of priority as shown on the application or, if the application is based on a certificate of title, as shown on the certificate; however, no more than two lienholder's may appear on a certificate. In the event that there are more than two lienholder's on the vehicle, the certificate of title shall contain the legend "There are more than two lienholder's on this vehicle. Contact the Vermont Department of Motor Vehicles for details.";
  - (4) The title number assigned to the vehicle;
  - (5) A description of the vehicle including, so far as the following data exist, its make, model, identification number, odometer reading or hubometer reading or clock meter reading on all vehicles, type of body, number of cylinders, whether new or used, and, if a new vehicle, the date of the first sale of the vehicle for use; and
  - (6) Any other data the commissioner prescribes.
- (b) Unless a bond is filed as provided in subdivision (2) of section 2020 of this title, a distinctive certificate of title shall be issued for a vehicle last previously registered in another state or country the laws of which do not require that lienholder's be named on a certificate of title to perfect their security interests. The certificate shall contain the legend "This vehicle may be subject to an undisclosed lien" and may contain any other information the commissioner prescribes. If no notice of a security interest in the vehicle is received by the commissioner within four months from the issuance of the distinctive certificate of title, he or she shall, upon application and surrender of the distinctive certificate, issue a certificate of title in ordinary form.
- (c) The certificate of title shall contain forms for assignment and warranty of title by the owner and for assignment and warranty of title by a dealer, and may contain forms for applications for a certificate of title by a transferee, the naming of a lienholder and the assignment or release of the security interest of a lienholder.
- (d) A certificate of title issued by the commissioner is prima facie evidence of the facts appearing on it.
- (e) A certificate of title for a vehicle is not subject to garnishment, attachment, execution or other judicial process, but this subsection does not prevent a lawful levy upon the vehicle.

- (f) If a vehicle has been returned to the manufacturer after final determination, adjudication or settlement pursuant to the provisions of chapter 115 of Title 9 or after final determination, adjudication or settlement under similar laws of any other state, any certificate of title for the vehicle shall contain the following legend: "This vehicle was returned to the manufacturer pursuant to motor vehicle arbitration board, or similar proceedings, 9 V.S.A. §4181."

### **23 V.S.A. §2019 ~ Mailing Certificate**

The certificate of title shall be mailed or personally delivered, upon proper identification of the individual, to the first lienholder named in it or, if none, to the owner.

### **23 V.S.A. §2020 ~ Withholding of Certificate; Bond Required**

If the commissioner is not satisfied as to the ownership of the vehicle or that there are no undisclosed security interests in it, the commissioner may register the vehicle but shall either:

- (1) Withhold issuance of a certificate of title until the applicant presents documents reasonably sufficient to satisfy the commissioner as to the applicant's ownership of the vehicle and that there are no undisclosed security interests in it; or
- (2) As a condition of issuing a certificate of title, require the applicant to file with the commissioner a bond in the form prescribed by the commissioner and executed by the applicant, and either accompanied by the deposit of cash with the commissioner or also executed by a person authorized to conduct a surety business in this state. The bond shall be in an amount equal to one and one-half times the value of the vehicle as determined by the commissioner and conditioned to indemnify any prior owner and lienholder and any subsequent purchaser of the vehicle or person acquiring any security interest in it, and their respective successors in interest, against any expense, loss, or damage, including reasonable attorney's fees, by reason of the issuance of the certificate of title of the vehicle or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the vehicle. Any such interested person has a right of action to recover on the bond for any breach of its conditions, but the aggregate liability of the surety to all persons shall not exceed the amount of the bond. The bond, and any deposit accompanying it, shall be returned at the end of three years or prior thereto if the vehicle is no longer registered in this state and the currently valid certificate of title is surrendered to the commissioner, unless the commissioner has been notified of the pendency of an action to recover on the bond.

### **23 V.S.A. §2021 ~ Refusal of Certificate**

The commissioner shall refuse issuance of a certificate of title if any required fee is not paid or if he has reasonable grounds to believe that:

- (1) The applicant is not the owner of the vehicle;
- (2) The application contains a false or fraudulent statement; or
- (3) The applicant fails to furnish required information or documents or any additional information the commissioner reasonably requires.

### **23 V.S.A. §2022 ~ Duplicate Certificate**

- (a) If a certificate is lost, stolen, mutilated or destroyed or becomes illegible, the first lienholder or, if none, the owner or legal representative of the owner named in the certificate, as shown by the records of the commissioner, shall promptly make application for and may obtain a duplicate upon furnishing information satisfactory to the commissioner. The duplicate certificate of title shall contain the legend "This is a duplicate certificate and may be subject to the rights of a person under the original certificate." It shall be mailed to the first lienholder named in it or, if none, to the owner.
- (b) [Repealed.]
- (c) A person recovering an original certificate of title for which a duplicate has been issued shall promptly surrender the original certificate to the commissioner.
- (d) When a duplicate certificate of title is issued, the commissioner shall cause the original certificate of title for that vehicle to be revoked.

### **23 V.S.A. §2023 ~ Transfer of Interest in Vehicle**

- (a) If an owner transfers his or her interest in a vehicle, other than by the creation of a security interest, he or she shall, at the time of delivery of the vehicle, execute an assignment and warranty of title to the transferee in the space provided therefore on the certificate or as the commissioner prescribes, and of the odometer reading or hubometer reading or clock meter reading of the vehicle at the time of delivery in the space provided therefore on the certificate, and cause the certificate and assignment to be mailed or delivered to the transferee or to the commissioner. Where title to a vehicle is in the name of more than one person, the nature of the ownership must be indicated by one of the following on the certificate of title:

- (1) TEN ENT (Tenants By The Entirety)
- (2) JTEN (Joint Tenants)
- (3) TEN COM (Tenants In Common)
- (4) PTNRS (Partners)
- (5) TOD (Transfer On Death)

- (b) Upon request of the owner or transferee, a lienholder in possession of the certificate of title shall, unless the transfer was a breach of his or her security agreement, either deliver the certificate to the transferee for delivery to the commissioner or, upon receipt from the transferee of the owner's assignment, the transferee's application for a new certificate and the required fee, mail or deliver them to the commissioner. The delivery of the certificate does not affect the rights of the lienholder under his security agreement.
- (c) If a security interest is reserved or created at the time of the transfer, the certificate of title shall be retained by or delivered to the person who becomes the lienholder, and the parties shall comply with the provisions of section 2043 of this title.
- (d) Except as provided in section 2024 of this title and as between the parties, a transfer by an owner is not effective until the provisions of this section and section 2026 of this title have been complied with; however, an owner who has delivered possession of the vehicle to the transferee and has complied with the provisions of this section and section 2026 of this title requiring action by him or her is not liable as owner for any damages thereafter resulting from operation of the vehicle.
- (e) Notwithstanding other provisions of the law, whenever the estate of an individual who dies intestate consists principally of an automobile, the surviving spouse shall be deemed to be the owner of the motor vehicle and title to the same shall automatically and by virtue hereof pass to said surviving spouse. Registration of the vehicle in the name of the surviving spouse shall be effected by payment of a transfer fee of \$7.00. This transaction is exempt from the provisions of the purchase and use tax on motor vehicles.
  - (1) Notwithstanding other provisions of the law, and except as provided in subdivision (2) of this subsection, whenever the estate of an individual consists in whole or in part of a motor vehicle, and the person's will or other testamentary document does not specifically address disposition of motor vehicles, the surviving spouse shall be deemed to be the owner of the motor vehicle and title to the motor vehicle shall automatically pass to the surviving spouse. Registration and title of the motor vehicle in the name of the surviving spouse shall be effected by payment of a transfer fee of \$7.00. This transaction is exempt from the provisions of the purchase and use tax on motor vehicles.
  - (2) This subsection shall apply to no more than two motor vehicles, and shall not apply if the motor vehicle is titled in the name of one or more persons other than the decedent and the surviving spouse.

- (f) Where the title identifies a person who will become the owner upon the death of the principal owner (Transfer On Death), the principal owner shall have all rights of ownership and rights of transfer until his or her death. The designated transferee shall have no rights of ownership until such time as the principal owner has died as established by a valid death certificate. At that time, the transferee shall become the owner of the vehicle subject to any existing security interests.

#### **23 V.S.A. §2024 ~ Resale by Dealer**

If a dealer buys a vehicle and holds it for resale and obtains the certificate of title from the owner or the lienholder within 10 days after receiving the vehicle, the certificate need not be sent to the commissioner. When the dealer transfers the vehicle to a person, other than by the creation of a security interest, he or she shall simultaneously execute the assignment and warranty of title by filling in the spaces on the certificate of title or as prescribed by the commissioner. The certificate shall be mailed or delivered to the commissioner with the transferee's application for a new certificate.

#### **23 V.S.A. §2025 ~ Involuntary Transfers**

- (a) If the interest of an owner in a vehicle passes to another other than by voluntary transfer, the transferee shall, except as provided in subsection (b) of this section, promptly mail or deliver to the commissioner the last certificate of title, if available, proof of the transfer, and his or her application for a new certificate in the form the commissioner prescribes.
- (b) If the interest of the owner is terminated or the vehicle is sold under a security agreement by a lienholder named in the certificate of title, the transferee shall promptly mail or deliver to the commissioner the last certificate of title, his or her application for a new certificate in the form the commissioner prescribes, and an affidavit made by or on behalf of the lienholder that the vehicle was repossessed and that the interest of the owner was lawfully terminated or sold pursuant to the terms of the security agreement. If the lienholder succeeds to the interest of the owner and holds the vehicle for resale, he or she need not secure a new certificate of title but, upon transfer to another person, shall promptly mail or deliver to the transferee or to the commissioner the certificate, affidavit, and other documents required to be sent to the commissioner by the transferee.
- (c) A person holding a certificate of title whose interest in the vehicle has been extinguished or transferred other than by voluntary transfer shall mail or deliver the certificate to the commissioner upon request of the commissioner. The delivery of the certificate pursuant to the request of the commissioner does not affect the rights of the person surrendering the certificate, and the action of the commissioner in issuing a new certificate of title as provided herein is not conclusive upon the rights of an owner or lienholder named in the old certificate.

### **23 V.S.A. §2026 ~ Fee to Accompany Applications**

- (a) An application for a certificate of title shall be accompanied by the required fee when mailed or delivered to the commissioner.
- (b) An application for the naming of a lienholder or his or her assignee on a certificate of title shall be accompanied by the required fee when mailed or delivered to the commissioner.

### **23 V.S.A. §2029 ~ Suspension or Revocation of Certificate**

- (a) The commissioner shall suspend or revoke a certificate of title, upon notice and reasonable opportunity to be heard in accordance with section 2004 of this chapter, if he or she finds:
  - (1) The certificate of title was fraudulently procured or erroneously issued; or
  - (2) The vehicle has been scrapped, dismantled or destroyed.
- (b) Suspension or revocation of a certificate of title does not, in itself, affect the validity of a security interest noted on it.
- (c) When the commissioner suspends or revokes a certificate of title, the owner or person in possession of it shall, immediately upon receiving notice of the suspension or revocation, mail or deliver the certificate to the commissioner.
- (d) The commissioner may seize and impound any certificate of title which has been canceled, suspended or revoked.

### **23 V.S.A. §2041 ~ Certain Liens and Security Interests Not Affected**

This chapter does not apply to or affect:

- (1) A lien given by statute or rule of law to a supplier of services or materials for the vehicle;
- (2) A lien given by statute to the United States, this state, or any political subdivision of this state;
- (3) A security interest in a vehicle created by a manufacturer or dealer who holds the vehicle for sale, but a buyer in the ordinary course of trade from the manufacturer or dealer takes free of the security interest.

**23 V.S.A. §2042 ~ Perfecting Security Interest**

- (a) Unless excepted by section 2041 of this title, a security interest in a vehicle of a type for which a certificate of title is required is not valid against creditors of the owner or subsequent transferees or lienholder's of the vehicle unless perfected as provided in this subchapter.
- (b) A security interest is perfected by the delivery to the commissioner of the existing certificate of title, if any, an application for a certificate of title containing the name and address of the lienholder and the date of his or her security agreement and the required fee. It is perfected as of the time of its creation if delivery is completed within 20 days thereafter, otherwise as of the time of the delivery.
- (c) If a vehicle is subject to a security interest when brought into this state, the validity of the security interest is determined by the law of the jurisdiction where the vehicle was when the security interest attached, subject to the following:
  - (1) If the parties understood at the time the security interest attached that the vehicle would be kept in this state and it was brought into this state within 30 days thereafter for purposes other than transportation through this state, the validity of the security interest in this state is determined by the law of this state.
  - (2) If the security interest was perfected under the law of the jurisdiction where the vehicle was when the security interest attached, the following rules apply:
    - (A) If the name of the lienholder is shown on an existing certificate of title issued by that jurisdiction, his or her security interest continues perfected in this state.
    - (B) If the name of the lienholder is not shown on an existing certificate of title issued by that jurisdiction, the security interest continues perfected in this state for four months after a first certificate of title of the vehicle is issued in this state, and also thereafter if, within the four-month period, it is perfected in this state. The security interest may also be perfected in this state after the expiration of the four-month period; in that case perfection dates from the time of perfection in this state.
  - (3) If the security interest was not perfected under the law of the jurisdiction where the vehicle was when the security interest attached, it may be perfected in this state; in that case, perfection dates from the time of perfection in this state.
  - (4) A security interest may be perfected under subdivision (2)(B) or subdivision (3) of this subsection either as provided in subsection (b) of this section or by the lienholder delivering to the commissioner a notice of security interest in the form the commissioner prescribes and the required fee.

### **23 V.S.A. §2043 ~ Duties on Creation of Security Interest**

If an owner creates a security interest in a vehicle:

- (1) The owner shall immediately execute the application, in the space provided therefore on the certificate of title or on a separate form the commissioner prescribes, to name the lienholder on the certificate, showing the name and address of the lienholder and the date of his or her security agreement, and cause the certificate, the application and the required fee to be delivered to the lienholder.
- (2) The lienholder shall immediately cause the certificate, the application and the required fee to be mailed or delivered to the commissioner.
- (3) Upon request of the owner or subordinate lienholder, a lienholder in possession of the certificate of title shall either mail or deliver the certificate to the subordinate lienholder for delivery to the commissioner or, upon receipt from the subordinate lienholder of the owner's application and the required fee, mail or deliver them to the commissioner with the certificate. The delivery of the certificate does not affect the rights of the first lienholder under his or her security agreement.
- (4) Upon receipt of the certificate of title, the application and the required fee, the commissioner shall either endorse the certificate or issue a new certificate containing the name and address of the new lienholder, and mail the certificate to the first lienholder named in it.

### **23 V.S.A. §2044 ~ Assignment of Security Interest**

- (a) A lienholder may assign, absolutely or otherwise, his or her security interest in the vehicle to a person other than the owner without affecting the interest of the owner or the validity of the security interest, but any person without notice of the assignment is protected in dealing with the lienholder as the holder of the security interest and the lienholder remains liable for any obligations as lienholder until the assignee is named as lienholder on the certificate.
- (b) The assignee may, but need not to perfect the assignment, have the certificate of title endorsed or issued with the assignee named as lienholder, upon delivering to the commissioner the certificate and an assignment by the lienholder named in the certificate in the form the commissioner prescribes.

### **23 V.S.A. §2045 ~ Release of Security Interest**

- (a) Upon the satisfaction of a security interest in a vehicle for which the certificate of title is in the possession of the lienholder, he or she shall, within 10 days after demand and, in any event, within 30 days, execute a release of his or her security interest, in the space provided therefore on the certificate or as the commissioner prescribes, and

mail or deliver the certificate and release to the next lienholder named therein, or, if none, to the owner or any person who delivers to the lienholder an authorization from the owner to receive the certificate. The owner, other than a dealer holding the vehicle for resale, shall promptly cause the certificate and release to be mailed or delivered to the commissioner, who shall release the lienholder's rights on the certificate or issue a new certificate.

- (b) Upon the satisfaction of a security interest in a vehicle for which the certificate of title is in the possession of a prior lienholder, the lienholder whose security interest is satisfied shall within 10 days after demand and, in any event, within 30 days execute a release in the form the commissioner prescribes and deliver the release to the owner or any person who delivers to the lienholder an authorization from the owner to receive it. The lienholder in possession of the certificate of title shall either deliver the certificate to the owner, or the person authorized by him, for delivery to the commissioner or, upon receipt of the release, mail or deliver it with the certificate to the commissioner, who shall release the subordinate lienholder's rights on the certificate or issue a new certificate.

#### **23 V.S.A. §2046 ~ Lienholder to Furnish Information**

A lienholder named in a certificate of title shall, upon written request of the owner or of another lienholder named on the certificate, disclose any pertinent information as to his or her security agreement and the indebtedness secured by it.

#### **23 V.S.A. §2047 ~ Method of Perfecting Security Interest Exclusive**

The method provided in this subchapter of perfecting and giving notice of security interests subject to this subchapter is exclusive. Security interests subject to this subchapter are hereby exempted from the provisions of law which otherwise require or relate to the filing of instruments creating or evidencing security interests.

#### **23 V.S.A. §2081 ~ Application of Subchapter**

- (a) This subchapter does not apply to a self-propelled wheelchair or invalid tricycle.
- (b) The provisions of this subchapter that apply to certificates of title shall also apply to salvage certificates of title, certificates of origin and secure assignments of title.

### **23 V.S.A. §2082 ~ Altering, Forging or Counterfeiting Certificates**

A person who, with fraudulent intent:

- (1) Alters, forges, counterfeits or knowingly makes or causes to be made a false official certificate of title;
- (2) Alters or forges an assignment of a certificate of title, or an assignment or release of a security interest, on a certificate of title or a form the commissioner prescribes;
- (3) Has possession of or uses a certificate of title knowing it to have been altered, forged, counterfeited or fraudulently obtained or made; or
- (4) Uses a false or fictitious name or address, or makes a material false statement, or fails to disclose a security interest, or conceals any other material fact in or alters information on or forges a signature on an application for a certificate of title or duplicate certificate of title, shall be fined not less than \$500.00 or more than \$5,000.00 or be imprisoned not less than one year or more than five years or be both fined and imprisoned.

### **23 V.S.A. §2083 ~ Other Offenses**

A person who:

- (1) With fraudulent intent, permits another, who is not entitled, to use or have possession of a certificate of title;
- (2) Willfully fails to mail or deliver a certificate of title or application for a certificate of title to the commissioner within 20 days after the transfer or creation or satisfaction of a security interest;
- (3) Willfully fails to deliver to his or her transferee a certificate of title within 20 days after the transfer;
- (4) Willfully and without authority signs a name other than his or her own on any title or inaccurately states or alters the chain of ownership or other information required on any title, or fails to return a certificate of title that has been fraudulently made, or has unauthorized possession of blank certificates of title or manufacturer's certificates of origin;
- (5) Willfully violates any provision of this chapter, except as provided in subdivision (6) of this subsection or section 2082 of this title, shall be fined not more than \$2,000.00, or imprisoned for not more than two years, or both; or

- (6) Willfully represents as his or her own, or sells a motor vehicle or vessel on which he or she does not hold legal title to or is not authorized to sell or transfer the vehicle or vessel by the titleholder shall be fined not more than \$5,000.00, or imprisoned for not more than five years, or both, for each offense.

### **23 V.S.A. §2091 ~ Dismantling or Destruction of Vehicle**

- (a) Except for vehicles for which no certificate of title is required pursuant to section 2012 of this title and for vehicles which are more than 15 years old, any person who purchases or in any manner acquires a vehicle as salvage, who scraps, dismantles, or destroys a motor vehicle or any insurance company or representative thereof who declares a motor vehicle to be a total loss shall make application for a salvage certificate of title within 15 days of the time the vehicle is purchased or otherwise acquired as salvage, scrapped, dismantled, or destroyed, or declared a total loss. The application shall be accompanied by:
- (1) Any certificate of title; and
  - (2) Any other information or documents that the commissioner may reasonably require to establish ownership of the vehicle and the existence or nonexistence of any security interest in the vehicle.
- (b) When a vehicle is destroyed by crushing for scrap, the person causing the destruction shall immediately mail or deliver to the commissioner the certificate of title, if any, endorsed "crushed" and signed by the person, accompanied by the original plate showing the original vehicle identification number. The plate shall not be removed until such time as the vehicle is crushed.
- (c) This section shall not apply to, and salvage certificates shall not be required for, unrecovered stolen vehicles or vehicles stolen and recovered in an undamaged condition, provided that the original vehicle identification number plate has not been removed, altered or destroyed and the number thereon is identical with that on the original title certificate.

### **23 V.S.A. §2092 ~ Issuance of Salvage Title**

The commissioner shall file and maintain in the manner provided in section 2017 of this title each application received and when satisfied as to its genuineness and regularity and that the applicant is entitled to the issuance of a salvage certificate of title, shall issue a salvage certificate of title to the vehicle.

### **23 V.S.A. §2093 ~ Salvaged, Totaled and Rebuilt Vehicles**

- (a) If a vehicle upon which a salvage certificate of title, a parts-only certificate or other document indicating the vehicle is not sold for re-registration purposes has been or

should have been issued by the commissioner or by any other jurisdiction or person and or both, a vehicle that has been declared a totaled motor vehicle is rebuilt and restored for highway operation, the owner thereof shall not apply for a certificate of title or registration, and none shall be issued until the vehicle has been inspected by the commissioner or his authorized representative. The inspection of the vehicle shall be conducted in the manner prescribed by the commissioner and shall include verification of the vehicle identification number and bills of sale or titles for major component parts used to rebuild the vehicle. When necessary, a new vehicle identification number shall be attached to the vehicle as provided by section 2003 of this title. Any new title issued for such vehicles shall contain the legend "rebuilt vehicle."

- (b) Any person who sells, trades or offers for sale or trade any interest in a salvaged, salvaged and rebuilt, or totaled vehicle shall disclose the fact that the vehicle has been salvaged, salvaged and rebuilt or totaled to a prospective purchaser both orally and in writing before a sale, trade or transfer is made. Written disclosure that the vehicle has been salvaged, salvaged and rebuilt or totaled, in addition to being disclosed on the certificate of title as required by this subchapter, shall also be conspicuously disclosed on any bill of sale, transfer, purchase or other agreement.
- (c) Failure of the seller to provide the notices required by this section shall result in the seller being required, at the option of the buyer, to refund to the buyer the purchase price, including taxes, license fees and similar governmental charges.

#### **23 V.S.A. §2094 ~ Records; Inspection**

- (a) Each person who purchases or in any manner acquires a motor vehicle as salvage shall keep and maintain for a period of not less than five years such records as may be prescribed by the commissioner which are reasonably necessary to substantiate the information contained in the application required by sections 2091 and 2093 of this title. These records shall include but are not limited to parts and accessories obtained and used for the repair or rebuilding, or both, of a vehicle, and such financial records that will allow the commissioner to determine if the person qualifies to become or remain licensed as a "salvage dealer."
- (b) The commissioner or his or her agents may inspect and examine the books, records, premises and vehicles on the premises of any salvage dealer during the usual business hours of the day to verify the truth and accuracy of any information furnished in connection with the provisions of this subchapter.
- (c) Any salvage dealer who in any manner receives a motor vehicle which does not have a plate attached to said vehicle bearing the vehicle identification number shall notify the commissioner in writing that such a vehicle has been received within 7 days.

#### **23 V.S.A. §2095 ~ Penalty**

- (a) A person who violates any provision of section 2094 of this subchapter shall be fined not more than \$500.00 or imprisoned not more than six months, or both.
- (b) A person who violates any provision of this subchapter other than section 2094 shall be fined not more than \$1,000.00 or imprisoned for not more than one year, or both.

# **Taxation and Finance Laws**



## TAXATION AND FINANCE LAWS

### 32 V.S.A. §8902 ~ Definitions

Unless otherwise expressly provided, the words and phrases used in this chapter shall be construed to mean:

- (1) "Commissioner" means the commissioner of motor vehicles.
- (2) "Resident" means resident shall include all legal residents of this state and in addition thereto any person who accepts employment or engages in a trade, profession or occupation in this state for a period of at least six months. Also in addition thereto any foreign partnership, firm, association or corporation doing business in this state shall be deemed to be a resident as to all vehicles owned or leased and ordinarily used by it in connection with its place of business in this state. Resident shall not include any person, firm, or corporation not required to register motor vehicles by reason of any reciprocity provision with any other state.
- (3) "Purchase or purchasing, sale or selling" means any transfer of title or possession, exchange or barter, conditional or otherwise, in any manner or by any means whatsoever, of a motor vehicle for a consideration, including leases and transactions whereby the possession of the property is transferred but the seller retains the title as security for the payment of the purchase price.
- (4) "Purchase price" means the gross consideration, exclusive of the tax hereby imposed, which is to be paid for the motor vehicle, expressed in terms of United States currency as of the time of the sale, and shall include the cash consideration, if any, plus the value of any services or property given or to be given, or both, in exchange for the motor vehicle. In the case of a lease, the purchase price shall mean an amount computed by subtracting the lease end value of the motor vehicle from the original acquisition cost of the motor vehicle. For purposes of this subdivision, the original acquisition cost of a motor vehicle is the gross consideration which the lessee would pay for the motor vehicle if the lessee purchased the motor vehicle on the date of execution of the lease contract, as stated in the lease contract or worksheet, and the lease end value is the value of the motor vehicle at the end of the lease period, as stated in the lease contract or worksheet or as determined under section 8907 of this title.
- (5) "Taxable cost" means the purchase price as defined in subdivision (4) of this section or the taxable cost as determined under section 8907 of this title. For any purchaser who has paid tax on the purchase or use of a motor vehicle that was sold or traded by the purchaser or for which the purchaser received payment under a contract of insurance, the taxable cost of the replacement motor vehicle other than a leased vehicle shall exclude:

- (A) the value allowed by the seller on any motor vehicle accepted by him as part of the consideration of the motor vehicle, provided the motor vehicle accepted by the seller is owned and previously or currently registered by the purchaser, with no change of ownership since registration, except for motor vehicles for which registration is not required under the provisions of Title 23 or motor vehicles received under the provisions of subdivision 8911(8) of this title;
- (B) the amount received from the sale of a motor vehicle last registered in his or her name, the amount not to exceed the average book value of the same make, type, model and year of manufacture as designated by the manufacturer and as shown in the Official Used Car Guide, National Automobile Dealers Association (New England edition), or any comparable publication, provided such sale occurs within three months of the taxable purchase. Such amount shall be reported on forms supplied by the commissioner of motor vehicles;
- (C) the amount actually paid to the purchaser within three months prior to the taxable purchase by any insurer under a contract of collision, comprehensive or similar insurance with respect to a motor vehicle owned by him or her, provided that the vehicle is not subject to the tax imposed by 32 V.S.A. §8903(d) and provided that one of these events occur:
  - (i) The motor vehicle with respect to which such payment is made by the insurer is accepted by the seller as a trade-in on the purchased motor vehicle before the repair of the damage giving rise to insurer's payment, or
  - (ii) The motor vehicle with respect to which such payment is made to the insurer is treated as a total loss and is sold for dismantling;
- (D) A purchaser shall be entitled to a partial or complete refund of taxes paid under 32 V.S.A. §8903(a) or (b) if an insurer makes a payment to him or her under contract of collision, comprehensive or similar insurance after he or she has paid the tax imposed by this chapter if such payment by the insurer is either:
  - (i) On account of damages to a motor vehicle which was accepted by seller as a trade-in on the purchased vehicle before repairs of the damage giving rise to the insurer's payment, or
  - (ii) On account of damages for the total destruction of a vehicle arising from an accident which occurred within three months prior to the taxable purchase.
- (E) The purchase price of a motor vehicle subject to the tax imposed by 32 V.S.A. §8903(a) and (b) shall not be reduced by the value received or allowed in connection with the transfer of a vehicle which was registered for use as a short-term rental vehicle.

- (F) Notwithstanding any other provision of law, for leases in effect on June 30, 1995, no portion of the purchase and use tax paid at the time of lease shall be refunded; provided, however, for leases in effect on June 30, 1995, if the lessee purchases the leased vehicle, no tax shall be imposed on that purchase.
- (6) "Motor vehicle" shall have the same definition as in section 4 of Title 23.
- (7) "Person" means any individual, firm, partnership, joint venture, association, social club, fraternal organization, estate, trust, fiduciary, receiver, trustee or corporation.
- (8) "Title" shall include possession under a sale or purchase which reserves title as security to the seller.
- (9) "Rental of pleasure cars on a short-term basis," or words of similar import, means rentals of pleasure cars for a rental period of less than one year. It shall also mean rentals of trailer coaches and trucks having a gross vehicle weight of 26,000 pounds or less; and of trailers and semi-trailers having a gross weight of 3,000 pounds or less; for a rental period of less than one year. It shall not apply to school buses.
- (10) "Rental Company" means any person offering pleasure cars for rent on a short-term basis.
- (11) "Motor home" means a new or used pleasure car designed to provide temporary living quarters, built into as an integral part of, or permanently attached to, a self-propelled motor vehicle chassis or van. The vehicle must contain at least four of the following facilities: cooking, refrigeration or ice box, self-contained toilet, heating and/or air conditioning, a portable water supply system including a sink and faucet, separate 110-125 volt electrical power supply, and/or an LP gas supply.

**32 V.S.A. §8903 ~ Tax Imposed**

- (a) (1) There is hereby imposed upon the purchase in Vermont of a motor vehicle by a resident a tax at the time of such purchase, payable as hereinafter provided. The amount of the tax shall be six percent of the taxable cost of a:
- (A) Pleasure car as defined in 23 V.S.A. § 4;
- (B) Motorcycle as defined in 23 V.S.A. § 4;
- (C) Motor home as defined in subdivision 8902(11) of this title; or
- (D) Vehicle weighing up to 10,099 pounds, registered pursuant to 23 V.S.A. § 367, other than a farm truck.

- (2) For any other motor vehicle, it shall be six percent of the taxable cost of the motor vehicle or \$1,850.00 for each motor vehicle, whichever is smaller, except that pleasure cars which are purchased, leased, or otherwise acquired for use in short-term rentals shall be subject to taxation under subsection (d) of this section.
- (b) (1) There is hereby imposed upon the use within this state a tax of six percent of the taxable cost of a:
- (A) Pleasure car as defined in 23 V.S.A. § 4;
  - (B) Motorcycle as defined in 23 V.S.A. § 4;
  - (C) Motor home as defined in subdivision 8902(11) of this title; or
  - (D) Vehicle weighing up to 10,099 pounds, registered pursuant to 23 V.S.A. § 367, other than a farm truck.
- (2) For any other motor vehicle, it shall be six percent of the taxable cost of a motor vehicle, or \$1,850.00 for each motor vehicle, whichever is smaller, by a person at the time of first registering or transferring a registration to such motor vehicle payable as hereinafter provided, except no use tax shall be payable hereunder if the tax imposed by subsection (a) of this section has been paid, or the vehicle is a pleasure car which was purchased, leased, or otherwise acquired for use in short-term rentals, in which case the vehicle shall be subject to taxation under subsection (d) of this section.
- (c) The Vermont registration, transfer of Vermont registration or the issuance of a Vermont certificate of title of a motor vehicle shall be conclusive evidence that the purchase and use tax applies except as provided in section 8911 of this title.
- (d) There is hereby imposed a use tax on the rental charge of each transaction, in which the renter takes possession of the vehicle in this state, during the life of a pleasure car purchased for use in short-term rentals, which tax is to be collected by the rental company from the renter and remitted to the commissioner. The amount of the tax shall be nine percent of the rental charge. Rental charge means the total rental charge for the use of the pleasure car, but does not include a separately stated charge for insurance, or recovery of refueling cost, or other separately stated charges which are not for the use of the pleasure car. In the event of resale of the vehicle in this state for use other than short-term rental, such transaction shall be subject to the tax imposed by subsection (a) of this section.
- (e) (1) Any person registering a pleasure car in this state subject to the tax imposed by subsection (d) of this section must pay the tax imposed by subsection (a) or (b) upon demand of the commissioner if:

(A) The vehicle is rented for less than 30 days in a continuous period of 365 days or for less than 60 days in a continuous period of 730 days; or

(B) The vehicle is no longer used in short-term rentals; and

(C) The vehicle has not been stolen, converted or abandoned.

(2) For taxation purposes, the value of the vehicle shall be fixed in accordance with section 8907 of this title as of the time the event causing the imposition of the tax under subsection (a) or (b) of this section occurs.

(f) There is hereby imposed a tax at the rate prescribed in subsection (a) of this section on any amount charged at the end of a motor vehicle lease contract resulting from excess wear and tear or excess mileage.

(g) There is hereby imposed upon the titling in this state a tax at the rate provided for in subsection (a) or (b) of this section of the taxable cost of a:

- Pleasure car as defined in 23 V.S.A. § 4;
- Motorcycle as defined in 23 V.S.A. § 4;
- Motor home as defined in subdivision 8902(11) of this title; or
- Vehicle weighing up to 10,099 pounds, registered pursuant to 23 V.S.A. § 367, other than a farm truck.

For any other motor vehicle, it shall be at the rate provided for in subsection (a) or (b) of this section and paid by a person at the time of obtaining a certificate of title to the vehicle, except no tax shall be payable hereunder if the tax imposed by subsection (a) or (b) of this section has been paid, or the vehicle is a pleasure car which was purchased, leased or otherwise acquired for use in short-term rentals, in which case the vehicle shall be subject to taxation under subsection (d) of this section.

### **32 V.S.A. §8904 ~ Completion of Form**

- (a) Every person selling or leasing a motor vehicle in Vermont shall at the time of selling or leasing a motor vehicle compute for the purchaser or lessee the tax imposed by subsections (a), (b), (f) or (g) of section 8903 of this title and complete in its entirety the tax form prescribed and furnished by the commissioner.
- (b) When the seller or lessor of a motor vehicle fails to fill out the tax form as required in subsection (a) of this section he or she shall be subject to the penalties under section 8909 of this title or if he or she is a registered dealer, the commissioner may suspend the dealer registration. Such suspension shall be for a reasonable time and shall not exceed 10 days for each offense and shall be made only after a finding that the failure of such dealer is willful and intentional and not the result of inadvertence.

### **32 V.S.A. §8905 ~ Collection of Tax**

- (a) Every purchaser of a motor vehicle subject to a tax under subsection (a) of section 8903 of this title shall forward such tax form to the commissioner, together with the amount of tax due at the time of first registering or transferring a registration to such motor vehicle as a condition precedent to registration thereof.
- (b) Every person subject to a use tax under subsection (b) of section 8903 of this title shall forward such tax form and the tax due to the commissioner with the registration application or transfer, as the case may be, and fee at the time of first registering or transferring a registration to such motor vehicle as a condition precedent to registration thereof.
- (c) If the tax due under subsections (a), (b), (e) or (f) of this section is not paid as provided, a penalty of an additional one percent of taxable cost or \$150.00, whichever is smaller, shall be added to the tax due.
- (d) Every person required to collect the use tax under section 8903(d) shall forward such tax and a report of same on forms prescribed and furnished by the commissioner at the frequency determined by the commissioner.
- (e) Every lessor of a motor vehicle shall collect the tax imposed by subsection (a) or (b) of section 8903 of this title from the lessee and remit it to the commissioner at the time of registration of the motor vehicle, in the case of the first lease of a motor vehicle, and within 30 days after any extension of the lease or any subsequent lease of the motor vehicle. Every lessor of a motor vehicle shall collect the tax imposed by subsection (f) of section 8903 of this title from the lessee and remit it to the commissioner within 30 days after the end of the motor vehicle lease contract. If the lessor fails to collect the tax imposed by subsections (a), (b) or (f) of section 8903 of this title, the lessee shall pay the tax directly to the commissioner within the time prescribed for payment.

- (f) Every person subject to the tax imposed by subsection 8903(g) of this title shall forward the tax form and the tax due to the commissioner along with the title application and fee at the time of applying for a certificate of title to such motor vehicle as a condition precedent to the titling thereof.

### **32 V.S.A. §8909 ~ Enforcement**

If the tax due under subsections (a), (b) and (d) of section 8903 of this title is not paid as hereinbefore provided the commissioner shall suspend such purchaser's or rental company's right to operate a motor vehicle within the state of Vermont until such tax is paid, and such tax may be recovered with costs in an action brought in the name of the state on this statute.

### **32 V.S.A. §8910 ~ Penalties**

Any person who willfully makes a false statement on such tax form prescribed and furnished by the commissioner or any person who willfully attempts to evade the tax herein imposed shall be fined not more than \$500.00.

### **32 V.S.A. §8911 ~ Exceptions**

The tax imposed by this chapter shall not apply to:

- (1) Motor vehicles owned or registered, or motor vehicles rented, by any state or province or any political subdivision thereof;
- (2) Motor vehicles owned and operated by the United States of America;
- (3) Motor vehicles owned or leased by religious or charitable institutions or volunteer fire companies;
- (4) Motor vehicles owned and operated by a dealer and registered and operated under the provisions of sections 451-468 inclusive of Title 23;
- (5) Nonregistered motor vehicles other than tow or repairman vehicles;
- (6) [Repealed.]
- (7) Motor vehicles, title to which on the effective date of this chapter is in the owner seeking registration thereof;
- (8) Motor vehicles transferred to the spouse, mother, father, child, grandparent or grandchild of the donor, or to a trust established for the benefit of any such persons or for the benefit of the donor, or subsequently transferred among such persons

provided such motor vehicle has been registered or titled in this state in the name of the original donor;

- (9) Motor vehicles on which a state sales or use tax has been paid by the person applying for a registration in Vermont, or paid by a person who, at the time of tax payment to another state, was the spouse of the person now applying for Vermont registration. If the tax paid in another state is less than the Vermont tax the tax due shall be the difference. An applicant for credit under this subdivision shall bear the burden of proving the amount of tax paid in the other state, and acceptable proof shall include a valid certificate of title from that state and a cancelled check to that department of motor vehicles in an amount at least equal to the total purchase and use tax due to that state;
- (10) Motor vehicles registered in Vermont by the transferor and transferred between that person and a business entity controlled by the transferor, if the transfer is exempt under Section 351 of the United States Internal Revenue Code, as amended;
- (11) [Repealed.]
- (12) One motor vehicle owned or leased and operated by a permanently physically handicapped person for whom the vehicle's controls have been altered to enable the person to drive, or owned or leased by a permanently handicapped person or by a parent or guardian of a permanently handicapped person for whom a mechanical lifting device has been installed to allow for entry and exit of the vehicle, provided that the handicapped person has been certified exempt from the tax by the commissioner of motor vehicles under the provisions of section 8901 of this title;
- (13) Motor vehicles obtained from the government as excess government property, or vehicles purchased with 100 percent federal funds and used for federally supported local programs;
- (14) A motor vehicle granted a veteran by the veterans' administration or a vehicle obtained as a replacement to one granted, when accompanied by a certificate issued by the veterans' administration center certifying the veteran to be entitled to the exemption;
- (15) Motor vehicles registered in this state by nonresidents under the International Registration Plan;
- (16) Motor vehicles registered or titled in Vermont and transferred from an individual to, or in trust for the benefit of, a former spouse if the transfer is incident to the divorce. A transfer of a motor vehicle is incident to the divorce if the transfer occurs within one year after the date on which the divorce becomes final;

- (17) Any motor vehicle acquired by the owner for use in leases for a period of one year or longer, provided that the motor vehicle is not registered before it is leased;
- (18) Motor vehicles, the titles of which have passed to the holder of a certificate of abandoned motor vehicle pursuant to section 2156 of Title 23;
- (19) Motor vehicles for which salvage certificates of title are obtained pursuant to section 2092 of Title 23;
- (20) Titles issued to the manufacturer of a vehicle which has been returned to that manufacturer pursuant to any proceeding brought under chapter 115 of Title 9;
- (21) [Repealed.]
- (22) Motor vehicles that have been registered to the applicant for a period of at least three years in a jurisdiction that imposes a state sales or use tax on motor vehicles. An applicant for exemption under this subdivision shall bear the burden of establishing to the satisfaction of the commissioner that the vehicle was registered in a qualifying jurisdiction for the requisite period.



# **General Information**



## GENERAL INFORMATION

### A. Documents and Items Required to Register and/or Title

When registering a vehicle, (except for state, municipal or leased vehicles) the registrants and titled owners of the vehicle shall be identical.

#### ▪ **New Vehicles:**

##### ♦ **To Be Registered and Titled** (Not Previously Registered):

1. Registration, Tax and Title Application (Form # TA-VD-119)
2. Temporary plate, if not transferring valid plates.
3. Manufacturer's Certificate of Origin or Importer's Certificate of Origin, properly assigned.
4. Report of Sale
5. Proper fees
6. Odometer disclosure statement (This is required on all vehicles sold to be registered in Vermont except trailers, trucks over 16,000 pounds registered weight, and any vehicle 9 years old or older.)

**NOTE:** If transferring, the registrant must submit the signed registration certificate of the previous vehicle showing transfer of ownership. If unavailable, use form TA-VR-105, Lost or Unavailable Registration Certificate, or complete section 6 on the application.

##### ♦ **Vehicle Not Requiring Title:**

Same as above, except no Manufacturer's Certificate of Origin is required.

##### ♦ **To Be Titled Only** (Not Previously Registered or Titled):

1. Vermont Title and Tax Application (Form # TA-VT-28).
2. Manufacturer's Certificate of Origin or Importer's Certificate of Origin, properly assigned.
3. Report of Sale

4. Proper fees
5. Odometer disclosure statement(This is required on all vehicles sold to be registered in Vermont except trailers, trucks over 16,000 pounds registered weight, and any vehicle 9 years old or older.)

▪ **Previously Registered and/or Titled Vehicles:**

♦ **To Be Registered and Titled**

1. Registration, Tax and Title Application (Form # TA-VD-119)
2. Previous title, properly assigned.
3. Temporary plate, if not transferring valid plates.
4. Report of Sale.
5. Bills of Sale, if necessary to show continuity of ownership.
6. Proper fees.
7. Odometer disclosure statement. (This is required on all vehicles sold to be registered in Vermont except trailers, trucks over 16,000 pounds registered weight, and any vehicle 10 years old or older.)

If there is a lien listed on the title, the lien must be released by the lienholder. The previous owner(s) must assign ownership to the dealer; the dealer must assign ownership to the new owner(s). If there is no space available on the title to transfer ownership, a bill of sale must be used to show the proper chain of ownership and submitted along with the original title.

If the title includes the odometer statement that conforms to the new federal law and there is no space on the title to make the assignment you must use a "secure bill of sale" (Form # TA-VT-05a).

**NOTE: Vehicles 10 years old or older - A number of states do not issue titles to vehicles which are 10 or more years old. Vermont, however, issues titles to vehicles which are 15 years old or newer, and as a result some questions have arisen. If you take in trade a vehicle from a state that does not title 10-year-old vehicles, e.g., New Hampshire, you must retain the last valid registration certificate properly assigned and the bill(s) of sale. If the last registration certificate is not available you must obtain a certified copy from the state where the vehicle was last registered.**

If transferring, registrant must submit the registration certificate of the previous vehicle showing transfer of ownership. If unavailable use TA-VR-105 Form, Lost or Unavailable Registration Certificate, or complete section 6 on the application.

♦ **Vehicles Not Requiring Title:**

1. Registration, Tax and Title Application. (Form # TA-VD-119)
2. Temporary plate, if not transferring valid plates
3. Bills of Sale, if necessary to show continuity of ownership
4. Dealer report of sale
5. Proper fees

♦ **To Be Titled Only:**

1. Vermont Title and Tax Application. (Form # TA-VT-28)
2. Previous title, properly assigned
3. Report of Sale
4. Bills of Sale, if necessary to show continuity of ownership
5. Proper fees
6. Odometer disclosure statement (This is required on all vehicles sold to be titled in Vermont except trailers.)

If there is a lien listed on the title, the lien must be released by the lienholder. The previous owner(s) must assign ownership to the dealer; the dealer must assign ownership to the new owner(s). If there is no space available on the title to transfer ownership, a bill of sale must be used to show the proper chain of ownership and submitted along with the original title.

If the title includes the odometer statement that conforms to the new federal law and there is no space on the title to make the assignment you must use a "secure bill of sale" (Form # TA-VT-05a).

<b>B.</b>	<b>Requirements For Manufacturer's Certificate of Origin (MCO)</b>
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In accordance with 23 V.S.A. §2011 and §2024, sale of a vehicle to be registered in Vermont requires the submission of documents by the dealer.

When a new vehicle is delivered to a purchaser and transfer of registration is applied for, or temporary registration is issued, the manufacturer's certificate of origin for that vehicle must be properly assigned by the dealer and immediately transmitted to the Department of Motor Vehicles along with the report of sale, application for registration, tax and title and fees.

Manufacturer's Certificates of Origin must be printed on security paper which meets the following criteria:

- Intaglio steel plate border design.
- Positive-negative latent images.
- Two-color underlying fine line duplex tint.
- Fluorescent, erasure-sensitive inks.

Manufacturer's Certificates of Origin which do not meet these guidelines will not be accepted.

Any alterations, erasures, errors, or voided transactions on the MCO will result in unnecessary delays in processing the registration in the Motor Vehicle office.

If any of the above occur, you can expedite the transaction by forwarding to the Motor Vehicle office, along with the other documents, a written explanation on Form TA-VN-20, Title/MCO Alteration Affidavit, to clarify the erasure or voided entry. This explanation must include a complete description of the vehicle in question, including the serial number or vehicle identification number.

**It is also mandatory that PRIOR to each sale, the MCO be checked against the VIN on the vehicle** to be positive that the proper documents are being sent to the Department of Motor Vehicles. Very often vehicles that are delivered to dealers have consecutive VIN's and too often the wrong MCO is sent to this office as a source document to register and title the vehicle. This can be avoided if the dealer will take the time to physically examine each particular vehicle's VIN and match it to the appropriate MCO.

**C.****Vermont Certificate of Title**

Vermont motor vehicle title certificates will be issued to vehicles 15 years old or newer based on calendar year. Liens will be recorded only on vehicles that qualify for a Vermont Certificate of Title.

No Vermont Certificate of Title will be issued for:

- Trailers with an empty weight of 1,500 or less;
- Motorcycles with less than 300 cc engine displacement;
- Mopeds;
- Tractors with a registered weight of 6,099 lbs. or less;

**D.****Title Requirements**

If the vehicle is to be registered, the Registration, Tax and Title Application must be submitted with the required source documents and fees. Assignment of any Vermont registration can be withheld indefinitely pending compliance with the Vermont motor vehicle title requirements.

If the vehicle is to be **titled only**, the Vermont Title and Tax Application must be submitted with the required source documents and fees.

Unless and until you obtain the previous title from the seller, you **CANNOT** resell the vehicle. Remember, a title is the only negotiable document for the vehicle for which it is issued.

Any alterations, erasures, errors or voided transactions on a title will result in unnecessary delays in processing registrations in the Motor Vehicle office. If any of the above occur, you can expedite the transaction by forwarding written explanation on Form TA-VN-20, Title/MCO Alteration Affidavit, to clarify the erasure or voided transaction. This explanation must include a complete description of the vehicle in question, including the serial or vehicle identification number.

**It is also mandatory that PRIOR to each sale the previous title be checked against the VIN on the vehicle** to be positive that the proper documents are being sent to the Department of Motor Vehicles.

The statutes specifically prohibit a dealer from delivering either a new vehicle or a used vehicle which is 15 years old or newer without promptly executing the assignment of certificate of origin or the certificate of title and delivering it in the manner described.

When a vehicle is sold to be registered out of state, the Manufacturer's Certificate of Origin or Certificate of Title is to be delivered to the purchaser, after proper assignment by the dealer.

The penalties for noncompliance with sections 2011 and 2024 are outlined in Section 2083. Copies of the three sections of the statutes which apply are in the Dealer's Guide under Laws Relating to Registration, Tax and Title.

<b>E.</b>	<b>Requirements for Salvage Title</b>
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For the purposes of salvage titles, the following definitions shall apply:

- **"Salvage Dealer"** means any person, who in a single year, purchases or in any manner acquires three motor vehicles as salvage or who scraps, dismantles or destroys three motor vehicles in a single year.
- **"Salvage Motor Vehicle"** means any vehicle which is damaged, dismantled, burned, stolen and recovered with VIN altered or removed, or otherwise rendered inoperable and requires the replacement of five or more component parts in order to completely restore such vehicle, or any vehicle declared a **"total loss"** by an insurer.
- **"Component Part"** means any of the following parts of a motor vehicle: engine, transmission, engine compartment when damaged by fire, passenger compartment when damaged by fire, truck cab, truck bed, hood, trunk lid, left or right front or rear doors, rear door, hatchback or tailgate, seats, frame, dash assembly, left or right front fenders, left or right rear quarter panels and roof.

When you acquire a vehicle which meets the definition of a salvage vehicle, you must apply to the Department of Motor Vehicles for a salvage title within 15 days. You must submit the following:

1. Application for Salvage Title, properly completed;
2. Previous title;
3. Bill of Sale, if non-titleable vehicle;
4. Proper fees.

❖ **YOU NEED NOT APPLY FOR A SALVAGE TITLE IF:**

- Vehicle is more than 10 years old.
- Vehicle already has a salvage title issued by some other state. You must, however, notify the Department of Motor Vehicles if the VIN plate is missing.
- Vehicle is crushed within 15 days of date of purchase. No salvage title will be issued, but you must submit the previous title stamped or endorsed "**CRUSHED**" and signed by the person responsible for destruction of the vehicle, and the VIN plate showing the original number.
- Vehicle was stolen and recovered with no damage, provided the VIN plate has not been tampered with.

<b>F.</b>	<b>Requirements to Title and Register a Homemade Vehicle</b>
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**Definition of a Homemade Vehicle**- A combination of two or more vehicles which are different makes, models, or years of manufacture. The year the vehicle is constructed becomes the model year. Generally the only vehicle(s) that will be truly "**homemade**" would be a small trailer built from scratch. Most all others will be a vehicle being built from parts from other vehicles.

Any person registering a **non-titleable** homemade vehicle, as defined, must provide the Department of Motor Vehicles with the following:

1. Bills of Sale for all major component parts used to make the vehicle e.g. axles, steel, hitch.
2. The model year of the vehicle will be the year that construction of the vehicle was completed.
3. The make of the vehicle will be homemade (HMDE).

Any person registering a **titleable** homemade vehicle, as defined, must provide the Department of Motor Vehicles with the following:

1. Bills of Sale for all major component parts used to make the vehicle must be submitted. The bill of sale must include the VIN of the vehicle from which it came, if it came from a titled vehicle.
2. The title for the vehicle that the frame came from, if it is a frame from a titled vehicle.
3. Bills of Sale for any other parts, i.e. steel, fifth wheel mechanism, etc.

4. A completed Manufacturer's Statement of Origin for a Homemade / Rebuilt Motor Vehicle, form TA-VD-27, (if the vehicle is titleable upon first time registration).
5. A completed Application for Assignment of Vehicle Identification Number, form TA-VT-03.
6. A Vermont Registration, Tax and Title Application accompanied by the appropriate fees. If a portion of the vehicle is presently registered, an application should still be completed; all documents must be attached and forwarded to the Department along with title and lien fees, if applicable.

**"Component Part"** means any of the following parts of a motor vehicle: engine, transmission, engine compartment when damaged by fire, passenger compartment when damaged by fire, truck cab, truck bed, hood, trunk lid, left or right front and rear doors, rear door, hatchback or tailgate, seats, frame, dash assembly, left or right front fenders,

**NOTE: After processing a Homemade Vehicle Application, a Vermont Motor Vehicle Inspector will be assigned to examine the vehicle, and any documents provided, and attach the Vermont assigned number.**

**G. Requirements to Title and Register a Rebuilt Vehicle**

**Definition of a Rebuilt Vehicle-** A combination of two or more vehicles which are of identical make, model and year of manufacture, or any vehicle which is restored from salvage. Generally this will be a vehicle built from a combination of vehicles or from component parts taken from more than one vehicle.

- Any person registering a **non-titleable** rebuilt vehicle, as defined, must provide the Department of Motor Vehicles with the following:
  1. Bills of Sale for all major component parts used to make the vehicle.
  2. If the major component part(s) come from a model year vehicle that is titled, the bill of sale should include the VIN of the vehicle from which the part came.
  3. The model year of the vehicle will be determined by the model year of the body, i.e., if it is a 1990 Ford Escort body on a 1975 Jeep frame, the model year will be a 1990.
  4. The make of the vehicle should be determined by the manufacturer's body, i.e., if the vehicle looks like a Ford, call it a Ford, if the vehicle looks like a Jeep, call it a Jeep.

- Any person registering a **titleable** rebuilt vehicle, as defined, must provide the Department of Motor Vehicles with the following:
  1. Titles to both the frame and the body if available or, at a minimum, the title to the frame and copies of the title or titles for other vehicles used to build this vehicle.
    - ♦ **Example #1:** Applicant has two titleable Ford Escorts and builds one vehicle from these – both titles should be surrendered.
    - ♦ **Example #2:** Applicant owns a titleable Chevrolet Blazer and buys parts from a second titleable Blazer – the title for the one owned Blazer and bills of sale (including VIN of the vehicle from which the parts were taken) for the other component parts and/or copies of the title to the second Blazer should be surrendered.
  2. Bills of Sale for all other major component parts used to make the vehicle, i.e., purchased hood and front fenders from a salvage yard off a junked titled year Escort.
  3. Bills of Sale for parts obtained from a junkyard to include the VIN from the vehicle from which parts are taken.
  4. A completed Manufacturer's Statement of Origin for a Homemade / Rebuilt Motor Vehicle, form TA-VD-27.
    - ♦ The model year of the vehicle will be determined by the model year of the body, i.e., if the vehicle is a 1990 Ford Escort body on a 1975 Jeep frame, the model year will be a 1990.
    - ♦ The make of the vehicle should be determined by the manufacturer's body; e.g. if it looks like a Ford, call it a Ford; if it looks like a Jeep, call it a Jeep.
  5. A statement detailing the name and address of the person who rebuilt the vehicle and the location where the work was done.
  6. A visual verification of the VIN(s) by a Vermont authorized enforcement officer.
  7. A completed Application for Assignment of Vehicle Identification Number, form TA-VT-03.
  8. A Vermont Registration, Tax and Title Application, accompanied by the appropriate fees. If a portion of the vehicle is presently registered, the application should be completed. All documents must be attached and forwarded to the Department of Motor Vehicles along with title and lien fees, if applicable.

- **"Component Part"** means any of the following parts of a motor vehicle: engine, transmission, engine compartment when damaged by fire, passenger compartment when damaged by fire, truck cab, truck bed, hood, trunk lid, left or right front and rear doors, rear door, hatchback or tailgate, seats, frame, dash assembly, left or right front fenders, left or right rear quarter panels and roof.

Once the vehicle has been rebuilt/repared and is ready to be sold, you must provide the purchaser with the properly endorsed Salvage Title (or the Salvage Title accompanied by a bill of sale), a TA-VT-03 form, Application for Assignment of Vehicle Identification Number, if necessary, and a Vermont Registration, Tax and Title Application providing all requested information, including the VIN verification which can be accomplished by utilizing Section 7 of the registration application, or a TA-VT-10 form, Verification of Vehicle Identification Number.

If it is necessary that a Vermont VIN number be assigned, this may be requested by the dealer prior to resale by submitting a TA-VT-03 form and all necessary supporting documents (salvage title(s), bill of sale(s), etc.). A Motor Vehicle Inspector will then visually verify the original VIN's and attach the Vermont VIN number to the vehicle. A copy of the VIN attachment form will be retained by the dealer to send in, or provide the purchaser and the Department of Motor Vehicles when the vehicle is sold and registered.

<b>H.</b>	<b>Glider Kits</b>
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Definition of a glider kit-a vehicle rebuilding package having its own MCO and usually containing the component parts needed to replace a motor truck or tractor's frame rails, front end steering and suspension, cab, nose, exhaust system, wiring harness, and fuel tanks; if used alone, the kit could not qualify for re-registration purposes.

**NOTE: Trucks rebuilt with a glider kit will be registered as the model year shown on the Manufacturer's Certificate of Origin, and will reflect the make and model of the manufacturer. The application for registration or transfer must be accompanied by the MCO and bills of sale for the other major component parts, or the previous title to the vehicle(s) the parts were taken from. Vehicle's title will show as a "Glider Kit".**

<b>I.</b>	<b>Lost Title Procedures</b>
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If an individual is trading in a vehicle and states that the previous title has been lost, a duplicate title must be obtained. **You should not complete the transaction until the duplicate has been received.**

The following procedure should be followed:

1. Before making application for duplicate title, it is advised that you contact the Department of Motor Vehicles to determine if a lien is recorded on the vehicle. In most instances, the original lienholder will still be listed on the title even though the lien may have been paid off.
2. Check with the lienholder to see if they still have the title.
3. Complete a TA-VT-04 form, Application for Duplicate Title, and submit it with a \$33.00 fee for duplicate title.
4. All owners are required to sign for the duplicate title.
5. If a lien is still in effect, only the lienholder may apply for a duplicate and MUST sign this application.

**NOTE: If the lienholder no longer holds a lien on the vehicle, you should obtain a letter from the lienholder so stating. This will save the Department of Motor Vehicles from mailing the duplicate title application back to the lienholder for release of lien.**

This letter must:

- a. Identify the lending institution, i.e., letterhead paper;
- b. Identify the vehicle owner(s);
- c. Identify the vehicle by vehicle identification number (VIN), make, model and model year.

**NOTE: Lien releases with the incorrect VIN information cannot be accepted.**

- d. Specifically state that the interest in the vehicle is satisfied;
- e. Signature and title of an authorized individual. Name must be printed or typed if signature is not legible. We request you include a phone number for the person authorizing the lien release;
- f. Date lien was released.

The duplicate title will be produced and mailed to the owner or lienholder, whichever the case may be. The duplicate title will cause the original certificate of title to be revoked and make the original a useless document.

The duplicate title will be mailed to the dealer if the application for duplicate, properly executed, fees, lien release and a bill of sale on Form TA-VT-05a from the titled owner to the dealer are mailed to the attention of the **Mail Services Unit** along with a request to have the title returned to them. The bill of sale from the original titled owner to the dealer will also be returned and may be used as the assignment of ownership from owner to dealer.

<b>J.</b>	<b>Over the Counter Duplicate Titles</b>
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It is possible for the TITLED OWNER ONLY to apply for and receive a duplicate title at the Department of Motor Vehicles, providing the TA-VT-04 form is properly completed and proper identification is provided and if there are no liens.

<b>K.</b>	<b>Procedure for Assignment of Title and Authorization for Payoff</b>
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On occasion, a dealer will accept a vehicle in trade which has a lien on it. On a form prescribed by the Commissioner (TA-VT-05a), the owner of the vehicle may assign the title to the dealer and authorize the dealer to satisfy the lien. Upon receipt of the form (TA-VT-05a), properly executed, and the satisfaction of the lien, the lending institution shall release the lien and forward the title certificate to the dealer. The title certificate with a duly executed copy of the form (TA-VT-05a) attached will be treated as though the owner had made the assignment on the title certificate itself. Upon receipt of the title, the new owner (usually the dealership) shall reassign ownership on the title document itself. The form (TA-VT-05a) must accompany the transaction paperwork in order to maintain the chain of ownership. In the event the dealership inadvertently makes additional reassignments of ownership on subsequent (TA-VT-05a) forms, the transaction shall be accepted and processed, providing that the chain of ownership is complete.

<b>NOTE: The use of this form is restricted to use by dealers and authorized insurance companies so please do not abuse what we feel will be a time saving advantage to yourselves.</b>
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<b>L.</b>	<b>Bonding Procedure</b>
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If it is necessary to bond a vehicle, the following must be done:

Complete a Vermont bonding form, TA-VT-20, in the name of the party registering the vehicle. (See form TA-VT-20a - Bonding Instructions.)

The bonding form is to be accompanied by a registration, tax and title application, with Section 7, visual verification of VIN, completed plus the proper fees.

Regardless of the purchase price of the vehicle, the bond must be valued at **1½ times the NADA Average Trade-in Value of the vehicle.**

The owner(s) of the vehicle requesting the bond must explain in detail the reason why proper ownership documents are not available **including a detailed description of the efforts made to contact the previous titles owner** and certify to the truth and accuracy of the explanation. If a false statement is made, the owner(s) face possible prosecution under Title 23 §202, §2082 and §2083.

The bond shall be executed by a person or firm authorized to conduct a surety business in Vermont.

If the Commissioner of Motor Vehicles or his or her assigned representative(s) are not satisfied with the explanation as to why the proper documents are not available, he or she may reject the application and return it for additional details or request an investigation be conducted before approving the bond request.

<b>M.</b>	<b>Repossession</b>
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When a lienholder repossesses a vehicle for which a Vermont Certificate of Title has been issued, he must complete an Affidavit of Repossession, TA-VT-11 form. The TA-VT-11 and the Vermont Certificate of Title must be delivered to the Department of Motor Vehicles with the next owner's application for registration and fees. The **"Release of Lien(s)"** section and the first **"Assignment and Warranty of Title by Registered Owner"** section must be completed by the lienholder(s).

<b>N.</b>	<b>Requirements for Transferring Ownership on a Certificate of Title</b>
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<p><b>NOTE: All documents and fees for registration, tax and title must come in to the Department of Motor Vehicles at the same time. If these items come in separately, it causes unnecessary delays in registering and titling vehicles.</b></p>
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- **General Requirements**

When transferring ownership of a titled vehicle, make sure the lien has been released and the owner(s) on the face of the title signs the appropriate section on the backside of the title, transferring ownership of the vehicle to the **"new owner"** whether it be a dealership or private party.

- ♦ Title showing only one name:

**EXAMPLE:** Titled to John J. Jones

John J. Jones must sign the title over to the "new owner".

- ◆ Title showing more than one name:

**NOTE: On any Vermont Certificate of Title issued to more than one person, the nature of co-owner must be indicated. (See definitions in section 4 of the Registration, Tax and Title Application section for owner/co-owner relationships.) The use of the word "OR" between owners on a title shall not be allowed where title is held as TENANTS IN COMMON.**

- ❖ **EXAMPLE 1:** Titled to John J. Jones, Mary K. Jones

Both John J. Jones and Mary K. Jones have to sign the title over to the dealership.

- ❖ **EXAMPLE 2:** Titled to John J. Jones or Mark K. Jones

Either John J. Jones or Mark K. Jones may sign the title over to the "new owner". Both signatures are not necessary, if OR is on the face of the title.

**NOTE: If there is nothing between the two names or if there is "and" between the two names or if there is "and/or" between the two names, both signatures are required to legally transfer ownership. If, however, there is only "or" between the two names, either party may sign-off without the other's signature. All applications will be processed and titles produced exactly the way we receive them from the dealer. We will not add to nor delete from the application.**

**THE DEPARTMENT DOES NOT PROCESS APPLICATIONS WITH "AND" or "AND/OR" BETWEEN CO-OWNERS' NAMES. A RETURN WILL BE MADE.**

O.

**Documents Required to Register / Re-Title Vehicle/Vessel When Owner is Deceased**

▪ **Definitions:**

- ◆ **Titled Owner:** Individual(s) shown as Owner(s) on the Title Certificate.
- ◆ **Registered Owner:** Individual(s) shown as Owner(s) on the Registration Certificate.

- ◆ **Intestate:** Died without a will.
- ◆ **No Probate:** The estate will not be the subject of Probate Court proceedings.
- ◆ **Probate:** The estate is the subject of Probate Court Proceedings.
- ◆ **Officer Of The Court:** An attorney or an official court officer such as Court Clerk or Probate Judge.

<b>P.</b>	<b>Documents Required to Sell or Assign the Vehicle/Vessel Based Upon the Rights of Survivorship</b>
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- Vehicle/Vessel is jointly titled to husband and wife or to parties of a civil union (Nature of ownership not stated on Title):
  1. A copy of the Death Certificate identifying the surviving spouse or party to a civil union.
  2. If the Death Certificate does not identify the surviving spouse or party to a civil union, then form TA-VT-21 must be completed.
- Vehicle/Vessel is jointly titled and title states ownership to be Tenants by the Entirety, Joint Tenants, or Partners:
  1. A copy of the Death Certificate.
- Vehicle/Vessel titled to deceased only or jointly with persons other than surviving spouse or parties to a civil union (Nature of ownership not stated on title or title states nature of ownership to be Tenants in Common):
  1. Intestate – No Probate:
    - a. A copy of the Death Certificate.
    - b. A letter from an officer of the court stating that the deceased died intestate, there is no estate to be probated or the estate need not be probated, and names the person who has the rights of ownership to the vehicle/vessel. If the officer of the court is from out-of-state, additional proof is required that the authority is a member of the Bar or a Court Official.
    - c. Original title properly assigned with “Release of Liens” section completed by the lienholder, if applicable.
  2. Intestate – Probate:
    - a. A letter from the Probate Judge naming the Administrator of the estate.

- b. Original title properly assigned with the “Release of Liens” section completed by the lienholder, if applicable, and Section 1 completed by the Administrator and other owner(s), if they exist assigning the vehicle/vessel to the new owner(s).

3. Will – No Probate:

- a. A copy of the Death Certificate.
- b. A letter from the officer of the court stating the deceased died leaving a will that was not probated and naming the person with rights of ownership to the vehicle/vessel. If the officer of the court is from out-of-state, additional proof is required that the authority is a member of the Bar or a Court Official
- c. Original title properly assigned, with “Release of Liens” section completed by the lienholder, if applicable.

4. Will – Probate:

- a. A letter from Probate Court showing proof of appointment of Executor of the Will.
- b. Original title properly assigned with “Release of Liens” section completed by the lienholder, if applicable, and Section 1 completed by the Executor and other owner(s), if they exist, assigning the vehicle/vessel to the new owner(s).

▪ Re-Registering the vehicle/vessel:

1. The deceased person’s name may be removed from the registration and title any time during the registration year, if specifically requested by a titled and registered owner of the vehicle/vessel. Names on the registration and title must now be the same; any changes to the names on the registration and/or title must be submitted at the same time.
2. If the new owner(s) are not currently registered owner(s), the vehicle/vessel must be re-registered. A completed Vermont Registration, Tax and Title Application, TA-VD-119, for vehicles (or Vermont Motorboat Registration Application, TA-VD-37 for vessels) must be submitted accompanied by the appropriate registration, title, and Purchase and Use Tax (unless exempt) fees for vehicles and Sales Tax, SU452 tax form or proof of exemption for vessels.

**EXCEPTION: The surviving spouse or party to a civil union may have the vehicle registration/title transferred to his/her name if the deceased spouse or party to a civil union died intestate. No title or tax fees are due. The transfer**

fee is \$7.00 and a Vermont Registration, Tax and Title Application form must be completed.

The surviving spouse or party to a civil union may have the vessel registration transferred to his/her name if the deceased spouse or party to a civil union died intestate. No title or tax fees are due. The transfer fee is \$2.00 and a Motorboat Registration Application form must be completed.

**Q. Procedure to Change Name – Vermont Title**

If the customer has changed their name as a result of, for example, marriage, divorce, legal name change; to avoid a return, if a dealer takes a vehicle in trade and the individual has had a name change, e.g., title is in the name of Mary Smith who is now married and her new name is Mary Jones, but the title has not been corrected, it is required that the dealer have the customer complete the form TA-VL-15 and submit it as a source document when the vehicle is sold.

**R. Procedure to Change Name – Not Titled in Vermont**

To avoid a return, if a dealer takes a vehicle in trade where the individual has had a name change on an out-of-state title, the dealer must obtain a copy of the marriage certificate, divorce decree or court order to be forwarded to the Department of Motor Vehicles, along with the out-of-state title, TA-VL-15 (change of name form), and the Registration, Tax and Title Application, with the proper fees. The other alternative would be to obtain a corrected copy of the title from the other state in the individual's new name.

**S. Procedure When Sale is Cancelled**

If a sale is completed and the paperwork mailed to the Department of Motor Vehicles and then for some reason the customer refuses to take delivery or returns the vehicle to the dealer, the dealer should:

1. Immediately notify the **Inspector who covers that District.**
2. If there is a lien listed, secure a letter of lien release from the appropriate party.
3. Secure a statement from the customer transferring the ownership of the vehicle back to the dealer. This statement must include a description of the vehicle which includes the VIN number.

**IF A TEMPORARY PLATE WAS ISSUED AND ATTACHED, OR PLATES TRANSFERRED FROM ANOTHER VEHICLE, THE VEHICLE IS LEGALLY REGISTERED; THEREFORE, THERE IS NO PROVISION FOR A REFUND.**

**T. Procedure to Transfer From a Heavy Truck to Light Truck or Pleasure Car**

**NOTE: Where the transfer involves either a change of fuel type or a weight change, please contact the Department of Motor Vehicles Information Section at 828-2000 for assistance in calculating fees.**

When transferring from a truck registered for 6,100 lbs. or more to a pleasure car or truck registered for 6,099 lbs. or less, the following procedure should be used. The date of transfer will make a difference in the amount of refund or credit given. When the transfer is made prior to the 15th of the month, that month will be counted for credit or refund. When the transfer is made on the 15th of the month or later, there will be no refund given for that month. The date that the plates are attached to the new vehicle or temporary plate issued, if needed, will be considered the date the transfer is applied for.

▪ **EXAMPLE 1:**

A large truck is registered for 10,000 lbs. The owner transfers ownership of the large truck and wishes to transfer the plates to a small truck of 6,000 lbs. or a pleasure car. The date the plates are attached to the new vehicle, or temporary plate is issued, is September 13, 2012 (sale made 15th of month or later), and the expiration date of the 10,000 lbs. truck was November 2012: this expiration date will not change.

**Solution** (use fee schedules):

5 Months left on 10,000 lb. truck registration	\$82.50
5 months fee for 6,000 lb. truck or pleasure car	\$28.75
=	\$53.75
Less transfer fee of	\$23.00
=	\$30.75

\$30.75 would be used, if needed, for any tax, title and lien fees. The remainder would be refunded by DMV.

▪ **EXAMPLE 2:**

The same as Example #1 except that we have a transfer date of June 10, 2013. A large truck is registered for 10,000 lbs. The owner transfers ownership of the large truck and wishes to transfer the plates to a small truck of 6,000 lbs. or a pleasure car.

The date the plates are attached, or temporary plate is issued, is June 10, 2013 (sale made prior to the 15th of the month), and the expiration of the 10,000 lb. truck is April 2014: this expiration will not change. Since the sale was made prior to the 15th of the month, credit can be given for 11 months remaining.

11 Months left on 10,000 lb. truck registration	\$181.50
11 months fee for 6,000 lb. truck or pleasure car	\$63.25
=	\$118.25
Less transfer fee of	\$23.00
=	\$95.25

\$95.25 would be used, if needed, for any tax, title and lien fees. The remainder would be refunded by DMV.

**NOTE: For any questions about a change of fuel type or a weight change, please contact the Department of Motor Vehicles Information Section at 828-2000.**

**U. Procedure to Transfer From a Light Truck or Pleasure Car to a Heavy Truck**

**NOTE: Where the transfer involves either a change of fuel type or a weight change, please contact the Department of Motor Vehicles Information Section at 828-2000 for assistance in calculating fees.**

When transferring from a 6,000 lb. or less truck or a pleasure car to a heavier truck, the following procedure should be used. This also includes a heavy truck registration transferred to a heavier truck registration.

In the case where you are transferring to a heavier weight and higher registration fee, the fee will be figured using the month of transfer (day of the month will not be used for credit).

**NOTE: For any questions about a change of fuel type or a weight change, please contact the Department of Motor Vehicles Information Section at 828-2000.**

**V. Rental Vehicle Use Tax Exemption**

The law [32 V.S.A. §8903 (d)], imposes a six percent (6%) use tax on each transaction involving a short term "**rental charge**". The definition "**short term**" means the rental of

pleasure cars for a period of less than one year. This does not apply to school buses registered at the pleasure car rate. The term "**rental charge**" refers to the total charge for actual use of the vehicle, exclusive of separate charges for insurance, refueling costs, or any other charges which are not connected with the actual use of the car. In the event the vehicle is resold by the Rental Company for any use other than short term rental, it will be subject to the regular six percent (6%) Purchase and Use Tax under 32, V.S.A. §8903(a).

**NOTE: Any person registering a pleasure car in Vermont must pay the six percent (6%) purchase and use tax if:**

- The vehicle is not actually rented for at least 30 days in any single year;
- The vehicle is no longer used in short-term rentals, and
- The vehicle has not been stolen, converted or abandoned.

**"Rental Company"** refers to any person offering pleasure cars for rent on a short-term basis (less than one year). This shall also include rentals of trailer coaches and trucks having a gross vehicle weight of 26,000 lbs. or less; and of trailers and semi-trailers having a gross weight of 3,000 lbs. or less for a rental period of less than one year. This company must be licensed to do business in the State of Vermont by the Vermont Department of Motor Vehicles. On or before January 1 of each year, the rental company will have to renew its license. The license will be issued at no fee.

Collection of Rental Vehicle Use Tax is the responsibility of the Rental Company and shall be forwarded to the Commissioner of Motor Vehicles either monthly or quarterly depending on the amount of the tax liability. If the tax liability is \$500 a month or more, the rental company will file monthly. If the tax liability is less than \$500 a month, the rental company will file quarterly.

No person except the Commissioner, his or her representatives or a rental company licensed to do business in Vermont, may collect or accept payment of the Rental Vehicle Use Tax. Anyone doing so in violation of this provision will be subject to prosecution.

Each rental company will be required to maintain such records as prescribed by the Commissioner for a period of not less than three (3) years. At any time, the Commissioner or his or her representatives shall have access to and may examine the records of any rental company during normal business hours. This is for the express purpose of verifying the truth and accuracy of any statement, report or return to substantiate whether or not the tax was paid in accordance with the law.

Failure to keep accurate reports or failure to file accurate and timely reports, may result in substantial tax assessments, penalties and interest, as well as a suspension of the

rental company's right to operate a motor vehicle in the state of Vermont until such time as the tax and related costs are reimbursed to the state.



# **Temporary Plates**



## TEMPORARY PLATES

### 23 V.S.A. §457 ~ Temporary Plates

At the time of the issuance of a registration certificate to a dealer as provided in this chapter the commissioner shall furnish the dealer with a sufficient number of number plates and temporary validation stickers, temporary number plates or decals for use during the 60-day period immediately following sale of a motor vehicle by the dealer, as hereafter provided in general design the same as the number plates or decals furnished individual owners, but the plates and decals may be of a material and color as the commissioner may determine. The commissioner shall collect a fee of \$3.00 for each temporary plate issued.

### 23 V.S.A. §458 ~ Temporary Plate on Sold or Exchanged Vehicles

On the day of the sale or exchange of a motor vehicle, motorboat, snowmobile, or all-terrain vehicle which is to be registered in this state, a dealer may issue to the purchaser, for attachment to the motor vehicle, snowmobile, or all-terrain vehicle or to be carried in or on the motorboat, a number plate with temporary validation stickers, temporary number plate or decal, provided, that the purchaser deposits with such dealer, for transmission to the commissioner, a properly executed application for the registration of such motor vehicle, motorboat, snowmobile, or all-terrain vehicle and the required fee. The purchaser, if properly licensed, on attaching the number plate with temporary validation stickers, temporary plate or decal to the motor vehicle, motorboat, snowmobile, or all-terrain vehicle, may operate the same for a period not to exceed 60 consecutive days immediately following the purchase. A person shall not operate a motor vehicle, motorboat, snowmobile, or all-terrain vehicle with a number plate, with temporary validation stickers, temporary number plate or decal attached thereto or carried except as provided in this section.

### 23 V.S.A. §459 ~ Notice to Commissioner

- (a) Upon issuing a number plate with temporary validation stickers, temporary number plate, or decal to a purchaser for attachment to a motor vehicle, a dealer shall, **within three business days**, forward to the commissioner the application and fee, deposited with him or her by the purchaser, together with notice of such issue and such other information as the commissioner may require.
- (b) If a number plate with temporary validation stickers, temporary registration plate, or decal is not issued by a dealer in connection with the sale or exchange of a motor vehicle, the dealer may accept, from the purchaser, a properly executed registration, tax and title application and the required fees for transmission to the commissioner. The dealer shall, **within three business days**, forward to the commissioner the

application and fee together with such other information as the commissioner may require.

### 23 V.S.A. §460 ~ Dealer's Use of Temporary Plates Restricted

A dealer shall not use, attach or issue temporary number plates except as provided in sections 458, 459, and 463 of this title.

### 23 V.S.A. §461 ~ Destruction of Temporary Plates

Unless otherwise directed by the commissioner, at the expiration of the period of 60 days, the purchaser shall destroy the temporary number plates.

### Procedure For Issuing Temporary Plates

1. Issue plates in numerical sequence starting with the lowest number.
2. Fill out appropriate spaces on plate and on the Dealer Report of Sale/Temporary Registration form (TA-VD-127).
3. Mail registration application, all supporting documents, fees, and white copy of form TA-VD-127 to the Department of Motor Vehicles immediately. Issue pink copy of form TA-VD-127 to the customer.

**NOTE:** It is extremely important the temporary plate number be recorded on the Dealer Report of Sale/Temporary Registration form before the plate and certificate are issued to the customer.

4. DO NOT fill out or complete the temporary plate until the sale is completed. Once the temporary plate is attached, the vehicle is registered and all fees must be collected and submitted; no fees can be refunded.
5. DO NOT issue more than one temporary plate per sale, unless the original was lost or stolen. If the plate is lost or stolen you may issue a duplicate but it must bear the same expiration date. The white copy of the duplicate dealer report of sale/temporary registration form should be mailed to the Department of Motor Vehicles immediately and should state the duplicate was issued "in lieu of" the original number, and enter that number from the original plate.
6. Temporary plates **CANNOT** be issued by a dealer to be used on a vehicle unless the vehicle was purchased from the dealer and **CANNOT** be issued at anytime other than at the time of sale.

**NOTE: If the vehicle is a lease buyout, a temporary plate CANNOT be issued if the dealer does not own the vehicle.**

♦ **EXCEPTION:** Courtesy Delivery

- a. A courtesy delivery is one in which a new vehicle is purchased directly from a manufacturer. The vehicle is delivered to a dealer for preparation but is not sold to or by the dealer. The dealer is simply acting as a delivery point between the manufacturer and purchaser.
- b. In such instances, a dealer may issue a temporary plate to the purchaser for the convenience of the purchaser. The dealer must collect and submit all required fees and documents to the Department in the same manner as for the sale of a dealer owned vehicle.

**NOTE:** The issuance of temporary plates in such cases will be restricted to those sales directly from manufacturer to purchaser.

7. In case a temporary plate is made out in error or a sale is canceled before the plate is used, maintain all copies of the dealer report of sale/temporary registration form and the plate with an explanation for future reference.
8. Each temporary plate, when issued, is stamped with a distinguishing dealership number. A temporary plate issued to one dealership may not be used by another dealership.
9. **ALL** records, temporary plates and registration certificates issued **will be audited at least once a year**. The dealership will be held accountable for all temporary plates.

**Temporary Plates Issued on Transfers**

1. If a temporary plate is issued in conjunction with a transfer of registration, the date the temporary plate was issued shall be the date the newly acquired vehicle was placed into use.
2. If a temporary plate is issued in conjunction with a registration transfer and the owner retains the plate(s) from the vehicle being disposed of, the transfer fee must be collected in addition to all other fees due.
3. If a temporary plate is issued in conjunction with a registration transfer and the owner does not wish to retain and use the plate(s) from the vehicle being disposed of, then the registration shall be considered a new registration for the purposes of determining

the expiration year and month of the registration of the newly acquired vehicle, and the registration fee.

4. If a temporary registration is issued as a result of a request for a special plate and in conjunction with a transfer of registration, the transfer fee must be collected and the month and year of expiration will not change.

- NOTE:**
- In addition to the dealer report of sale and temporary plate stub the department requires that you keep a log of the temporary plates received and used.
  - All log sheets must be returned to the Department of Motor Vehicles – Dealer Unit when a series is completed, or every 3 months (even if the series is not completed).

# **Permanent (Metal) Plates**



## PERMANENT (METAL) PLATES

### Registration Plates Issued by Dealers

Dealerships who enter into a Memorandum of Understanding (contract) with the Department of Motor Vehicles may issue registration plates (metal plates) to their customers. This program allows for metal plates to be issued **only** for new registrations of vehicles registered at the pleasure car rate (includes motor homes and school buses), and trucks (GVWR of 25,999 lbs. or less).

If you are not currently enlisted in this program, but would like to be, contact the Director of Operations for information at (802) 828-2066.

These plates are issued with a temporary "T" in lieu of standard validation stickers. The plate remains temporary until the Department of Motor Vehicles processes the paperwork submitted by the dealer. Once processed, the customer will be mailed the standard validation stickers and a registration certificate.

**NOTE: Temporary paper plates are still to be used to register all other plate types (i.e. special [vanity], handicapped, conservation, POW, etc. plates; and all other vehicle types (i.e. trailers, travel trailers [if registered as a trailer], contractor trailers, motorcycles, mopeds, ATV's, large trucks [trucks registered at 26,000 lbs. and over], etc.).**

### Memorandum of Understanding

The Memorandum of Understanding agreement between DMV and the participating dealers will outline the responsibilities within the program for all participants. DMV and each participating New Car/Truck Dealer will agree by their signature to comply with the requirements, rules and restrictions as outlined in this document. Should there be modifications to the agreement; DMV will submit an addendum to the original agreement to each participating dealer for their signature. This agreement will stand as written and signed until such time as a dealer requests to be released from the agreement, or DMV has identified that said dealer has abused the authorities imparted by this agreement, or DMV has suspended the dealer registration of said dealer.

### Letter of Authorization

Participating dealers will be required to submit to DMV a letter of authorization on dealership letterhead, signed by the Owner/President/General Manager of the dealership, listing all persons authorized by each dealership to pick up plates. Dealerships may

order/pick up plates, by completing form TA-VG-17b - Supply Order Form. It is imperative that this list remain current. The list shall be updated and submitted to the DMV Stockroom with each change (adding or removing) of authorized personnel. The DMV Stockroom will **not** issue registration plates and stickers without this list. The Stockroom will ask for positive identification to verify the person picking up the plates is authorized to do so by the dealership. **There will be no exceptions.**

**NOTE:** All log sheets must be returned to the Department of Motor Vehicles – Dealer Unit when a series is completed, or every 3 months (even if the series is not completed).

### **Ordering Plates on the Supply Order Form ~ TA-VG-17b**

Plates are ordered on a Supply Order Form, TA-VG-17b. These orders can be submitted by fax or mail to be received **no less than 48 hours prior** to the requested pickup date. However, to insure availability of plates, fax your order giving a **4-day lead time**. The fax number for the Stockroom in Montpelier is (802) 828-3723. **The Stockroom will not accept phone orders for metal plates.** Plates are issued in sets of 25. Please specify the number of pleasure car and/or truck plates desired. The Dealer must complete the TA-VG-17b ~ Supply Order Form as follows:

- Dealer Name
- Dealer number
- Dealer address (street, city, state, zip)
- Dealer phone number
- Date form completed by dealer
- Form number (in this case the dealer will indicate "**metal plates**")
- Description of item (i.e. car metal plates, truck Metal Plates)
- Total number of plates or forms ordered
- Checkmark one of the following:
  1.  Will pick up. Date: \_\_\_\_\_ ; Regular plate orders require a 4-day lead time; Emergency plate orders require a 48-hr lead time.
  2.  Please Mail. All requests for supplies can be mailed except for metal plates that are issued to dealers only.

Emergency orders for permanent plates will be evaluated by DMV Stockroom personnel on a case by case basis but should occur rarely if ordering is planned, keeping the 4-day lead time in mind. **The process for emergency ordering will be**

**strictly enforced. Habitual emergency orders may be grounds for DMV to rescind the specific dealer's authorization to issue metal plates.** All emergency orders must be approved verbally by the DMV Stockroom personnel prior to accepting the order as an emergency request. The Dealership may contact the DMV Stockroom at (802) 828-2090 for this approval.

### **Procedures For Issuing Registration Plates**

1. When a registration plate with a temporary "T" is issued by a dealer under Title 23 §458 and §459, the customer may operate the vehicle for a period not to exceed 60 consecutive days immediately following purchase. Inform the customer that they will receive validation stickers and a registration certificate from the Department of Motor Vehicles within the 60 day temporary registration period.
2. If for some reason the validation stickers are not received by the customer within 60 days, the dealer may not extend the temporary status. The dealer may issue only one 60 day temporary for the same transaction unless authorized by the Department. For authorization, the Dealer may contact Bonnie Rutledge, Director of Operations at (802) 828-2066.
3. Upon the finalized sale of a pleasure car or truck which is to be registered in Vermont, the dealer shall issue the purchaser one set of metal registration plates, one set of temporary "T" stickers attached to the metal plates and one "Report of Sale" (customer copy) to be used as proof of registration until the permanent registration is received by the customer.
4. Before issuing a set of plates, verify that the numbers on both the plates being issued match.
5. For each set of plates the dealer will verify that a temporary "T" is affixed to the bottom right corner of each plate.
6. When issuing metal plates, complete the application as follows:
  - a. On the Registration, Tax & Title form (TA-VD-119) ~ Section 1 ~ Type of Transaction:
    - i. Checkmark the "New Registration" box.
    - ii. Write the plate number in space to right of box.
    - iii. Checkmark the "**TEMP PLATE DATE**" box and indicate date of issue in the "**DEPARTMENT USE ONLY**" section at the top of the form
  - b. Complete the remainder of application as instructed in this guide.

- c. Remove page 6 of the application since the customer will receive a registration certificate with the validation stickers from DMV.

**NOTE: If this sheet (page 6 of the application) is not removed prior to sending the application and fees to DMV, the customer will receive a second set of plates as the absence of this sheet is the indicator to DMV that metal plates were issued.**

7. If metal registration plates with a "T" are issued to a new vehicle purchased in conjunction with a vehicle trade-in, in which the owner does not wish to retain and use the plate(s) from the vehicle being disposed of, the registration shall be considered a new registration and the applicable registration fees will be collected.
8. DO NOT attach the temporary "T" sticker to the plate until the sale is finalized. Once the sticker is attached and the registration number assigned, the vehicle is registered and all fees must be collected and submitted. No fees can be refunded. There will be no exceptions. Attaching temporary "T" stickers to the plates when they are received by the dealer prior to the finalization of a vehicle sale may be grounds for rescinding the dealer's authorization to issue metal plates.
9. Both front and back plates are to be attached to the vehicle by the dealer

### **Completing the Dealer Report of Sale Form ~ TA-VD-127**

Complete the Dealer Report of Sale (TA-VD-127) as follows:

1. Indicate plate number on "**REG PLT#/TEMP PLT**" line.
2. Indicate type of plate issued at top of form (car or truck).
3. The 3 copies of form TA-VD-127 are to be distributed as follows:
  - The **white** copy is to be submitted to DMV Mail Services Unit along with the registration application.
  - The **canary** copy will be retained by the dealer for auditing purposes.
  - The **pink** copy is given to the customer as a temporary registration.

## Completing the Dealer Log Sheet Form ~ TA-VN-60

In addition to the Dealer Report of Sale, the Department of Motor Vehicles requires that each authorized dealer keep a log of the registration plates they received and used. DMV will issue only one Dealer Log Sheet, TA-VN-60, for each set of 25 plates issued. The log sheet received with your plate order will be completed by the stockroom as follows:

- Dealer number
- Dealer name
- Beginning plate number
- Ending plate number
- Car or truck box will be check-marked. A separate log sheet must be kept for cars and trucks.

**DMV will not accept erasure or white outs on the Dealer Log Sheet. There will be no exceptions.** The Dealer will complete the Log Sheet as follows:

1. Individual receiving the plates will sign "**Received By**" and indicate "**Date**" received.
2. Enter all the plate numbers assigned on the Log Sheet. Issue the plates in numerical order starting with the lowest number.
3. For each plate issued complete the Log Sheet by entering:
  - a. Date the plate was assigned
  - b. VIN of the vehicle to which plate is assigned
  - c. To whom plates are assigned
  - d. Date sent/delivered to DMV.

## Temporary "T" Sticker

The temporary "T" identifies the plate as a temporary registration. The customer will have a copy of the dealer report of sale as proof of registration (canary copy).

Inform the customer that once the registration application is processed by DMV, s/he will receive validation stickers and a registration certificate with the appropriate expiration date. **Also instruct the customer to attach the permanent annual validation sticker over the temporary "T" on both plates, covering up the temporary "T", when they receive the validation stickers. This must be emphasized to the customer.**

Upon issuing a set of registration plates with a temporary "T", the dealer shall immediately forward the application, fees received from the purchaser, and any other documents required for registration and title to the Department of Motor Vehicles.

### **Rules/Restriction/Accounting Requirements for Issuance of Metal Registration Plates by Vermont New Car/Truck Dealers**

1. **DO NOT** attach orange "T" stickers to temporary paper plates.
2. Registration plates with a "T" **cannot** be issued by a dealer to be used on a vehicle unless the vehicle was purchased from the dealer, and **cannot** be issued at anytime other than at time of sale.
3. If the vehicle the customer is purchasing is a lease buyout, a temporary plate **cannot** be issued if the dealer does not own the vehicle. The leased vehicle must be owned by the dealership, not a separate leasing company.
4. If the customer applies for a special "vanity" plate, **do not** assign a metal registration plate. Use a temporary "paper" plate as instructed in this guide.
5. If the customer is trading to a different type of vehicle (car to truck) and is transferring the registration in-lieu, the Dealer may attach the car plate to a truck or vice versa. DMV will send the correct type of plates to the customer once the application is processed. The customer will have only 30 days under the transfer statute, 23 V.S.A. §321, to complete the transaction. The increase from 30 to 60 days for the issuance of a temporary applies to an in-lieu transfer only if a temporary is issued. In a car to car, or truck to truck transfer, no temporary is issued, therefore the 30 day transfer statute applies.
6. **Do not swap plates with other dealers.** Plates assigned to a dealer must be issued by the dealer to which they were assigned.

### **Security**

1. Dealers are responsible for all plates and stickers assigned to them. The metal registration plates are to be stored in a secure area with no public access.
2. At time of audit, dealers must account for all metal plates assigned to them by the DMV Stockroom.
3. If a dealer goes out of business, all unassigned plates must be returned immediately to the DMV Dealer Clerk.
4. Misuse of metal plates will carry the same fines as the misuse of the temporary paper plates. Plates unaccounted for will result in the dealership paying for the set of plates

(\$64.00 original plate issue fee) in addition to any other action deemed necessary by the Department.

For more detailed instructions and information, refer to your "**Vermont Dealer Procedures ~ Issuing Metal Registration Plates**" publication that was provided to you upon enlistment into this program.



# **Intransit Permits and Plates**



## USE OF INTRANSIT PERMITS AND PLATES

### 23 V.S.A. §463 ~ Sale of Vehicle to Go Out of State

A registered motor vehicle dealer is authorized to issue an Intransit registration permit for the purpose of movement over the highways of certain motor vehicles otherwise required to be registered when these vehicles are sold in this state to be transported to and registered in another state or province. The commissioner of motor vehicles shall, upon request, provide registered motor vehicle dealers with such numbers of applications and special Intransit number plates for vehicles sold in this state to be transported to and registered in another state or province as shall be necessary. The commissioner is authorized to charge a fee of \$5.00 for the processing of the plate application and the issuance of the plate. The dealer, upon the sale of a motor vehicle to be transported to and registered in another state or province shall cause the application to be filled out and transmitted to the commissioner and shall attach to the vehicle the Intransit number plate corresponding to the application. No registered motor vehicle dealer shall sell, exchange, give, or transfer any application or Intransit Plate to any person other than the person to whom the dealer sells or exchanges a motor vehicle to be registered in another state or province. The application shall be in a form prescribed and furnished by the commissioner. The special Intransit number plate to be attached to the vehicle will be issued in the form and design as prescribed by the commissioner and shall be valid for a period of 30 days from the date of issue.

**NOTE: When requesting Intransit Permit Plates, mail the request to the Department of Motor Vehicles to the attention of the dealer clerk and include a fee of \$3.00 for each plate requested. Do not include any other dealer fees. If you choose to pick up your Intransit Plates, you may do so at the Dealer & Inspection Unit.**

### Procedures For Use of Intransit Permits

**NOTE: INTRANSIT PERMITS CANNOT BE ISSUED TO ATVs, BOATS OR SNOWMOBILES.**

1. Issue plates in sequence, starting with the lowest number.
2. Fill out appropriate spaces on plate and permit application.

**NOTE: It is extremely important that the Intransit Plate number be recorded on the Intransit Permit Application before the plate and application are issued to the customer.**

3. The 3 copies of form are to be distributed as follows:
  - White - Mail to the Department of Motor Vehicles.
  - Pink - Give to purchaser.
  - Yellow - Retain in dealer records.
4. **DO NOT** fill out or attach Intransit Plate until the deal is completed.
5. **DO NOT** issue more than one Intransit Permit per sale unless the original was lost or stolen. If the plate is lost or stolen you may issue a duplicate but it must bear the same issue date as the original. The white copy of the duplicate Intransit Permit Application should be mailed to the Department of Motor Vehicles immediately and should state duplicate was issued "**in lieu of**" original number and enter that number.
6. **DO NOT** issue an Intransit Permit for a vehicle unless the vehicle was purchased from your dealership and only if the vehicle is going to be registered out of state by the purchaser.
7. If an Intransit Permit is made out in error or a deal is canceled before the permit is used, maintain the permit and all copies of the application with an explanation for future reference.
8. Each Intransit Permit, when issued, is assigned to the individual dealership. An Intransit Permit issued to one dealership may not be used by another dealership.
9. **ALL** records and Intransit Permits issued will be audited at least once each year. The dealership will be held accountable for all Intransit Permits.

**NOTE: If a dealer sells a vehicle that is required to obtain and display a fuel user permit under the provisions of §415(a) or §3007(d) and an Intransit Permit is issued to the purchaser to transport the vehicle to his or her home state for registration in that state, the purchaser is not required to obtain a fuel user permit before the vehicle can be driven out of Vermont to his or her home state. This does not allow the vehicle to be operated for any other purpose within Vermont.**

# **Completing the Registration Tax & Title Application**

**(Sample Form Follows)**

**PLEASE READ THE INSTRUCTIONS ON THE APPLICATION CAREFULLY.  
IF YOU NEED ASSISTANCE, PLEASE CONTACT THE DEPARTMENT OF  
MOTOR VEHICLES, INFORMATION UNIT AT (802) 828-2000.**



# REGISTRATION APPLICATION

## Section 1 ~ Type of Transaction and Plate Type

IA TRANSACTION TYPE	IB PLATE TYPE		
<b>PLATE #</b> <input style="width: 100%;" type="text"/> <input type="checkbox"/> NEW (421) <input type="checkbox"/> TRANSFER (431) <input type="checkbox"/> RENEW (475) <b>REPLACEMENT PLATE</b> <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SEIZED <input type="checkbox"/> IRP TAX & TITLE <input type="checkbox"/> WEIGHT CHANGE	<input type="checkbox"/> ATV (02) <input type="checkbox"/> Car/Motor Home (19) <input type="checkbox"/> Motorcycle (18) <input type="checkbox"/> School Bus (19) <input type="checkbox"/> Trailer (26, 25, 06) <input type="checkbox"/> Truck (27) <input type="checkbox"/> Vanity	<input type="checkbox"/> Agriculture (01) <i>Farm Use</i> <input type="checkbox"/> Amateur Radio Opr (42) <input type="checkbox"/> American Legion (38) <input type="checkbox"/> Antique (03) (An) <input type="checkbox"/> Autocycle (12) <input type="checkbox"/> Building Bright Futures (55) <input type="checkbox"/> Conservation Plate (48, 57) <input type="checkbox"/> Disabled	<input type="checkbox"/> EMS (46) <input type="checkbox"/> Exhibition (09) (Ex) <input type="checkbox"/> Farm Tractor (45) <input type="checkbox"/> Firefighter (40) <input type="checkbox"/> Freemasons (54) <input type="checkbox"/> Jiminy/Rental (37) <input type="checkbox"/> Lions Club (51) <input type="checkbox"/> Motor Bus (04, 05)
		<input type="checkbox"/> Motor Driven Cycle (17) <input type="checkbox"/> Municipal (15) <input type="checkbox"/> National Guard (41) <input type="checkbox"/> Off-Hwy Tractor (24) <input type="checkbox"/> POW (23) <input type="checkbox"/> Purple Heart (47) <input type="checkbox"/> Rotary (53) <input type="checkbox"/> Sheriff (43)	<input type="checkbox"/> Special Purp Tk Car I (11) <input type="checkbox"/> Special Purp Tk Car II (20) <input type="checkbox"/> State (22) <input type="checkbox"/> Street Rod (56) <input type="checkbox"/> US Vet (49) <input type="checkbox"/> VFW (52) <input type="checkbox"/> Vietnam Vet (50) <input type="checkbox"/> Volunteer (28)

Complete this section as follows based on the type of transaction:

1. **First Time Registration:** Checkmark the "New Vermont Registration" box.
2. **Transfer:** Checkmark the "Transfer of my Vt. Plate No." box and enter plate number and current expiration. (If registration is expiring in current or next month, also checkmark "renewal" and collect renewal fee). **Current, valid registration certificate must be signed over to the new owner and enclosed with this application, if available. If not, form TA-VR-105 may be completed and enclosed with the application. If the vehicle was traded in at your dealership, SECTION 6 can be used in place of the old registration.**
3. **Renewal:** Checkmark the "Renewal of my Vt. Plate No." box and enter the plate number and current expiration.
4. **Weight Change Only:** Checkmark the box if the loaded truck weight is being increased or decreased.

**NOTE: No refund will be issued if a weight is decreased during the registration year on the same truck.**

5. **IRP Tax & Title Only:** Checkmark the this box only if the vehicle is newly acquired and is being added to an IRP fleet.
6. If **handicapped plates** are requested, the "**Disabled Plate**" box should be checked in addition to the above. The application must be accompanied by a medical form (TA-VS-113) unless the applicant has filed a medical form within the last four years. If so, enclose a separate note stating related parking card and/or previous plate number. "**Handicapped plates**" are issued only for a vehicle that is registered to a person who

is blind or has an ambulatory disability. Only one set of handicapped plates is allowed per person.

7. If EX-POW plates are requested, the "**POW**" box should be checked in addition to Type of Transaction. The application must be accompanied by certification of applicant's EX-POW status by the Veteran's Administration.

**NOTE: EX-POW plates are available only to qualified individuals and only for vehicles registered at the pleasure car rate. The plates shall be reissued only to the original holder of the plates.**

8. For each transaction type, you must complete the following portions of the application:
  - **New Registration:** Entire application.
  - **Transfer of Registration:** Entire application.
  - **Renewal of Registration:** Sections 1, 2, 3, 4 and 8.

**NOTE: When transferring plates that will expire within the same month, the dealer should collect the \$22.00 transfer fee and the renewal fee for the upcoming renewal. The old plates should be given to the purchaser and a temporary plate attached to the new vehicle. The fees must be sent immediately to the Department of Motor Vehicles and when the transaction is completed, validation stickers will be sent with the registration certificate to the purchaser. They should attach the new stickers to the plates and then attach the plates to the vehicle and destroy the temporary plate.**

**Section 2 ~ Description of Vehicle**

2	MAKE	MODEL	MODEL YEAR	BODY TYPE	MILEAGE (NO TENTHS)	<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS	COLOR
SERIAL NUMBER (VIN)			NO OF CYL	VEHICLE IS	<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER		
				<input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt			

Complete this section as follows for **all** types of transactions:

1. **Make:** Enter make Toyota, Honda, Dodge, etc.
2. **Model:** Enter model Prius, Fit, Stealth, etc.
3. **Model Year:** Enter year as shown on MCO, title or previous registration.
4. **Body Type:** Enter body type 2D, 4D, SW, etc.
5. **Meter Reading:** Meter reading must be shown if the vehicle is titleable (15 years old or newer). All meter readings must be in whole numbers **DO NOT INCLUDE TENTHS** and must indicate miles, kilometers or hours if clock meter.

**NOTE: A separate odometer statement must be included for vehicles 9 years old or newer, 16,000 lbs. or less, or self propelled to meet Federal and State odometer disclosure requirements. (See sample form in the Catalog of Forms section).**

6. **Color:** Enter vehicle color but do not use special colors that are often provided by manufacturer. Example: Gray is acceptable. "Stone" is not.
7. **VIN:** (Serial Number) - Enter the entire VIN found on the vehicle. Checkmark the number against the MCO, previous title or other documents.
8. **Cylinders:** Enter the number of cylinders 4, 6, 8.
9. **Vehicle Is:** Checkmark the appropriate box.
  - **New:** Vehicle not previously registered and/or titled in any state.
  - **Used:** Vehicle was previously registered and/or titled anywhere.
  - **Rebuilt:** A vehicle rebuilt from component parts of other vehicles, two or more vehicles combined into a single vehicle, one with a salvage title or equivalent, glider kit (trucks).
10. **Fuel Type:** Checkmark the appropriate box.

**Section 3 ~ Description of Vehicle ~ Other Than Car**

3A TRUCKS (including Pick-Up & Farm)			3B TRAILERS		3C MOTORCYCLE ATV/MDC		3D BUS/JITNEY/RENTAL	
Empty Weight	Loaded Weight		Empty Weight	LOADED WEIGHT	# Wheels	CC's	Empty Weight	
# OF AXLES	BRAKE TYPE <input type="checkbox"/> HYD <input type="checkbox"/> AIR <input type="checkbox"/> OTHER		Length/Width Feet & Inches	<input type="checkbox"/> 1500 or less (26) <input type="checkbox"/> 1501 or more (25)		Autocycle	# Of Passengers	
							Loaded Weight	

Complete this section as follows if the vehicle is **other than a car**:

**NOTE: Vans may be registered as either pleasure vehicles or trucks. If equipped with permanently mounted rear seats or living/sleeping quarters, they should be registered as a pleasure car. SUV's are registered as pleasure vehicles, unless they have an open bed at rear. SUV's with open beds are registered as trucks.**

**Section 3A ~ Trucks – Included Pickups and Agriculture Vehicles**

1. **Empty Weight:** Enter unladen weight of truck only.
2. **Loaded Weight:** Enter total weight of truck, trailer (if one is to be towed), and the heaviest load to be carried. This will be the registered weight of the vehicle or combination of vehicles.
3. **# Of Axles:** Enter total number of axles (including steering axle).
4. **Brake Type:** Checkmark the appropriate box.

**Section 3B ~ Trailer**

1. **Empty Weight:** Enter the unladen weight of the trailer only.
2. **Length & Width:** Enter length and width of trailer in feet only.
3. **Weight Of Trailer & Load:** Checkmark the appropriate box.

**Section 3C ~ Motorcycle / ATV / Moped**

1. **# Wheels:** Enter number of wheels (2 or 3).
2. **Engine Size:** Enter the engine size by cc. Example: 125cc or 650cc.
3. **Pedals:** Checkmark the appropriate box.

### Section 3D ~ Bus / Jitney / Rental

Complete this section as follows if the vehicle is a **Jitney**, **rental vehicle** or **Motor Bus** for hire:

1. **Empty Weight:** Enter empty weight of bus.
2. **# Passengers:** Enter total number of passengers to be carried.
3. **Loaded Weight:** Enter total weight of vehicle.

#### FEDERAL HEAVY VEHICLE USE TAX

If you are required by Section 4481 of the Internal Revenue Code to pay a Heavy Vehicle Use Tax (vehicles registered at 55,000 pounds or greater), registration and renewal of registration must be accompanied by proof of payment as prescribed by the Secretary of the Treasury. Acceptable proof of payment is a copy of the receipted Federal Form 2290 which lists the description of the vehicle being registered.

**Section 4 ~ Owner(s) Information**

<b>4A</b>	<input type="checkbox"/> OWNER <input type="checkbox"/> LESSEE	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> CO-OWNER <input type="checkbox"/> LESSOR	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	
Name					Name				
Mailing Address (PO Box or Street)					Mailing Address (PO Box or Street)				
City:			State:		City:			State:	
Physical Address (Street)					Physical Address (Street)				
City:			State:		City:			State:	
Date of birth		If name has changed, list previous name			Date of birth		If name has changed, list previous name		
Phone Number & Email Address:									
MUST INDICATE RIGHTS OF SURVIVORSHIP (CHECK ONE BELOW) IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED									
<b>4B</b>	<input type="checkbox"/> Spouses <input type="checkbox"/> Joint Tenants <input type="checkbox"/> Tenants In Common <input type="checkbox"/> Partners (business) <input type="checkbox"/> TOD (Transfer on Death)								

Complete this section as follows for **all** types of transactions:

- Owner / Lessee and Co-Owner / Lessor:** Checkmark the appropriate box.

**Note Regarding Lessee / Lessor**

In order to ensure that the title will be mailed to the **Lessor** and the registration renewal notice to the **Lessee**, please complete according to the following:

- In section for **Owner** or **Lessee** checkmark the "**Lessee**" box and enter **Lessee** name and address.
- In section for **Co-Owner** or **Lessor** checkmark the "**Lessor**" box and enter **Lessor** name and address.

- Vermont Driver's License Number:** Enter the customer's Driver License or Non-Driver ID number.
- Gender:** Checkmark the appropriate box.
- Name:** Enter the customer's name.

**NOTE:** With the exception of state, municipal or leased vehicles, registrants and titled owners must be identical.

- Address:** If the address entered on this application for the owner is different from DMV records, we will consider this a notification of address change. If the mailing address is a Post Office box number, a legal address should be entered. The legal address should identify the street and city/town or the route name or number and the

city or town of residence. If the mailing address contains a RR name or number and the RR box number, the legal address is not required.

6. **Date of Birth:** Enter the customer's date of birth. This is a required field.
7. **Social Security Number:** This is requested information, but is not required.
8. **Phone Number and Email Address:** This is requested information, but is not required.
9. **Owner / Co-Owner Relationship:** If the vehicle is to be registered and titled in two names or more, you must specify the relationship between the owner and co-owner. Checkmark the appropriate box.

TYPE OF OWNERSHIP	REQUIRED RELATIONSHIP	RIGHT OF SURVIVORSHIP
Tenants By the Entirety	Spouses	Yes
Joint Tenants	None	Yes
Tenants in Common	None	No
Partners	None	Yes
Transfer on Death*	None	Yes
<b>If no box is checked, Joint Tenants will be selected</b>		
* Transfer on Death requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner.		

<b>DEFINITIONS OF OWNER / CO-OWNER RELATIONSHIPS</b>
<ul style="list-style-type: none"> <li>▪ <b>Husband and Wife or Civil Union:</b> This is a sale of a vehicle to a husband and wife or civil union only. If both spouses are alive at the time the vehicle is sold, they both must sign the title to effectively transfer title to the vehicle, unless there is "<b>OR</b>" between the names. If one spouse is deceased, the surviving spouse automatically becomes the sole owner of the vehicle. The deceased spouse's estate is not involved in any ownership of this vehicle.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Joint Tenants:</b> Each party owns an <u>undivided</u> interest in the vehicle. If both joint tenants are alive, they both must sign the title to effectively transfer ownership of the vehicle, unless there is "<b>OR</b>" between the names. If one joint tenant dies, his or her interest in the vehicle automatically passes to the other joint tenant and not to the heirs of the deceased.</li> </ul>

## DEFINITIONS OF OWNER / CO-OWNER RELATIONSHIPS

- **Tenants In Common:** Each party owns an **undivided** interest in the vehicle. If both tenants in common are alive, they both must sign the title to effectively transfer title. ("**OR**" will not be allowed between the names when the application is made.) If one tenant in common dies his or her interest in the vehicle passes to his or her heirs. Sole ownership of the vehicle does not automatically pass to the other tenant in common.
- **Partnership:** If a partnership owns the vehicle, e.g. J & W Chimney Sweeps, title to the vehicle can be transferred by the signature of only one general partner but there are some practical difficulties to consider. In determining the validity of a transfer of partnership property, it may be impossible to tell whether the person executing the title is actually a partner with authority to convey. It is more prudent to require all partners to sign the title. If a partner dies, the partnership is dissolved by law unless a partnership agreement which provides otherwise is in place.
- **DBA "Doing Business As":** The Department does not accept applications completed with a "**DBA**". Any such application will be returned for correction.

**Section 5 ~ Lienholder and Seller Information**

**Section 5A ~ Lienholder Information**

<b>5A</b>	Date of loan	VT license # (if individual)	Date of birth (if individual)	<b>5B</b>	Name of person/company vehicle acquired from	Date purchased
Lienholder Name			Lienholder Address		Address of person/company vehicle acquired from	
City	State	Zip	Signature of person/company (agent) vehicle acquired from		Dealer number	

This section must be completed as follows on both "**New**" and "**Transfer**" transactions:

1. **Name of Lienholder:** Enter full name of lienholder if the purchaser borrowed money to pay for the vehicle. If there is no lien, enter "**None**".
2. **Mailing Address:** Enter full address of the lienholder.
3. **Date of Loan:** Enter date of the loan.
4. **Vermont License Number:** If applicable, enter the Lienholder's business license number.
5. **Second Lienholder Checkbox:** If there is a second lienholder, checkmark the box and provide the same information (as for the first lienholder) on a separate paper and attach to application when it is submitted.
6. **No Loan:** If there is no loan, checkmark the box.

**Section 5B ~ Seller Information (Vehicle Acquired From)**

Complete this section as follows for **all** types of transactions:

1. **Name:** Enter the full name of the person or dealer name from whom the vehicle was purchased.
2. **Address:** Enter the address of the person or dealer name from whom the vehicle was purchased.
3. **Date:** Enter the date the vehicle was purchased.
4. **Signature:** The signature of seller is **NOT** required if:
  - A signed bill of sale is submitted.
  - A previous title or MCO is submitted properly assigned by the dealer.

5. **Dealer Number:** If applicable, enter the dealer's number that was assigned by the Department of Motor Vehicles.

**NOTE: Any person (including dealers) who sells or trades a salvaged, salvaged and rebuilt or totaled motor vehicle must notify the buyer, both verbally and in writing, of this fact according to 23 V.S.A. §2093 (b) and (c).**

## Section 6 ~ Purchase and Use Tax Information

6A Purchase Price		6B Complete Section 6B to Claim Tax Credit or to Transfer Plates			
PURCHASE PRICE	\$	PURCHASER OF OLD VEHICLE			
TAX CREDIT	\$	CITY	STATE	ON (DATE)	
NET TAXABLE COST	\$	YEAR	MAKE	PLATE	TAX EXEMPT #
TAX (6%)	\$	VIN			

This section must be completed as follows on both "**New**" and "**Transfer**" transactions:

- ❖ If any transaction is handled by a dealer for a customer, the dealer must collect the purchase and use tax at the time of the sale and forward it to the Department of Motor Vehicles **within 3 business days** along with the application for title and tax and all other required documents and fees.
- ❖ If a customer wishes to handle his or her own paperwork, you should advise the customer to send all fees when applying for registration to avoid a return of the application.
- ❖ If a temporary plate is issued to a customer or if the dealer collects the fees for a transfer of registration, all fees and documents **MUST** be collected and forwarded **BY THE DEALER within 3 business days**.

1. **Purchase Price:** Enter the purchase price or actual value.

2. **Tax Credit:** Enter the trade-in or other credit, note the following:

- **Excluding leased vehicles,** credit for trade-in, insurance settlement or private sale is allowable if the vehicle disposed of was registered to the owner (your purchaser) and was sold within three (3) months of the date the new vehicle was purchased. If the credit is claimed for a vehicle registered in another state, you must also enclose a copy of the most recent registration certificate in the name of the owner/purchaser.
- **Tax Credit Upon Transfer Of Ownership:** Many dealers advise the customer to declare on the registration application that they have sold the vehicle to the dealer (or some other person) to enable the customer to transfer the plates onto the new vehicle purchased. When this is done but the vehicle hasn't actually been sold, the purchaser is forfeiting any tax credit that they might legally get later if the old vehicle is truly sold within 3 months. Once the registration is signed stating the vehicle was sold, no further trade-in credit will be allowed. All three of the following statutes have to be considered together:

- ♦ **23 V.S.A. §321** states, in paraphrase, that in order to transfer registration plates, the owner must first sell or otherwise give up ownership of the previous vehicle.
  - ♦ **23 V.S.A. §2023 (a)** states, in paraphrase, that when you sell a motor vehicle to another person, you must properly assign the title to the purchaser or donee at the same time.
  - ♦ **32 V.S.A. §8902(5)** states, in paraphrase, that a tax credit for a trade-in allowance is permitted if the vehicle is previously or currently owned by the purchaser of the new vehicle **with no change of ownership** since registration.
3. **Net Taxable Cost:** Deduct the trade-in from purchase price and enter difference here as net taxable cost.
- **Taxable Dealer Related Costs:**
    - ♦ The cost of extended warranties and charges for document preparation **shall not** be considered to be a part of a vehicle's purchase price and, therefore, shall not be subject to the tax.
    - ♦ The cost of rust proofing, dealer preparation and delivery **shall be** considered to be a part of a vehicle's purchase price and, therefore, shall be taxable.
4. **Taxes:** Multiply Net Taxable Cost by 6% and enter in this field, but note the following:
- **Non-Leased Vehicles:**

**The maximum tax is as follows:**

    - ♦ For pleasure cars, motor homes and trucks registered to 10,000 pounds the tax rate is 6% and there is no maximum tax.
    - ♦ For all other vehicles the rate is 6% and the maximum tax is not to exceed \$1,850.00
    - ❖ **“Motor Home”** is defined as a new or used pleasure car designed to provide temporary living quarters, built into as an integral part of, or permanently attached to, a self-propelled motor vehicle chassis or van. The vehicle must contain at least four of the following facilities: cooking, refrigeration or ice box, self-contained toilet, heating and/or air conditioning, a portable water supply system including a sink and faucet, separate 110 – 125 volt electrical power supply, and/or an LP gas supply.
  - **Leased Vehicles:**

The Purchase and Use Tax is calculated differently on leased vehicles. The Purchase and Use Tax due is to be calculated on a Purchase and Use Tax Computation – Leased Vehicle form, TA-VD-147, **if the transaction is being processed by a Vermont Dealer**. This form must be completed in full and must accompany the registration application. (See sample form in the Catalog of Forms section).

If the transaction is being completed by any dealer **other** than a Vermont Dealer, which shall include private leasing companies, you **must** submit a copy of the lease contract (agreement) and a copy of the worksheet with the Purchase and Use Tax Computation form and the Registration Application.

**NOTE: A trade-in credit is not allowed towards a leased vehicle.**

▪ **Buy-Out of Leased Vehicle:**

The taxable cost will be the lease end buyout cost or low book value, whichever is greater.

5. **Purchaser of Old Vehicle:** Enter name and address of purchaser of the trade-in or other credit being applied for in (b).
6. **Date:** Enter the date the old vehicle was sold or traded in.
7. **Year / Make / Plate / VIN:** Enter the year and make of the vehicle being traded in or that was sold (being claimed for trade-in credit). Include the plate number and the complete VIN.
8. **Tax Exempt:** If the owner is claiming a tax exception under one of the allowable exceptions, enter the number of the exception here. (Refer to information regarding §8911 for a list of tax exceptions. See Table of Contents for page number.)

**Section 7 ~ Visual Verification of VIN**

<b>7</b>	<b>VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION</b>			
VIN			STATE OF REG	
DATE	TOWN OR CITY		STATE	
AUTHORIZED SIGNATURE			ORGANIZATION	
NCIC <input type="checkbox"/> Y <input type="checkbox"/> N	VINASSIST <input type="checkbox"/> Y <input type="checkbox"/> N	PHONE NUMBER	MILEAGE (NO TENTHS)	<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS

**NOTE: Any vehicle sold by a Vermont dealer does not require the completion of Section 7 unless the vehicle is a Salvage vehicle or has a foreign title or Canadian registration.**

**Section 8 ~ Signature(s) of Registered Owner(s)**

<b>8</b>	<small>The owner certifies that this vehicle: 1) is properly equipped and in good mechanical condition; 2) was placed into use on or before the date this application was signed; 3) currently has liability insurance in effect as required by 23 V.S.A. §600 (a). If transfer of plates, the owner and/or this vehicle are not under suspension pursuant to 23 V.S.A. §3009 (b) (Please tax related). Statements and warrants herein are certified under penalty of 23 V.S.A. §202, §203, §208, and 32 V.S.A. §§ 8901-8915.</small>	<small>As the applicant for registration of a commercial motor vehicle, which is a motor vehicle with a gross vehicle weight rating of 10,001 lbs. or more; is a vehicle that is used to transport hazardous materials; or is a vehicle that is designed to transport 16 or more passengers, including the driver; I hereby declare that I have knowledge of the Federal Motor Carrier Safety Regulations, Title 49 of the Code of Federal Regulations, as adopted by the State of Vermont.</small>
SIGNATURE (OWNER/LESSEE)	DATE	SIGNATURE (CO-OWNER/LESSOR)

This section must be completed for **all** types of transactions:

1. The application must be signed and dated by the owner(s). If signed by an authorized agent, proof of authorization must be enclosed.

**Section 9 ~ Registration Fees**

Complete this section as follows for **all** types of transactions:

1. **Registration:** Enter proper registration fee from schedule.
2. **Tax:** Enter amount of tax due from Section 6 line (d).
3. **Title:** Enter title fee if due and lien fee per lien, if applicable.
4. **Transfer:** Enter transfer fee, if applicable.
5. **Warranty Fee:** This is a mandatory \$5.00 fee on **New Vehicles Only**.
6. **Fuel User:** Enter the \$6.50 Fuel User Fee for heavy vehicles, if applicable.
7. **Other:** Enter any other applicable fees.
8. **Total Fees:** Enter total of **ALL** fees.

9		DO NOT WRITE IN SHADED AREA	
Registration		1	
Tax		2	
Title		3	
Transfer		4	
Warranty Fee	\$5.00	12	NEW Vehicles Only
Fuel User		31	
Other			
<b>Total Fees</b>			
Return #	Rate #	RF	

9. Use one check for fees on each separate registration application. It is recommended that the dealer obtain the customer's check or money order **made out to the Department of Motor Vehicles** from the purchaser to mail with the application. If for some reason the check is canceled or is drawn on insufficient funds, then the Department will not hold the dealer responsible for the customer's check covering these fees.

**DO NOT SEND CASH!**



## *Vermont Registration, Tax & Title Application*



### OFFICE LOCATIONS

<b>Bennington</b> Bennington County - Branch Office 120 Depot St Monday - Friday 7:45 am - 4:00 pm	<b>Newport</b> Orleans County - Branch Office 100 Main Street Monday - Friday 7:45 am - 4:00 pm	<b>Springfield</b> Windsor County - Branch Office 100 Mineral St Suite 103 Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm
<b>Dummerston</b> Windham County - Mobile Office AOT District #2 Office Route 5 Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>South Burlington</b> Chittenden County - Branch Office 4 Market Street Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm	<b>Rutland</b> Rutland County - Branch Office 101 State Place Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm
<b>Middlebury</b> Addison County - Mobile Office Court House 7 Mahady Drive Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>St. Albans</b> Franklin County - Mobile Office 27 Fisher Pond Rd Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>White River Junction</b> Windsor County - Mobile Office VFW 97 S Main St Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours
<b>Montpelier</b> Washington County - Main Office 120 State Street Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm	<b>St. Johnsbury</b> Caledonia County - Mobile Office Green Mountain Mall 1998 Memorial Drive Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>802.828.2000</b>  <b>888 99-VERMONT (888-998-3766)</b>  <b>Hearing Impaired Dial 711</b>

[dmv.vermont.gov](http://dmv.vermont.gov)



## RECENT NEWS & UPDATES

**ATV Fee Change** – As of July 1, 2015 an ATV registration is \$35.00

**Vermont Strong Plates** - can legally serve as Vermont vehicles' front license plates through the end of June 2016. **NOTE:** Vermont Strong plate must be displayed on the front of vehicle, covering the existing registration plate.

### Distracted Driving

- A person shall not use a portable electronic device or text while operating a moving motor vehicle in a place open temporarily or permanently to public or general circulation of vehicles.
- In addition, a person shall not use a portable electronic device while operating a motor vehicle on a public highway in Vermont, including while the vehicle is stationary unless otherwise provided in this section.

**New Social Media sites** – [Facebook](#) | [Twitter](#) | [Google+](#) | [YouTube](#)

## VERMONT LOW EMISSION VEHICLE (LEV) PROGRAM

All new motor vehicles up to 14,000 pounds Gross Vehicle Weight Rating (GVWR) must be California certified in order to be sold and registered in the state of Vermont.

New motor vehicles not certified as California, or 50-state, vehicles cannot be registered in the state of Vermont. LEV Regulations consider any vehicle with less than 7,500 miles on the odometer to be a new vehicle.

Two quick ways to determine if your vehicle qualifies:

1. The Manufacturer Certificate of Origin (MCO) must indicate "Certified for sale in 50 States" or "Certified for sale in California".
2. The label under the hood in the engine compartment must indicate "California certified", EPA 50-State or California-Only vehicle.

"50-State Vehicle: This vehicle conforms to U.S. EPA and California regulations applicable to (the vehicle model year) model-year new motor vehicles."

"California-Only Vehicle: This vehicle conforms to U.S. EPA and California regulations applicable to (the vehicle model year) model-year new motor vehicles introduced into commerce only for sale in California."

Emission statements that **DO NOT** comply:

- This vehicle meets/satisfies Federal emission standards
- This vehicle is certified / legal for sale in 49 states
- This vehicle is certified / legal for sale in 45-states
- No statement

## VERMONT TITLES

Vermont titles only vehicles that are 15 years old or newer based on calendar year. From 1/1/2015 – 12/31/2015 Vermont will title all vehicles with model year 2001 or newer. All Titles (except ATV) = \$33.00, ATV Titles = \$20.00. Lien fee = \$10.00.

**The State of Vermont does not issue titles for the following:**

- Trailers with empty weight of 1,500 lbs or less
- Motorcycles with engine size smaller than 300 cc's.
- ATV's whose model year is prior to 2004, or customer resides in a non-titling state.
- Motor-driven cycle
- Tractors with a loaded weight of 6,000 lbs. or less
- Road making appliances (call the Montpelier office for details)

## SUPPORTING DOCUMENTS REQUIRED FOR A VERMONT REGISTRATION & TITLE

### New Vehicles:

- Manufacturer's Certificate of Origin properly assigned.
- If vehicle was manufactured in Canada, a New Vehicle Information Statement is required.
- Bill of Sale is required for Purchase & Use Tax purposes.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.

### Used Vehicles which have been titled:

- Original previous Certificate of Title assigned to you by all parties on the title and bills of sale as necessary to show complete chain of ownership. All liens must be released.
- Death Certificate and/or probate papers are required when one or more previous owners are deceased.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.
- If registered out of state to the applicant section 7 needs to be completed.

- If registered out of state to the applicant proof of tax paid is required, or tax on NADA value will be collected at the time of registration.

### Used Vehicles which have not been titled, and are not required to be titled:

- Bill of sale must contain sufficient information to identify the vehicle including Make, Year, VIN, Purchase Price, Mileage, Signature of Seller and Date of Sale

### Used Vehicles which have not been titled, but are required to be titled in Vermont:

- Original or certified copy of the last registration certificate and all bills of sale thereafter. Bill of Sale must contain sufficient information to identify the vehicle including Make, Year, VIN, Purchase Price, Mileage, Signature of Seller and Date of Sale.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.

TA-VD-119i 06/2015 MTC

### MISCELLANEOUS TAX INFORMATION

- Purchase and Use Tax is due at the time of registration and/or title at the rate of 6% of the purchase price or the N.A.D.A. value, whichever is higher; minus the value of any trade-in vehicle or any other allowable credit. The minimum value for a vehicle is set at \$500.00 (\$200.00 for trailers).
- If you believe that the vehicle's value is less than NADA book value, submit a Vermont Dealer Appraisal Form. If submitting a dealer appraisal after registration, it must be received within 30 days of the registered date to be considered for a refund. DMV does not accept any values determined by online research.
- If claiming tax credit for a vehicle registered out-of-state to you or your spouse, send a copy of the Registration Certificate. You must submit documentation of the amount of tax paid, and credit will be given, even though the Purchase & Use or Sales Tax was paid to another jurisdiction. If the amount paid is equal to or more than the 6% VT Tax rate, no additional tax will be due. If you don't have proof of tax paid, you may claim a tax credit by submitting proof the vehicle being registered was registered to you for a period of 3 years or more in a jurisdiction that imposes a state sales or use tax on vehicles. A tax credit may be applied towards the tax due at the time of purchase for a vehicle sold within 3 months of the purchase date of the vehicle currently being registered. A tax refund may be applied for when a vehicle is sold within 3 months after the purchase date of the vehicle you're registering. Use form D-115 to request the refund.
- Autos, SUV's, Antique, Exhibit, Motor Home or Motorcycle 6% of net taxable cost (no max tax). Trucks & Off-Highway Tractors registered at the 10,099 lb weight class or less, 6% of net taxable cost (no max tax). Trucks & Off-Highway Tractors registered OVER the 10,099 weight class or more, and trailers: 6% of net taxable cost - \$1850 maximum tax.
- Some examples of vehicles exempt from tax: A vehicle owned or leased by a religious or charitable institution, a vehicle transferred to the spouse, mother, father, grandparent or child/grandchild of the donor, a vehicle equipped with altered controls and owned and operated or titled by a permanently disabled person.

### JITNEY AND MOTOR BUS FEE CALCULATION

"Jitney" includes any motor vehicle, not designated for carrying of merchandise or freight, regularly used for carrying passengers for hire, but not operating over a fixed route, including taxis. The following vehicles are not registered as Jitneys: School buses used exclusively to transport children, Van pools and Hotel shuttle vans which provide transportation to guests at no fee. The following calculation and fees must be used when registering jitney/buses with 8 or more passengers, including the driver.

- ▶ All gasoline powered buses with 8 or more passengers are assessed fees at the \$1.40 rate.
- ▶ Diesel powered jitney/buses with 20 or fewer passengers are assessed fees at the \$1.40 rate.
- ▶ Diesel powered jitney/buses with more than 20 passengers are assessed fees at the \$2.45 rate.
- ▶ All other fuels with 8 or more passengers are assessed fees at the \$2.45 rate.

Sample Calculations <b>71 Passengers, Diesel-Powered</b> & <b>8 Passengers, Gas-Powered</b>					
150	150	lbs per passenger	\$2.45	\$1.40	Diesel, 71 passenger = \$2.45 Gas, 8 passenger = \$1.40
x 71	x 8	# of passengers	x 366	x 68	Total Weight*
= 10,650	= 1,200	Weight of Passengers	\$896.70	\$95.20	Subtotal
+ 26,000	+ 5,870	Weight of the Vehicle	+ \$1.00	+ \$1.00	Annual Clean Air Fee
= 36,650	= 6,870	Total Weight*	\$897.70	\$96.20	<b>REGISTRATION FEE</b>

\*disregard fractions of hundred weight, 36,650 (36,650) = 366 and 6,870 (6,870) = 68

### 80,000 LB TRUCK REGISTRATIONS

To qualify to register for 80,000 lbs, vehicle combinations must have at least 5 axles. There must be at least 51 feet between the front and rear most axle or 36 feet between the first and last axle of two consecutive sets of tandem axles.

### DIESEL TAX

Diesel powered vehicles with a gross, or registered, weight of 26,001 lbs. and over, that travel outside the State of Vermont, must join the International Fuel Tax Agreement (IFTA). Fuel decals will be issued for all qualifying vehicles and diesel tax reports must be filed on a quarterly basis. For further information regarding Diesel Tax and IFTA, please contact the Commercial Vehicle Operations Unit at 802.828.2070.

### FEDERAL HEAVY VEHICLE USE TAX

Vehicles registered at 55,000 lbs or more are required by the Internal Revenue Service to pay a Heavy Vehicle Use Tax. New, Transfer and Renewal Registration Applications must be accompanied by proof of payment.

#### Acceptable Proof is:

- ▶ Receipted IRS 2290, Schedule 1, (or copy), or
- ▶ Form 2290 with Schedule 1 attached and a copy of both sides of canceled check, or
- ▶ HVUT IRS Form 2290 with payment attached.

#### Proof of Payment Not Required If:

- ▶ Tax has already been paid for the taxable period, or
- ▶ Vehicle is exempted by the IRS, or
- ▶ Vehicle was acquired within 60 DAYS and has not been registered to anyone during the taxable period.

TYPE OF VEHICLE		ONE YEAR REGISTRATION			TWO YEAR REGISTRATION		
		GAS	DIESEL	OTHER	GAS	DIESEL	OTHER
ATV (All-Terrain Vehicle)		\$35.00					
Antique (Limited Use)		\$16.00	\$16.00		\$32.00	\$32.00	
Auto		\$70.00	\$27.00	\$122.00	\$129.00	\$50.00	\$225.00
Contractor Trailer				\$145.00			\$290.00
Electric Powered				\$69.00			\$127.00
Exhibition (Limited Use, Electric \$1.00 less)		\$16.00	\$16.00		\$32.00	\$32.00	
Jitney (7 or fewer passengers)		\$70.00	\$27.00	\$122.00	\$129.00	\$50.00	\$225.00
Motor-Driven Cycle (moped)		\$21.00		\$36.00	\$42.00		\$72.00
Motorcycle		\$44.00		\$77.00	\$88.00		\$153.00
Motor home		\$70.00	\$27.00	\$122.00	\$129.00	\$50.00	\$225.00
Municipal (5 years)		\$10.00 - 5 years					
Off-Highway Tractors (6,099 lbs. or less)		\$70.00	\$27.00	\$122.00	\$129.00	\$50.00	\$225.00
School Bus		\$70.00	\$27.00	\$122.00	\$129.00	\$50.00	\$225.00
Street Rod		\$70.00		\$122.00	\$129.00		\$225.00
Trailer (1,500 lbs. or less)				\$25.00			\$48.00
Trailer (1,501 lbs. or more)				\$49.00			\$96.00
Trucks (up to 6,099 lbs.)		\$70.00	\$27.00	\$122.00	\$129.00	\$50.00	\$225.00
Trucks (6,100 lbs. or more)		See truck registration fee schedule					
Volunteer (5 years)		\$10.00 - 5 years					
TYPE OF VEHICLE		ONE YEAR REGISTRATION			TWO YEAR REGISTRATION		
WEIGHT		GAS	DIESEL	OTHER	GAS	DIESEL	OTHER
Agriculture	17,999 lbs. or less	\$41.00	\$41.00	\$71.00	\$82.00	\$82.00	\$142.00
	18,000 – 26,000	\$68.50	\$62.00	\$114.25	\$137.00	\$124.00	\$228.50
	26,001 – 34,999	\$68.50	\$68.50	\$114.25	\$137.00	\$137.00	\$228.50
	35,000 – 55,000	\$122.50	\$122.50	\$208.75	\$245.00	\$245.00	\$417.50
	55,001 – 80,000	\$190.00	\$190.00	\$326.88	\$380.00	\$380.00	\$653.76
Category I, <u>Special Purpose Vehicles</u> (Backhoe, Bucket Loader, Grader, Truck Shovel [Wheeled Excavator], Street Sweeper, Fork Lift)	17,999 lbs or less	\$151.00	\$151.00	\$263.50	\$302.00	\$302.00	\$527.00
	18,000 – 25,999	\$157.50	\$151.00	\$270.00	\$315.00	\$302.00	\$540.00
	26,000	\$157.50	\$151.00	\$270.00	\$315.00	\$302.00	\$540.00
	26,001 – 80,000	\$157.50	\$157.50	\$270.00	\$315.00	\$315.00	\$540.00
Category II, <u>Special Purpose Vehicles</u> (Truckcrane [Wrecker], Concrete Form Truck, Concrete Pumper Truck, Bituminous Distributor, Calcium Chloride Distributor, Full or Semi-Floation Applicator, Well Driller Tender Truck, Permanently Mounted Well Drilling Machine, Road Oiler, Water Tanker [dust control only], Building Mover)	17,999 lbs or less	\$351.00	\$351.00	\$613.50	\$702.00	\$702.00	\$1,227.00
	18,000 – 26,000	\$357.50	\$351.00	\$620.00	\$715.00	\$702.00	\$1,240.00
	26,001 lbs. or more	\$357.50	\$357.50	\$620.00	\$715.00	\$715.00	\$1,240.00
OPTIONAL PLATES							
TYPE OF PLATE					FEE		
Conservation Plate – Autos & trucks less than 26,001 lbs.					Additional \$23.00 fee annually		
Safety/Service Organization Plate – Auto & trucks less than 26,001 lbs (VT Ambulance Assoc. [EMS], Firefighter, National Guard, Amateur Radio Operator, Vietnam Veterans of America, VFW, Rotary, Lion's Club, and Free Masons. Form TA-VD-128 must be submitted along with proof of eligibility.					Additional one-time fee of \$15.00		
Vanity Plate – (Submit choices on Special Plate Form TA-VD-17)					Additional \$45.00 fee annually		
Building Bright Futures – Autos & trucks less than 26,001 lbs.					Additional \$20.00 fee annually		

## Truck Registration Fees

LOADED WEIGHT	GAS	DIESEL	OTHER
UP TO 6,099	\$70.00	\$27.00	\$122.00
6,100 - 7,099	\$102.00	\$102.00	\$178.00
7,100 - 8,099	\$116.00	\$116.00	\$203.00
8,100 - 9,099	\$149.00	\$149.00	\$260.00
9,100 - 9,999	\$166.00	\$166.00	\$290.00
10,000 - 10,099	\$199.00	\$199.00	\$348.00
10,100 - 11,099	\$216.00	\$216.00	\$378.00
11,100 - 12,099	\$232.00	\$232.00	\$406.00
12,100 - 13,099	\$271.00	\$271.00	\$474.00
13,100 - 14,099	\$289.00	\$289.00	\$505.00
14,100 - 15,099	\$307.00	\$307.00	\$537.00
15,100 - 16,099	\$325.00	\$325.00	\$568.00
16,100 - 17,099	\$365.00	\$365.00	\$638.00
17,100 - 17,999	\$384.00	\$384.00	\$672.00
18,000 - 18,099	\$390.50	\$384.00	\$678.50
18,100 - 19,099	\$409.50	\$403.00	\$711.50
19,100 - 20,099	\$429.50	\$423.00	\$746.50
20,100 - 21,099	\$467.50	\$461.00	\$812.50
21,100 - 22,099	\$487.50	\$481.00	\$847.50
22,100 - 23,099	\$507.50	\$501.00	\$882.50
23,100 - 24,099	\$528.50	\$522.00	\$919.50
24,100 - 25,099	\$548.50	\$542.00	\$954.50
25,100 - 25,999	\$568.50	\$562.00	\$989.50
26,000	\$602.50	\$596.00	\$1,049.50
26,001 - 26,099	\$602.50	\$602.50	\$1,049.50
26,100 - 27,099	\$622.50	\$622.50	\$1,084.50
27,100 - 28,099	\$642.50	\$642.50	\$1,119.50
28,100 - 29,099	\$663.50	\$663.50	\$1,155.50
29,100 - 30,099	\$683.50	\$683.50	\$1,190.50
30,100 - 31,099	\$717.50	\$717.50	\$1,250.50
31,100 - 32,099	\$738.50	\$738.50	\$1,287.50
32,100 - 33,099	\$758.50	\$758.50	\$1,322.50
33,100 - 34,099	\$779.50	\$779.50	\$1,358.50
34,100 - 35,099	\$800.50	\$800.50	\$1,395.50
35,100 - 36,099	\$821.50	\$821.50	\$1,432.50
36,100 - 37,099	\$841.50	\$841.50	\$1,467.50
37,100 - 38,099	\$862.50	\$862.50	\$1,504.50
38,100 - 39,099	\$883.50	\$883.50	\$1,540.50
39,100 - 39,999	\$903.50	\$903.50	\$1,575.50
40,000 - 40,099	\$1,071.50	\$1,071.50	\$1,869.50
40,100 - 41,099	\$1,112.50	\$1,112.50	\$1,941.50

Where applicable, the fees below include a \$6.50 Non-Transferable Fuel User Fee and a \$1.00 Clean Air Fund Fee.

LOADED WEIGHT	GAS	DIESEL	OTHER
41,100 - 42,099	\$1,134.50	\$1,134.50	\$1,980.50
42,100 - 43,099	\$1,155.50	\$1,155.50	\$2,016.50
43,100 - 44,099	\$1,176.50	\$1,176.50	\$2,053.50
44,100 - 45,099	\$1,197.50	\$1,197.50	\$2,090.50
45,100 - 46,099	\$1,218.50	\$1,218.50	\$2,127.50
46,100 - 47,099	\$1,240.50	\$1,240.50	\$2,165.50
47,100 - 48,099	\$1,261.50	\$1,261.50	\$2,202.50
48,100 - 49,099	\$1,282.50	\$1,282.50	\$2,239.50
49,100 - 50,099	\$1,303.50	\$1,303.50	\$2,275.50
50,100 - 51,099	\$1,334.50	\$1,334.50	\$2,330.50
51,100 - 52,099	\$1,356.50	\$1,356.50	\$2,368.50
52,100 - 53,099	\$1,377.50	\$1,377.50	\$2,405.50
53,100 - 54,099	\$1,398.50	\$1,398.50	\$2,442.50
54,100 - 55,099	\$1,420.50	\$1,420.50	\$2,480.50
55,100 - 56,099	\$1,441.50	\$1,441.50	\$2,517.50
56,100 - 57,099	\$1,463.50	\$1,463.50	\$2,555.50
57,100 - 58,099	\$1,484.50	\$1,484.50	\$2,592.50
58,100 - 59,099	\$1,506.50	\$1,506.50	\$2,631.50
59,100 - 59,999	\$1,527.50	\$1,527.50	\$2,667.50
60,000 - 60,099	\$1,661.50	\$1,661.50	\$2,902.50
60,100 - 61,099	\$1,727.50	\$1,727.50	\$3,017.50
61,100 - 62,099	\$1,749.50	\$1,749.50	\$3,056.50
62,100 - 63,099	\$1,771.50	\$1,771.50	\$3,094.50
63,100 - 64,099	\$1,794.50	\$1,794.50	\$3,135.50
64,100 - 65,099	\$1,816.50	\$1,816.50	\$3,173.50
65,100 - 66,099	\$1,838.50	\$1,838.50	\$3,212.50
66,100 - 67,099	\$1,860.50	\$1,860.50	\$3,250.50
67,100 - 68,099	\$1,882.50	\$1,882.50	\$3,289.50
68,100 - 69,099	\$1,904.50	\$1,904.50	\$3,327.50
69,100 - 70,099	\$1,926.50	\$1,926.50	\$3,366.50
70,100 - 71,099	\$2,001.50	\$2,001.50	\$3,497.50
71,100 - 72,099	\$2,024.50	\$2,024.50	\$3,537.50
72,100 - 73,099	\$2,047.50	\$2,047.50	\$3,577.50
73,100 - 74,099	\$2,070.50	\$2,070.50	\$3,618.50
74,100 - 75,099	\$2,093.50	\$2,093.50	\$3,658.50
75,100 - 76,099	\$2,115.50	\$2,115.50	\$3,696.50
76,100 - 77,099	\$2,138.50	\$2,138.50	\$3,737.50
77,100 - 78,099	\$2,161.50	\$2,161.50	\$3,777.50
78,100 - 79,099	\$2,184.50	\$2,184.50	\$3,817.50
79,100 - 80,099	\$2,207.50	\$2,207.50	\$3,857.50
80,100 - 90,099	\$2,502.50	\$2,502.50	\$4,374.50

<b>1</b>	Choose the one that best describes your registration			
<b>New</b>	<ul style="list-style-type: none"> <li>• <b>First time registration. New plates issued. May be Vermont or out-of-state vehicle. Complete the entire application.</b></li> </ul>			
<b>Transfer</b>	<ul style="list-style-type: none"> <li>• <b>For transfer of your Vermont registration from one vehicle to another, complete the entire application. Enter the plate number that you are transferring. Fill out section 6B of this application. A change of legal ownership of your previous vehicle must occur before a transfer will be allowed. Transfer Fee: \$23.00, ATV Transfer Fee: \$10.00</b></li> </ul>			
<b>Renewal</b>	<ul style="list-style-type: none"> <li>• <b>For renewal complete Sections 1, 2, 4 and 8. Section 3, if applicable. Enter the plate number you are renewing.</b></li> </ul>			
<b>Replacement</b>	<ul style="list-style-type: none"> <li>• <b>Indicate reason for replacement – Lost, Stolen or Seized by Law Enforcement. \$10.00 for all vehicles excluding state, municipal, fire department, and rescue organizations which are \$7.00</b></li> </ul>			
<b>IRP</b>	<ul style="list-style-type: none"> <li>• <b>Complete this form for Title and Purchase &amp; Use Tax purposes. Special IRP Applications must also be completed. For IRP forms and information call 802-828-2071. These transactions are only processed in the Montpelier office.</b></li> </ul>			
<b>Weight Change</b>	<ul style="list-style-type: none"> <li>• <b>For changing the registered weight on a currently registered vehicle.</b></li> </ul>			
<b>Additional Forms: Required for the following plates</b>				
POW (23)	EMS (46)	LIONS CLUB (51)	FREE MASON'S (54)	PURPLE HEART(47)
VFW (52)	VANITY	DISABLED PLATE	AMATEUR RADIO OPR (42)	PEARL HARBOR (44)
NAT'L GUARD (41)	ROTARY (53)	FIRE FIGHTER (40)	US VETERANS (49)	VIETNAM VETERANS (50)
				AMERICAN LEGION (38)
<b>2</b>	Complete entire section for all types of vehicles			
<b>3A</b>	Complete for Trucks including Pick Up Trucks, Agricultural Vehicles, Cargo Vans, etc.	<b>3B</b>	Complete for Trailers	
<b>3C</b>	Complete for Motorcycle, ATV & MDC	<b>3D</b>	Complete for Buses, Jitneys and/or Rental Vehicles	
Complete owner/co-owner information section. Enter physical address if mailing address is PO Box. If name change is indicated, documentation clearly stating the new name, must accompany this form. "Relationship to owner" is required information if the vehicle is registered and titled in more than one name. You must indicate your choice for rights of survivorship.				
	<b>TYPE OF OWNERSHIP</b>	<b>REQUIRED RELATIONSHIP</b>	<b>RIGHT OF SURVIVORSHIP</b>	
<b>4A &amp; 4B</b>	Spouses (Tenants By the Entirety)	Spouses	Yes	
	Joint Tenants	None	Yes	
	Tenants in Common	None	No	
	Partners or Transfer on Death	None	Yes	
Transfer on Death requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner. <b>IF NO BOX IS CHECKED, JOINT TENANTS WILL BE SELECTED</b>				
<b>5A</b>	Complete if you have a loan on this vehicle. If Lien holder is an individual must include Vermont license number and Date of Birth. If there is a second lien holder, send details.			
<b>5B</b>	The name and address of the seller and date purchased is information required for new and transfer Vermont registration, even if the vehicle has been registered and titled to you out-of-state. The signature of seller is required <b>only</b> for dealer transactions and non-titled vehicles when there is no Bill of Sale.			
<b>6A &amp; 6B</b>	Purchase and Use Tax is due at the time of registration and/or title at the rate of 6% (.06) of the purchase price or the NADA value, whichever is greater, minus value of trade-in vehicle or any other allowable credit. If trade occurs out of state, proof of previous registration is required.			
	<ul style="list-style-type: none"> <li>• Autos/SUV's/Antiques/Exhibits/Motor Homes or Motorcycles 6% of net taxable cost. No maximum tax. Trucks and Off-Highway Tractors registered at the 10,099 lb. weight or less, 6% of net taxable cost. No maximum tax. All other vehicles will be taxed at 6% of the net taxable cost - \$1,850.00 maximum tax.</li> <li>• You may deduct the amount received from the sale of a vehicle last registered in your name, not to exceed the average book value as shown in the Official Used Car Guide, N.A.D.A. (New England edition), provided such sale occurs within three months of the taxable purchase</li> <li>• ATV's are not subject to Purchase &amp; Use Tax, but a Sales &amp; Use Tax does apply. For ATV's purchased from a dealer or a Vermont registered business you must submit proof of tax paid. For ATV's purchased as a casual sale, no tax is due. If tax is due, form SU-452 must be completed and submitted.</li> </ul>			
<b>7</b>	A visual verification of the identification number (serial number) of your vehicle is required if the vehicle is required to be titled and: <ul style="list-style-type: none"> <li>• Was last registered/titled in another state, or</li> <li>• The vehicle is a motorcycle with an engine size of 300 cc's or more and last registered in another state, or</li> <li>• Is a non-titleable motorcycle with an engine size of 500 or more cc's unless proof of a previous VT registration is submitted, or</li> <li>• Has a Salvage Title, or</li> <li>• Is registered under bond, or</li> <li>• Is imported from Canada without a Certificate of Origin or a new vehicle information statement, or</li> <li>• The title documentation is from another country, or</li> <li>• Has a U.S. Government Certificate of Release of Motor Vehicle document.</li> </ul> Verifications completed outside of Vermont must be by motor vehicle officials, or by those personnel authorized by that state to perform VIN verifications. Military personnel may have VIN verifications conducted by the Commanding Officer or Provost Marshal of the military base. Verifications performed out of state must be accompanied by a letter of identification of the verifier on official letterhead.			
<b>8</b>	Application must be signed and dated by owner(s). If signed by an authorized agent, proof of authorization, such as power of attorney, etc. must be submitted. Owner signature certifies liability insurance is in effect for this vehicle pursuant to 23 V.S.A. §800(a).			

**In cases where a temporary registration needs to be issued, i.e., supporting documents missing, the owner must be present to sign the authorization for temporary plate.**

## TA-VD- 119 ~ Vermont Registration, Tax & Title Application

DO NOT WRITE IN SHADED AREAS DMV Copy TA-VD-119 04/2015	OLD #1 New #1	IN LIEU PLATE New #2	TEMP PLATE DATE	490 <input type="checkbox"/> C or 490 <input type="checkbox"/> P	REG TYPE	INDEX #	EXPIRES /
				Title Brands (max of 9)		<input type="checkbox"/> 225 <input type="checkbox"/> 227 <input type="checkbox"/> 231 <input type="checkbox"/> 232 <input type="checkbox"/> 233 <input type="checkbox"/> 452 <input type="checkbox"/> 453 <input type="checkbox"/> 454 <input type="checkbox"/> 455 <input type="checkbox"/> 465 <input type="checkbox"/> LP <input type="checkbox"/> 2 Year	
<b>1A TRANSACTION TYPE</b> PLATE # _____ <input type="checkbox"/> NEW (421) <input type="checkbox"/> TRANSFER (431) <input type="checkbox"/> RENEW (475) REPLACEMENT PLATE <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> SEIZED <input type="checkbox"/> IRP TAX & TITLE <input type="checkbox"/> WEIGHT CHANGE	<b>1B PLATE TYPE</b> <input type="checkbox"/> Agricultural (01) Farm Use <input type="checkbox"/> ATV (02) <input type="checkbox"/> Car/Motor Home (19) <input type="checkbox"/> Motorcycle (18) <input type="checkbox"/> School Bus (19) <input type="checkbox"/> Trailer (26, 25, 06) <input type="checkbox"/> Truck (27) <input type="checkbox"/> Vanity <input type="checkbox"/> Antique Radio (42) <input type="checkbox"/> American Legion (38) <input type="checkbox"/> Antique (02) (Ant) <input type="checkbox"/> Antique(s) (12) <input type="checkbox"/> Building Single Purpose (55) <input type="checkbox"/> Conservation Plate (68, 67) <input type="checkbox"/> Disabled <input type="checkbox"/> EMS (46) <input type="checkbox"/> Exhibition (09) (Ex) <input type="checkbox"/> Farm Tractor (64) <input type="checkbox"/> Firefighter (40) <input type="checkbox"/> Recreations (54) <input type="checkbox"/> Heavy Rental (27) <input type="checkbox"/> Lions Club (51) <input type="checkbox"/> Motor Bus (04, 05) <input type="checkbox"/> Motor Driven Cycle (17) <input type="checkbox"/> Municipal (15) <input type="checkbox"/> National Guard (61) <input type="checkbox"/> Off-Hwy Tractor (24) <input type="checkbox"/> POW (32) <input type="checkbox"/> Purple Heart (47) <input type="checkbox"/> Rotary (52) <input type="checkbox"/> Sheriff (43) <input type="checkbox"/> Special Reg. Pl. Cat I (11) <input type="checkbox"/> Special Reg. Pl. Cat II (20) <input type="checkbox"/> State (22) <input type="checkbox"/> Street Rod (56) <input type="checkbox"/> US Vet (49) <input type="checkbox"/> VFW (52) <input type="checkbox"/> Vietnam Vet (50) <input type="checkbox"/> Volunteer (34)						
<b>2 MAKE</b>	<b>MODEL</b>	<b>MODEL YEAR</b>	<b>BODY TYPE</b>	<b>MILEAGE (NO TENTHS)</b>	<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS	<b>COLOR</b>	
SERIAL NUMBER (VIN)			NO OF CYL	VEHICLE IS <input type="checkbox"/> New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt		<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER	
<b>3A TRUCKS (including Pick-Up &amp; Farm)</b> Empty Weight # OF AXLES BRAKE TYPE <input type="checkbox"/> STD <input type="checkbox"/> AIR <input type="checkbox"/> OTHER	<b>3B TRAILERS</b> Empty Weight Length/Width Feet & Inches	<b>3C MOTORCYCLE ATV/MCO</b> # Wheels CC's <input type="checkbox"/> Autocycle	<b>3D BUS/JITNEY/RENTAL</b> Empty Weight # Of Passengers Loaded Weight				
<b>4A</b> <input type="checkbox"/> OWNER <input type="checkbox"/> LESSOR VT DRIVER LICENSE NO SSN or FEDERAL ID NUMBER GENDER <input type="checkbox"/> M <input type="checkbox"/> F	Name Mailing Address (PO Box or Street) City: State: ZIP:	<b>4B</b> <input type="checkbox"/> CO-OWNER <input type="checkbox"/> LESSOR VT DRIVER LICENSE NO SSN or FEDERAL ID NUMBER GENDER <input type="checkbox"/> M <input type="checkbox"/> F	Name Mailing Address (PO Box or Street) City: State: ZIP:				
Date of birth If name has changed, list previous name		Date of birth If name has changed, list previous name					
Phone Number & Email Address:							
MUST INDICATE RIGHTS OF SURVIVORSHIP (CHECK ONE BELOW) IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED							
<b>4B</b> <input type="checkbox"/> Spouses <input type="checkbox"/> Joint Tenants <input type="checkbox"/> Tenants In Common <input type="checkbox"/> Partners (business) <input type="checkbox"/> TOD (Transfer on Death)							
<b>5A</b> Date of loan VT license # (if individual) Date of birth (if individual)	<b>5B</b> Name of person/company vehicle acquired from Date purchased Address of person/company vehicle acquired from Signature of person/company (if not vehicle acquired from) Dealer number						
<b>6A Purchase Price</b> PURCHASE PRICE \$ TAX CREDIT \$ NET TAXABLE COST \$ TAX (6%) \$	<b>6B Complete Section 6B to Claim Tax Credit or to Transfer Plate</b> PURCHASER OF OLD VEHICLE CITY STATE ON (DATE) YEAR MAKE PLATE TAX EXEMPT # VIN	<b>9 DO NOT WRITE IN SHADED AREA</b> Registration 1 Tax 2 Title 3 Transfer 4 Warranty Fee \$5.00 15 (2010 Vehicles Only)					
<b>7 VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION</b>			VIN DATE TOWN OR CITY STATE Other				
AUTHORIZED SIGNATURE <input type="checkbox"/> Y <input type="checkbox"/> N		ORGANIZATION MILEAGE (NO TENTHS) <input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS					
NCIC <input type="checkbox"/> Y <input type="checkbox"/> N VIN ASSIST <input type="checkbox"/> Y <input type="checkbox"/> N PHONE NUMBER		Total Fees State # Fee #					
I, the undersigned, hereby declare that the property is duly and lawfully acquired in accordance with the laws of the State of Vermont and that the application has been signed by the owner or the person having authority to sign the same and that the vehicle is not under suspension pursuant to 22 V.S.A. § 2002 (b) (3) (a) or (b) (4) (a) or (b) (5) (a) or (b) (6) (a) or (b) (7) (a) or (b) (8) (a) or (b) (9) (a) or (b) (10) (a) or (b) (11) (a) or (b) (12) (a) or (b) (13) (a) or (b) (14) (a) or (b) (15) (a) or (b) (16) (a) or (b) (17) (a) or (b) (18) (a) or (b) (19) (a) or (b) (20) (a) or (b) (21) (a) or (b) (22) (a) or (b) (23) (a) or (b) (24) (a) or (b) (25) (a) or (b) (26) (a) or (b) (27) (a) or (b) (28) (a) or (b) (29) (a) or (b) (30) (a) or (b) (31) (a) or (b) (32) (a) or (b) (33) (a) or (b) (34) (a) or (b) (35) (a) or (b) (36) (a) or (b) (37) (a) or (b) (38) (a) or (b) (39) (a) or (b) (40) (a) or (b) (41) (a) or (b) (42) (a) or (b) (43) (a) or (b) (44) (a) or (b) (45) (a) or (b) (46) 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1 Choose the one that best describes your registration			
New	<ul style="list-style-type: none"> <li>First time registration. New plates issued. May be Vermont or out-of-state vehicle. Complete the entire application.</li> </ul>		
Transfer	<ul style="list-style-type: none"> <li>For transfer of your Vermont registration from one vehicle to another, complete the entire application. Enter the plate number that you are transferring. Fill out section 6B of this application. A change of legal ownership of your previous vehicle must occur before a transfer will be allowed. Transfer Fee: \$23.00, ATV Transfer Fee: \$10.00</li> </ul>		
Renewal	<ul style="list-style-type: none"> <li>For renewal complete Sections 1, 2, 4 and 8. Section 3, if applicable. Enter the plate number you are renewing.</li> </ul>		
Replacement	<ul style="list-style-type: none"> <li>Indicate reason for replacement – Lost, Stolen or Seized by Law Enforcement. \$10.00 for all vehicles excluding state, municipal, fire department, and rescue organizations which are \$7.00</li> </ul>		
IRP	<ul style="list-style-type: none"> <li>Complete this form for Title and Purchase &amp; Use Tax purposes. Special IRP Applications must also be completed. For IRP forms and information call 802-828-2071. These transactions are only processed in the Montpelier office.</li> </ul>		
Weight Change	<ul style="list-style-type: none"> <li>For changing the registered weight on a currently registered vehicle.</li> </ul>		
Additional Forms Required for the following plates			
POW (23) VFW (52) NAT'L GUARD (41)	EMS (46) VANITY ROTARY (53)	LIONS CLUB (51) DISABLED PLATE FIRE FIGHTER (40)	FREE MASONS (54) AMATEUR RADIO OPR (42) US VETERANS (49)
			PURPLE HEART(47) PEARL HARBOR (44) VIETNAM VETERANS (50) AMERICAN LEGION (38)
2	Complete entire section for all types of vehicles		
3A	Complete for Trucks including Pick Up Trucks, Agricultural Vehicles, Cargo Vans, etc.	3B	Complete for Trailers
3C	Complete for Motorcycle, ATV, Autocycle & MDC	3D	Complete for Buses, Jitneys and/or Rental Vehicles
Complete owner/co-owner information section. Enter physical address if mailing address is PO Box. If name change is indicated, documentation clearly stating the new name, must accompany this form. "Relationship to owner" is required information if the vehicle is registered and titled in more than one name. You must indicate your choice for rights of survivorship.			
4A & 4B	TYPE OF OWNERSHIP		REQUIRED RELATIONSHIP
	Spouses (Tenants By the Entirety)		Spouses
	Joint Tenants		None
	Tenants in Common		None
	Partners or Transfer on Death		None
Transfer on Death requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner. IF NO BOX IS CHECKED, JOINT TENANTS WILL BE SELECTED			
5A	Complete if you have a loan on this vehicle. If Lien holder is an individual must include Vermont license number and Date of Birth. If there is a second lien holder, send details.		
5B	The name and address of the seller and date purchased is information required for new and transfer Vermont registration, even if the vehicle has been registered and titled to you out-of-state. The signature of seller is required only for dealer transactions and non-titled vehicles when there is no Bill of Sale.		
Purchase and Use Tax is due at the time of registration and/or title at the rate of 6% (.06) of the purchase price or the NADA value, whichever is greater, minus value of trade-in vehicle or any other allowable credit. If trade occurs out of state, proof of previous registration is required.			
6A & 6B	<ul style="list-style-type: none"> <li>Autos/SUV's/Antiques/Exhibits/Motor Homes or Motorcycles 6% of net taxable cost. No maximum tax. Trucks and Off-Highway Tractors registered at the 10,099 lb. weight or less, 6% of net taxable cost. No maximum tax. All other vehicles will be taxed at 6% of the net taxable cost - \$1,850.00 maximum tax.</li> <li>You may deduct the amount received from the sale of a vehicle last registered in your name, not to exceed the average book value as shown in the Official Used Car Guide, N.A.D.A. (New England edition), provided such sale occurs within three months of the taxable purchase</li> <li>ATV's are not subject to Purchase &amp; Use Tax, but a Sales &amp; Use Tax does apply. For ATV's purchased from a dealer or a Vermont registered business you must submit proof of tax paid. For ATV's purchased as a casual sale, no tax is due. If tax is due, form SU-452 must be completed and submitted.</li> </ul>		
A visual verification of the identification number (serial number) of your vehicle is required if the vehicle is required to be titled and:			
7	<ul style="list-style-type: none"> <li>Was last registered/titled in another state, or</li> <li>The vehicle is a motorcycle with an engine size of 300 cc's or more and last registered in another state, or</li> <li>Is a non-titleable motorcycle with an engine size of 500 or more cc's unless proof of a previous VT registration is submitted, or</li> <li>Has a Salvage Title, or</li> </ul>	<ul style="list-style-type: none"> <li>Is registered under "bond", or</li> <li>Is imported from Canada without a Certificate of Origin or a new vehicle information statement, or</li> <li>The title documentation is from another country, or</li> <li>Has a U.S. Government Certificate of Release of Motor Vehicle document.</li> </ul>	
	Verifications completed outside of Vermont must be by motor vehicle officials, or by those personnel authorized by that state to perform VIN verifications. Military personnel may have VIN verifications conducted by the Commanding Officer or Provost Marshal of the military base. Verifications performed out of state must be accompanied by a letter of identification of the verifier on official letterhead.		
8	Application must be signed and dated by owner(s). If signed by an authorized agent, proof of authorization, such as power of attorney, etc. must be submitted. Owner signature certifies liability insurance is in effect for this vehicle pursuant to 23 V.S.A. §800(a).		
<p>In cases where a temporary registration needs to be issued, i.e., supporting documents missing, <del>the</del> owner must be present to sign the authorization for temporary plate</p>			

# **Completing the Vermont Tax & Title Application**

**(Sample Form Follows)**

**PLEASE READ THE INSTRUCTIONS ON THE APPLICATION CAREFULLY.  
IF YOU NEED ASSISTANCE, PLEASE CONTACT THE DEPARTMENT OF  
MOTOR VEHICLES, INFORMATION UNIT AT (802) 828-2000.**



## TITLE & TAX APPLICATION

### Section 1 ~ Type of Vehicle

1	<input type="checkbox"/> PLEASURE CAR [ 19 ] <input type="checkbox"/> TRUCK [ 27 ] <input type="checkbox"/> TRAILER [ 26 ] [ 25 ] <input type="checkbox"/> MOTORCYCLE [ 18 ] <input type="checkbox"/> ATV [ 2 ] <input type="checkbox"/> BUS [ 4 ] [ 5 ] [ 19 ]
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Checkmark the vehicle type.

### Section 2 ~ Description of Vehicle

2	MAKE	MODEL	MODEL YEAR	BODY TYPE	MILEAGE (NO TENTHS)	<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS
SERIAL NUMBER (VIN)				NO OF CYL	VEHICLE IS <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> REBUILT	<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER

Complete this section as follows:

1. **Make:** Enter make Toyota, Honda, Dodge, etc.
2. **Model:** Enter model Prius, Fit, Stealth, etc.
3. **Model Year:** Enter year as shown on MCO, title or previous registration.
4. **Body Type:** Enter body type 2D, 4D, SW, etc.
5. **Meter Reading:** Meter reading must be shown if the vehicle is titleable (15 years old or newer). All meter readings must be in whole numbers **DO NOT INCLUDE TENTHS** and must indicate miles, kilometers or hours if clock meter.

**NOTE: A separate odometer statement must be included for vehicles 9 years old or newer, 16,000 lbs. or less, or self propelled to meet Federal and State odometer disclosure requirements. (See sample form in the Catalog of Forms section).**

6. **Color:** Enter vehicle color but do not use special colors that are often provided by manufacturer. Example: Gray is acceptable. "Stone" is not.

7. **VIN:** (Serial Number) - Enter the entire VIN found on the vehicle. Checkmark the number against the MCO, previous title or other documents.
8. **Cylinders:** Enter the number of cylinders 4, 6, 8.
9. **Vehicle Is:** Checkmark the appropriate box.
  - **New:** Vehicle not previously registered and/or titled in any state.
  - **Used:** Vehicle was previously registered and/or titled anywhere.
  - **Rebuilt:** A vehicle rebuilt from component parts of other vehicles, two or more vehicles combined into a single vehicle, one with a salvage title or equivalent, glider kit (trucks).
10. **Fuel Type:** Checkmark the appropriate box.

**Section 3 ~ Description of Vehicle ~ Other Than Car**

3 TRUCKS (Includes Pick-Up & AGRICULTURE VEHICLES)		TRAILERS		MOTORCYCLE - ATV	
# OF AXLES	EMPTY WEIGHT	EMPTY WEIGHT	LENGTH x WIDTH (FT)	# Wheels	CC's

Complete this section as follows if the vehicle is other than a car:

**NOTE:** Vans may be registered as either pleasure vehicles or trucks. If equipped with permanently mounted rear seats or living/sleeping quarters, they should be registered as a pleasure car. SUV's are registered as pleasure vehicles, unless they have an open bed at rear. SUV's with open beds are registered as trucks.

**Section 3 ~ Trucks – Included Pickups and Agriculture Vehicles**

1. **Empty Weight:** Enter unladen weight of truck only.
2. **Loaded Weight:** Enter total weight of truck, trailer (if one is to be towed), and the heaviest load to be carried. This will be the registered weight of the vehicle or combination of vehicles.
3. **# Of Axles:** Enter total number of axles (including steering axle).
4. **Brake Type:** Checkmark the appropriate box.

### Section 3 ~ Trailer

1. **Empty Weight:** Enter the unladen weight of the trailer only.
2. **Length & Width:** Enter length and width of trailer in feet only.
3. **Weight Of Trailer & Load:** Checkmark the appropriate box.

### Section 3 ~ Motorcycle / ATV / Moped

1. **# Wheels:** Enter number of wheels (2 or 3).
2. **Engine Size:** Enter the engine size by cc. Example: 125cc or 650cc.

### Section 4 ~ Owner(s) Information

4A	OWNER	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	CO-OWNER	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	
Name					Name				
Mailing Address (PO Box or Street)					Mailing Address (PO Box or Street)				
City			State	ZIP	City			State	ZIP
Physical Address (Street)					Physical Address (Street)				
City			State	ZIP	City			State	ZIP
DATE OF BIRTH		IF NAME HAS CHANGED, LIST PREVIOUS NAME			DATE OF BIRTH		IF NAME HAS CHANGED, LIST PREVIOUS NAME		
Phone Number & Email Address									
4B					CHECK ONE BELOW. IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED				
					<input type="checkbox"/> SPOUSES <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS IN COMMON <input type="checkbox"/> PARTNERS (Business) <input type="checkbox"/> TOD (Transfer on Death)				

Complete this section as follows:

1. **Vermont Driver's License Number:** Enter the customer's Driver License or Non-Driver ID number.
2. **Social Security Number:** This is requested information, but is not required.
3. **Gender:** Checkmark the appropriate box.
4. **Name:** Enter the customer's name.
5. **Address:** If the address entered on this application for the owner is different from DMV records, we will consider this a notification of address change. If the mailing address is a Post Office box number, a legal address should be entered. The legal

address should identify the street and city/town or the route name or number and the city or town of residence. If the mailing address contains a RR name or number and the RR box number, the legal address is not required.

- 6. **Date of Birth:** Enter the customer's date of birth. This is a required field.
- 7. **Phone Number and Email Address:** This is requested information, but is not required.

**Section 4B ~ Owner / Co-Owner Relationship**

Complete this section as follows if the vehicle is to be titled in more than one name:

- 1. **Owner / Co-Owner Relationship:** If the vehicle is to be titled in two names or more, you must specify the relationship between the owner and co-owner. Checkmark the appropriate box.

TYPE OF OWNERSHIP	REQUIRED RELATIONSHIP	RIGHT OF SURVIVORSHIP
Tenants By the Entirety	Spouses	Yes
Joint Tenants	None	Yes
Tenants in Common	None	No
Partners	None	Yes
Transfer on Death*	None	Yes
<b>If no box is checked, Joint Tenants will be selected</b>		
* Transfer on Death requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner.		

DEFINITIONS OF OWNER / CO-OWNER RELATIONSHIPS
<ul style="list-style-type: none"> <li>▪ <b>Husband and Wife or Civil Union:</b> This is a sale of a vehicle to a husband and wife or civil union only. If both spouses are alive at the time the vehicle is sold, they both must sign the title to effectively transfer title to the vehicle, unless there is "<b>OR</b>" between the names. If one spouse is deceased, the surviving spouse automatically becomes the sole owner of the vehicle. The deceased spouse's estate is not involved in any ownership of this vehicle.</li> </ul>

## DEFINITIONS OF OWNER / CO-OWNER RELATIONSHIPS

- **Joint Tenants:** Each party owns an undivided interest in the vehicle. If both joint tenants are alive, they both must sign the title to effectively transfer ownership of the vehicle, unless there is "**OR**" between the names. If one joint tenant dies, his or her interest in the vehicle automatically passes to the other joint tenant and not to the heirs of the deceased.
- **Tenants In Common:** Each party owns an undivided interest in the vehicle. If both tenants in common are alive, they both must sign the title to effectively transfer title. ("**OR**" will not be allowed between the names when the application is made.) If one tenant in common dies his or her interest in the vehicle passes to his or her heirs. Sole ownership of the vehicle does not automatically pass to the other tenant in common.
- **Partnership:** If a partnership owns the vehicle, e.g. J & W Chimney Sweeps, title to the vehicle can be transferred by the signature of only one general partner but there are some practical difficulties to consider. In determining the validity of a transfer of partnership property, it may be impossible to tell whether the person executing the title is actually a partner with authority to convey. It is more prudent to require all partners to sign the title. If a partner dies, the partnership is dissolved by law unless a partnership agreement which provides otherwise is in place.
- **DBA "Doing Business As":** The Department does not accept applications completed with a "**DBA**". Any such application will be returned for correction.

## Section 5 ~ Lienholder and Seller Information

<b>5A</b>	NAME OF LIENHOLDER	DATE OF BIRTH (if individual)	<b>5B</b>	NAME OF PERSON/COMPANY VEHICLE ACQUIRED FROM	DATE PURCHASED
MAILING ADDRESS - STREET, CITY, STATE, ZIP CODE			ADDRESS OF PERSON/COMPANY VEHICLE ACQUIRED FROM		
DATE OF LOAN	VT LICENSE NO	IS THERE A SECOND LOAN? IF YES, CHECK BOX & SEND DETAILS	SIGNATURE OF PERSON/COMPANY (AGENT) VEHICLE ACQUIRED FROM		DEALER NUMBER

## Section 5A ~ Lienholder Information

This section must be completed as follows:

1. **Name of Lienholder:** Enter full name of lienholder if the purchaser borrowed money to pay for the vehicle. If there is no lien, enter "**None**".
2. **Date of Birth:** Enter the date of birth of the lienholder **if** the lienholder is an individual.

3. **Mailing Address:** Enter full address of the lienholder.
4. **No Loan:** If there is no loan, checkmark the box.
5. **Date of Loan:** Enter date of the loan.
6. **Vermont License Number:** If applicable, enter the Lienholder's business license number.
7. **Second Lienholder Checkbox:** If there is a second lienholder, checkmark the box and provide the same information (as for the first lienholder) on a separate paper and attach to application when it is submitted.

### Section 5B ~ Seller Information (Vehicle Acquired From)

Complete this section as follows:

1. **Name:** Enter the full name of the person or dealer name from whom the vehicle was purchased.
2. **Date Purchased:** Enter the date the vehicle was purchased.
3. **Address:** Enter the address of the person or dealer name from whom the vehicle was purchased.
4. **Signature:** The signature of seller is **NOT** required if:
  - ◆ A signed bill of sale is submitted.
  - ◆ A previous title or MCO is submitted properly assigned by the dealer.
5. **Dealer Number:** If applicable, enter the dealer's number that was assigned by the Department of Motor Vehicles.

**NOTE: Any person (including dealers) who sells or trades a salvaged, salvaged and rebuilt or totaled motor vehicle must notify the buyer, both verbally and in writing, of this fact according to 23 V.S.A. §2093 (b) and (c).**

**Section 6 ~ Purchase and Use Tax Information**

<b>6A</b>	<b>Tax Calculation</b>	<b>6B</b>	<b>TO CLAIM TAX CREDIT, COMPLETE SECTION 6B</b>			
PURCHASE PRICE	\$	PURCHASER OF OLD VEHICLE				
TAX CREDIT	\$	CITY	STATE	ON (DATE)		
NET TAXABLE COST	\$	YEAR	MAKE	PLATE	TAX EXEMPT #	
TAX (6%)	\$	VIN				
<input type="checkbox"/> Please check here if vehicle was registered/titled out-of-state in your Spouse's <u>or</u> Party to a Civil Union's name only & is now being registered or titled in Your <u>or</u> Party a Civil Union name only, and you were married to each other <u>or</u> were Party to a Civil Union when the tax was paid out-of-state (j)						

This section must be completed as follows:

- ❖ If any transaction is handled by a dealer for a customer, the dealer must collect the purchase and use tax at the time of the sale and forward it to the Department of Motor Vehicles **within 3 business days** along with the application for title and tax and all other required documents and fees.
- ❖ If a customer wishes to handle his or her own paperwork, you should advise the customer to send all fees when applying for registration to avoid a return of the application.
- ❖ If a dealer collects the fees, all fees and documents **MUST** be collected and forwarded **BY THE DEALER within 3 business days.**

1. **Purchase Price:** Enter the purchase price or actual value.
2. **Tax Credit:** Enter the trade-in or other credit, note the following:
  - **Excluding leased vehicles,** credit for trade-in, insurance settlement or private sale is allowable if the vehicle disposed of was registered to the owner (your purchaser) and was sold within three (3) months of the date the new vehicle was purchased. If the credit is claimed for a vehicle registered in another state, you must also enclose a copy of the most recent registration certificate in the name of the owner/purchaser.
  - **Tax Credit Upon Transfer Of Ownership:** Many dealers advise the customer to declare on the registration application that they have sold the vehicle to the dealer (or some other person) to enable the customer to transfer the plates onto the new vehicle purchased. When this is done but the vehicle hasn't actually been sold, the purchaser is forfeiting any tax credit that they might legally get later if the old vehicle is truly sold within 3 months. Once the registration is signed stating the vehicle was sold, no further trade-in credit will be allowed. All three of the following statutes have to be considered together:

- ♦ **23 V.S.A. §321** states, in paraphrase, that in order to transfer registration plates, the owner must first sell or otherwise give up ownership of the previous vehicle.
  - ♦ **23 V.S.A. §2023 (a)** states, in paraphrase, that when you sell a motor vehicle to another person, you must properly assign the title to the purchaser or donee at the same time.
  - ♦ **32 V.S.A. §8902(5)** states, in paraphrase, that a tax credit for a trade-in allowance is permitted if the vehicle is previously or currently owned by the purchaser of the new vehicle **with no change of ownership** since registration.
3. **Net Taxable Cost:** Deduct the trade-in from purchase price and enter difference here as net taxable cost.
- **Taxable Dealer Related Costs:**
    - ♦ The cost of extended warranties and charges for document preparation **shall not** be considered to be a part of a vehicle's purchase price and, therefore, shall not be subject to the tax.
    - ♦ The cost of rust proofing, dealer preparation and delivery **shall be** considered to be a part of a vehicle's purchase price and, therefore, shall be taxable.
4. **Taxes:** Multiply Net Taxable Cost by 6% and enter in this field, but note the following:
- **Non-Leased Vehicles:**

**The maximum tax is as follows:**

    - ♦ For pleasure cars, motor homes and trucks registered to 10,000 pounds the tax rate is 6% and there is no maximum tax.
    - ♦ For all other vehicles the rate is 6% and the maximum tax is not to exceed \$1,850.00
    - ❖ **“Motor Home”** is defined as a new or used pleasure car designed to provide temporary living quarters, built into as an integral part of, or permanently attached to, a self-propelled motor vehicle chassis or van. The vehicle must contain at least four of the following facilities: cooking, refrigeration or ice box, self-contained toilet, heating and/or air conditioning, a portable water supply system including a sink and faucet, separate 110 – 125 volt electrical power supply, and/or an LP gas supply.
  - **Leased Vehicles:**

The Purchase and Use Tax is calculated differently on leased vehicles. The Purchase and Use Tax due is to be calculated on a Purchase and Use Tax Computation – Leased Vehicle form, TA-VD-147, **if the transaction is being processed by a Vermont Dealer**. This form must be completed in full and must accompany the registration application. (See sample form in the Catalog of Forms section).

If the transaction is being completed by any dealer **other** than a Vermont Dealer, which shall include private leasing companies, you **must** submit a copy of the lease contract (agreement) and a copy of the worksheet with the Purchase and Use Tax Computation form and the Registration Application.

**NOTE: A trade-in credit is not allowed towards a leased vehicle.**

▪ **Buy-Out of Leased Vehicle:**

The taxable cost will be the lease end buyout cost or low book value, whichever is greater.

5. **Purchaser of Old Vehicle:** Enter name and address of purchaser of the trade-in or other credit being applied for in (b).
6. **Date:** Enter the date the old vehicle was sold or traded in.
7. **Year / Make / Plate / VIN:** Enter the year and make of the vehicle being traded in or that was sold (being claimed for trade-in credit). Include the plate number and the complete VIN.
8. **Tax Exempt:** If the owner is claiming a tax exception under one of the allowable exceptions, enter the number of the exception here. (Refer to information regarding §8911 for a list of tax exceptions. See Table of Contents for page number.)

**Section 7 ~ Visual Verification of VIN**

<b>7</b>	<b>VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION</b>						
VEHICLE IDENTIFICATION (SERIAL) NUMBER. NO ALTERATIONS OR ERASURES ACCEPTED.					STATE OF REG		
DATE		AT TOWN OR CITY		STATE			
I attest I have been certified to visually verify Vehicle Identification Numbers. I certify the statements herein are true. This declaration is made under penalties of 23 VSA §202 and §203.				AUTHORIZED SIGNATURE		ORGANIZATION	
NCIC <input type="checkbox"/> Y <input type="checkbox"/> N		VINASSIST <input type="checkbox"/> Y <input type="checkbox"/> N		CERTIFICATE NUMBER		PHONE NUMBER	
MILEAGE (NO TENTHS)						<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS	

**NOTE: Any vehicle sold by a Vermont dealer does not require the completion of Section 7 unless the vehicle is a Salvage vehicle or has a foreign title or Canadian registration.**

**Section 8 ~ Signature(s) of Registered Owner(s)**

<b>8</b>	Statements and warrants made herein are certified under penalty of 23 VSA § 202, 203, 2082, 2083 and 32 VSA § 8901-8915	
SIGNATURE (OWNER)	DATE	SIGNATURE (CO-OWNER)

This section must be completed as follows:

1. The application must be signed and dated by the owner(s). If signed by an authorized agent, proof of authorization must be enclosed.

## Section 9 ~ Fees

Complete this section as follows:

<b>9</b>	DO NOT SEND CASH DO NOT WRITE IN SHADED AREA	
Tax	2	
Title	3	
Misc	10	
<b>Total Fees</b>		
Return #	Rater #	

1. **Tax:** Enter amount of tax due from Section 6 line (d).

2. **Title:** Enter title fee if due and lien fee per lien, if applicable.

3. **Miscellaneous:** Enter any other applicable fees.

4. **Total Fees:** Enter total of **ALL** fees.

5. Use one check for fees on each separate registration application. It is recommended that the dealer obtain the customer's check or money order

**made out to the Department of Motor Vehicles** from the purchaser to mail with the application. If for some reason the check is canceled or is drawn on insufficient funds, then the Department will not hold the dealer responsible for the customer's check covering these fees.

**DO NOT SEND CASH!**



# VERMONT TITLE & TAX APPLICATION



**THIS IS NOT AN APPLICATION FOR REGISTRATION  
IF YOU WISH TO REGISTER YOUR VEHICLE, YOU MUST COMPLETE A  
VERMONT REGISTRATION, TAX & TITLE APPLICATION, TA-VD-119**

## OFFICE LOCATIONS

(If applying by mail, send to the Montpelier address)

<b>Bennington</b> Bennington County - Branch Office 120 Depot St Monday - Friday 7:45 am - 4:00 pm	<b>Newport</b> Orleans County - Branch Office 100 Main Street Monday - Friday 7:45 am - 4:00 pm	<b>Springfield</b> Windsor County - Branch Office 100 Mineral St Suite 103 Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm
<b>Dummerston</b> Windham County - Mobile Office AOT District #2 Office Route 5 Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>South Burlington</b> Chittenden County - Branch Office 4 Market Street Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm	<b>Rutland</b> Rutland County - Branch Office 101 State Place Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm
<b>Middlebury</b> Addison County - Mobile Office Court House 7 Mahady Drive Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>St. Albans</b> Franklin County - Mobile Office Elks Club 44 Grice Brook Rd Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>White River Junction</b> Windsor County - Mobile Office VFW 97 S Main St Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours
<b>Montpelier</b> Washington County - Main Office 120 State Street Mon, Tue, Thur, Fri 7:45 am - 4:00 pm, Wed 7:45 am - 6:00 pm	<b>St. Johnsbury</b> Caledonia County - Mobile Office Elks Lodge 118 Western Avenue Visit <a href="http://dmv.vermont.gov">dmv.vermont.gov</a> for hours	<b>802.828.2000</b>  <b>888 99-VERMONT (888-998-3766)</b>  <b>Hearing Impaired Dial 711</b>

[dmv.vermont.gov](http://dmv.vermont.gov)

## TA-VT-28 ~ Vermont Tax & Title Application

### VERMONT LOW EMISSION VEHICLE (LEV) PROGRAM

All new motor vehicles up to 14,000 pounds Gross Vehicle Weight Rating (GVWR) must be California certified in order to be sold and registered in the state of Vermont.

New motor vehicles not certified as California, or 50-state, vehicles cannot be registered in the state of Vermont. LEV Regulations consider any vehicle with less than 7,500 miles on the odometer to be a new vehicle.

Two quick ways to determine if your vehicle qualifies:

1. The Manufacturer Certificate of Origin (MCO) must indicate "Certified for sale in 50 States" or "Certified for sale in California".
2. The label under the hood in the engine compartment must indicate "California certified", EPA 50-State or California-Only vehicle.

"50-State Vehicle: This vehicle conforms to U.S. EPA and California regulations applicable to (the vehicle model year) model-year new motor vehicles."

"California-Only Vehicle: This vehicle conforms to U.S. EPA and California regulations applicable to (the vehicle model year) model-year new motor vehicles introduced into commerce only for sale in California."

Emission statements that **DO NOT** comply:

- This vehicle meets/satisfies Federal emission standards
- This vehicle is certified / legal for sale in 49 states
- This vehicle is certified / legal for sale in 45-states
- No statement

### VERMONT TITLES

Vermont titles only vehicles that are 15 years old or newer based on calendar year. From 1/1/2015 – 12/31/2015 Vermont will title all vehicles with model year 2001 or newer. All Titles (except ATV) = \$33.00, ATV Titles = \$20.00. Lien fee = \$10.00 per loan for all Titles.

The State of Vermont does not issue titles for the following:

- Trailers with empty weight of 1,500 lbs or less
- Motorcycles with engine size smaller than 300 cc's.
- ATV's whose model year is prior to 2004, or customer resides in a non-titling state.
- Motor-driven cycles
- Tractors with a loaded weight of 6,099 lbs. or less
- Road making appliances

### SUPPORTING DOCUMENTS REQUIRED FOR A VERMONT TITLE

**New Vehicles:**

- Manufacturer's Certificate of Origin properly assigned.
- If vehicle was manufactured in Canada, a New Vehicle Information Statement is required.
- Bill of Sale is required for Purchase & Use Tax purposes.
- Odometer Disclosure Statement (Use form TA-VT-05 or have buyer and seller both sign the back of the title, MCO or NVIS)

**Used Vehicles which have been titled:**

- Original previous Certificate of Title assigned to you by all parties on the title and bills of sale as necessary to show complete chain of ownership. All liens must be released.
- Death Certificate and/or probate papers are required when one or more previous owners are deceased.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.

- If registered out of state to the applicant section 7 needs to be completed (see instructions).

- If registered out of state to the applicant, we require proof of tax paid or tax on NADA value will be collected at the time of registration.

**Vehicles from a state that are not eligible for a title:**

- Original or certified copy of the last registration certificate and all bills of sale thereafter. Bill of Sale must contain sufficient information to identify the vehicle including Make, Year, VIN, Purchase Price, Mileage, Signature of Seller and Date of Sale.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.

### MISCELLANEOUS TAX INFORMATION

- Purchase and Use Tax is due at the time of application at the rate of 6% of the purchase price or N.A.D.A. value, whichever is higher, minus the value of any trade-in vehicle or any other allowable credit. DMV does not accept any values determined by online research.
- If you believe that the vehicle's value is less than NADA book value, you may submit a Vermont Dealer Appraisal Form. If submitting a dealer appraisal after application, it must be received within 30 days of the title date to be considered for a refund.
- If you are claiming tax credit for a vehicle registered to you or your spouse out-of-state, please send a copy of the Registration Certificate in your name or your spouse's name and check the box in Section 6B of the application. You may be required to submit legal documentation that you and your spouse were married at the time the tax was paid out-of-state. You must also submit documentation that the tax was paid and the amount of tax paid. Credit will be given for the Purchase and Use or Sales Tax paid on this vehicle to another jurisdiction. If tax paid on an out-of-state registered vehicle was equal to or more than the 6% Vermont tax rate, no additional tax will be due. You may also claim tax credit for a vehicle registered to you for a period of 3 years or more in a jurisdiction that imposes a state sales or use tax on vehicles. You will be required to provide proof the vehicle was indeed registered in a qualifying jurisdiction for at least 3 years.
- Autos, SUV's, Antiques, Exhibits, Motor Homes or Motorcycles 6% of net taxable cost. No maximum tax. Trucks and Off-Highway Tractors registered at the 10,099 lb weight class or less, 6% of net taxable cost. No maximum tax. All other vehicles: 6% of net taxable cost - \$1,850.00 maximum tax.
- A tax credit may be applied towards the tax due at the time of purchase for a vehicle sold within 3 months of the purchase of the vehicle currently being titled. A tax refund may be applied for when a vehicle is sold within 3 months after the registration or titling of a different vehicle.
- Some examples of vehicles exempt from tax: A vehicle owned or leased by a religious or charitable institution, a vehicle transferred to the spouse, mother, father, grandparent or child/grandchild of the donor, a vehicle equipped with altered controls and owned and operated or titled by a permanently disabled person.

# TA-VT-28 ~ Vermont Tax & Title Application

## Odometer Disclosure Statement

Odometer Disclosure Statement must be signed by both the buyer and seller. Failure to complete as requested will result in return for completion.

An Odometer Disclosure Statement must be submitted for vehicles that are nine (9) years old and newer, self-propelled and with a registered weight of 16,000 lbs or less.

Federal and State laws require that the Seller/Lessee disclose the mileage to the Buyer/Lessor in connection with the transfer of ownership. An inaccurate statement, or failure to complete the statement, may result in fines and/or imprisonment, pursuant to Section 409(a) of the Federal Motor Vehicle Information and Cost Savings Act of Public Law 92-513, and pursuant of Vermont's Consumer Fraud Law.

### Section 1 - Vehicle Information

Make	Model	Year	Body Type	Color
<b>Vehicle/Vessel Identification Number</b>				

### Section 2 - Odometer Disclosure

Federal and State law require that you furnish to the buyer a written odometer disclosure statement upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

--	--	--	--	--	--	--	--

Enter odometer reading (no tenths)

I certify that the odometer reading: (check one)

- Reflects the actual mileage.
- Reflects the mileage in excess of the odometer's mechanical limits.
- Is not the actual mileage. **Warning - Odometer Discrepancy**

### Section 3 - Seller/Transferor Information

<b>Seller's name (print last, first, middle initial, or business name)</b>		<b>Seller's Phone Number</b>	
<b>Seller's Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Seller's Signature</b>		<b>Date</b>	

### Section 4 - Buyer Information

<b>Buyer's name (print last, first, middle initial, or business name)</b>		<b>Buyer's Phone Number</b>	
<b>Buyer's Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Buyer's Signature</b>		<b>Date</b>	

Statements and warrants made herein are certified under penalty of 23 V.S.A. Sections 202, 203, 2082 & 3829 (4). If vehicle is jointly owned, only one (1) seller signature is required.

## TA-VT-28 ~ Vermont Tax & Title Application

INSTRUCTIONS																				
<b>1</b>	Choose the <u>one</u> vehicle type that best describes the vehicle for which you are applying for a title.																			
<b>2</b>	Complete the entire section.																			
<b>3</b>	If the vehicle is a Tractor/Truck, or a Trailer in excess of 1,500 lbs., or a Motorcycle with an engine size of 300 cubic centimeters or more, complete appropriate section pertaining to the type of vehicle you are titling.																			
<b>IF NO BOX IS CHECKED, JOINT TENANTS WILL BE SELECTED</b>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">TYPE OF OWNERSHIP</th> <th style="width: 33%;">REQUIRED RELATIONSHIP</th> <th style="width: 33%;">RIGHT OF SURVIVORSHIP</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Spouses</td> <td style="text-align: center;">Spouses</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Joint Tenants</td> <td style="text-align: center;">None</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Tenants in Common</td> <td style="text-align: center;">None</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Partners</td> <td style="text-align: center;">None</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Transfer on Death*</td> <td style="text-align: center;">None</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>			TYPE OF OWNERSHIP	REQUIRED RELATIONSHIP	RIGHT OF SURVIVORSHIP	Spouses	Spouses	Yes	Joint Tenants	None	Yes	Tenants in Common	None	No	Partners	None	Yes	Transfer on Death*	None	Yes
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<b>4A &amp; 4B</b>	<p>Complete owner/co-owner information section. Enter physical address if mailing address is PO Box. If name change is indicated, documentation clearly stating the new name, must accompany this form. "Relationship to owner" is required information if the vehicle is registered and titled in more than one name. You must indicate your choice for rights of survivorship. If no box is checked, Joint Tenants will be selected.</p> <p>*Transfer on Death requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner.</p>																			
<b>5A</b>	Complete if you have a loan on this vehicle. If Lien holder is an individual must include Vermont license number and Date of Birth. If there is a second lien holder, send details.																			
<b>5B</b>	The name and address of the seller and date purchased is information required even if the vehicle has been registered and/or titled to you out-of-state. The signature of seller is required only for dealer transactions or for private sales in lieu of a bill of sale.																			
<b>6A &amp; 6B</b>	<p>Purchase and Use Tax is due at the time of registration and/or title at the rate of 6% (.06) of the purchase price or value NADA value, whichever is greater, minus value of trade-in vehicle or any other allowable credit. If trade occurs out of state, proof of previous registration is required.</p> <ul style="list-style-type: none"> <li>▪ Autos/SUV's/Antiques/Exhibits/Motor Homes or Motorcycles 6% of net taxable cost. No maximum tax. Trucks and Off-Highway Tractors registered at the 10,099 lb. weight or less, 6% of net taxable cost. No maximum tax. All other vehicles will be taxed at 6% of the net taxable cost - \$1,850.00 maximum tax.</li> <li>▪ You may deduct the amount received from the sale of a vehicle last registered in your name, not to exceed the NADA value of the vehicle purchased, provided such sale occurs within three months of the taxable purchase.</li> </ul> <p>A visual verification of the identification number (serial number) of your vehicle is required if the vehicle:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Was last registered/titled in another state, or</li> <li>▪ The vehicle is a motorcycle with an engine size of 300 cc's or more and last registered in another state, or</li> <li>▪ Has a Salvage Title, or</li> <li>▪ Is titled under bond, or</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Is imported from Canada without a Certificate of Origin or a new vehicle information statement, or</li> <li>▪ The title documentation is from another country, or</li> <li>▪ Has a U.S. Government Certificate of Release of Motor Vehicle document.</li> </ul> </td> </tr> </tbody> </table>		<ul style="list-style-type: none"> <li>▪ Was last registered/titled in another state, or</li> <li>▪ The vehicle is a motorcycle with an engine size of 300 cc's or more and last registered in another state, or</li> <li>▪ Has a Salvage Title, or</li> <li>▪ Is titled under bond, or</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is imported from Canada without a Certificate of Origin or a new vehicle information statement, or</li> <li>▪ The title documentation is from another country, or</li> <li>▪ Has a U.S. Government Certificate of Release of Motor Vehicle document.</li> </ul>																
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<b>7</b>	Verifications completed outside of Vermont must be by motor vehicle officials, or by those personnel authorized by that state to perform VIN verifications. Military personnel may have VIN verifications conducted by the Commanding Officer or Provost Marshal of the military base.																			
<b>8</b>	Application must be signed and dated by owner(s). If signed by an authorized agent, proof of authorization, such as power of attorney, etc. must be submitted.																			

# TA-VT-28 ~ Vermont Tax & Title Application

DEPARTMENT USE ONLY - DO NOT WRITE IN SHADED AREAS				Title Brand		<input type="checkbox"/> 231	<input type="checkbox"/> 225	INDEX NUMBER: 2 9				
<b>VERMONT TITLE AND TAX APPLICATION</b> This is a Title application only				<input type="checkbox"/> 232	<input type="checkbox"/> 227	PLATE NUMBER: TITLED						
				<input type="checkbox"/> 233	EXP. DATE:							
<b>1</b>	<input type="checkbox"/> PLEASURE CAR [ 19 ] <input type="checkbox"/> TRAILER [ 26 ] [ 25 ] <input type="checkbox"/> ATV [ 2 ]		<input type="checkbox"/> TRUCK [ 27 ] <input type="checkbox"/> MOTORCYCLE [ 18 ] <input type="checkbox"/> BUS [ 4 ] [ 5 ] [ 19 ]									
<b>2</b>	MAKE	MODEL	MODEL YEAR	BODY TYPE	MILEAGE (NO TENTHS)	<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS						
SERIAL NUMBER (VIN)			NO OF CYL	VEHICLE IS		<input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> REBUILT						
					<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER							
<b>3</b>	TRUCKS (Includes Pick-Up & AGRICULTURE VEHICLES)			TRAILERS		MOTORCYCLE - ATV						
# OF AXLES		EMPTY WEIGHT		EMPTY WEIGHT	LENGTH x WIDTH (FT)	# Wheels	CO's					
<b>4A</b>	OWNER	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	CO-OWNER	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F				
Name					Name							
Mailing Address (PO Box or Street)					Mailing Address (PO Box or Street)							
City			State	ZIP	City			State	ZIP			
Physical Address (Street)					Physical Address (Street)							
City			State	ZIP	City			State	ZIP			
DATE OF BIRTH		IF NAME HAS CHANGED, LIST PREVIOUS NAME			DATE OF BIRTH		IF NAME HAS CHANGED, LIST PREVIOUS NAME					
Phone Number & Email Address												
<b>4B</b>	CHECK ONE BELOW. IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED											
<input type="checkbox"/> SPOUSES <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS IN COMMON <input type="checkbox"/> PARTNERS (Business) <input type="checkbox"/> TOD (Transfer on Death)												
<b>5A</b>	NAME OF LIENHOLDER			DATE OF BIRTH (if individual)		<b>5B</b>	NAME OF PERSON/COMPANY VEHICLE ACQUIRED FROM		DATE PURCHASED			
MAILING ADDRESS - STREET, CITY, STATE, ZIP CODE						ADDRESS OF PERSON/COMPANY VEHICLE ACQUIRED FROM						
DATE OF LOAN		VT LICENSE NO	IS THERE A SECOND LOAN? IF YES, CHECK BOX & SEND DETAILS		SIGNATURE OF PERSON/COMPANY (AGENT) VEHICLE ACQUIRED FROM			DEALER NUMBER				
<b>6A</b>	Tax Calculation		<b>6B</b> TO CLAIM TAX CREDIT, COMPLETE SECTION 6B				<b>9</b> DO NOT SEND CASH DO NOT WRITE IN SHADED AREA					
PURCHASE PRICE		\$	PURCHASER OF OLD VEHICLE		CITY		STATE		ON (DATE)			
TAX CREDIT		\$	YEAR	MAKE	PLATE	TAX EXEMPT #	Tax		2			
NET TAXABLE COST		\$	VIN				Title		3			
TAX (%)		\$								Misc		10
<input type="checkbox"/> Please check here if vehicle was registered/titled out-of-state in your Spouse's or Party to a Civil Union's name only & is now being registered or titled in Your or Party to a Civil Union name only, and you were married to each other or were Party to a Civil Union when the tax was paid out-of-state.												
<b>7</b>	VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION											
VEHICLE IDENTIFICATION (SERIAL) NUMBER. NO ALTERATIONS OR ERASURES ACCEPTED.						STATE OF REG.						
DATE		AT TOWN OR CITY			STATE		Return #		Rate #			
I attest I have been certified to visually verify Vehicle Identification Numbers. I certify the statements herein are true. This declaration is made under penalties of 23 VSA §202 and §263.						AUTHORIZED SIGNATURE						
						ORGANIZATION						
<input type="checkbox"/> NCIC <input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> VINASSIST <input type="checkbox"/> Y <input type="checkbox"/> N		CERTIFICATE NUMBER	PHONE NUMBER		MILEAGE (NO TENTHS)		<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS			
<b>8</b>	Statements and warrants made herein are certified under penalty of 23 VSA § 202, 203, 2082, 2083 and 32 VSA § 8901-8915											
SIGNATURE (OWNER)				DATE		SIGNATURE (CO-OWNER)						

TA-VT-28 5M 10/2014 REB

# TA-VT-28 ~ Vermont Tax & Title Application

DEPARTMENT USE ONLY - DO NOT WRITE IN SHADED AREAS				<b>Title Brand</b>		<input type="checkbox"/> 231 <input type="checkbox"/> 232 <input type="checkbox"/> 233		<input type="checkbox"/> 225 <input type="checkbox"/> 227		INDEX NUMBER: 2 9 PLATE NUMBER: TITLED EXP. DATE:										
<b>VERMONT TITLE AND TAX APPLICATION</b> This is a Title application only																				
<b>1</b>	<input type="checkbox"/> PLEASURE CAR [ 19 ] <input type="checkbox"/> TRAILER [ 26 ] [ 25 ] <input type="checkbox"/> ATV [ 2 ]		<input type="checkbox"/> TRUCK [ 27 ] <input type="checkbox"/> MOTORCYCLE [ 18 ] <input type="checkbox"/> BUS [ 4 ] [ 5 ] [ 19 ]																	
<b>2</b>	MAKE	MODEL	MODEL YEAR	BODY TYPE	MILEAGE (NO TENTHS)	<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS		COLOR												
SERIAL NUMBER (VIN)				NO OF CYL	VEHICLE IS		<input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> REBUILT													
						<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER														
<b>3</b>	TRUCKS (includes Pick-Up & AGRICULTURE VEHICLES)			TRAILERS			MOTORCYCLE - ATV													
# OF AXLES		EMPTY WEIGHT		EMPTY WEIGHT		LENGTH x WIDTH (FT)		# Wheels		CC's										
<b>4A</b>	OWNER			GENDER		CO-OWNER			GENDER											
				<input type="checkbox"/> M <input type="checkbox"/> F					<input type="checkbox"/> M <input type="checkbox"/> F											
Name						Name														
Mailing Address (PO Box or Street)						Mailing Address (PO Box or Street)														
City			State		ZIP		City			State		ZIP								
DATE OF BIRTH						DATE OF BIRTH														
IF NAME HAS CHANGED, LIST PREVIOUS NAME						IF NAME HAS CHANGED, LIST PREVIOUS NAME														
Phone Number & Email Address																				
<b>4B</b>	MUST INDICATE RIGHTS OF SURVIVORSHIP (CHECK ONE BELOW) IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED <input type="checkbox"/> SPOUSES <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS IN COMMON <input type="checkbox"/> PARTNERS (Business) <input type="checkbox"/> TOD (Transfer on Death)																			
<b>5A</b>	NAME OF LIENHOLDER				DATE OF BIRTH (if individual)				<b>5B</b>	NAME OF PERSON/COMPANY VEHICLE ACQUIRED FROM				DATE PURCHASED						
MAILING ADDRESS - STREET, CITY, STATE, ZIP CODE								ADDRESS OF PERSON/COMPANY VEHICLE ACQUIRED FROM												
DATE OF LOAN				VT LICENSE NO				IS THERE A SECOND LOAN? IF YES, CHECK BOX & SEND DETAILS				SIGNATURE OF PERSON/COMPANY (Agent) VEHICLE ACQUIRED FROM				DEALER NUMBER				
<b>6A</b>	Tax Calculation				<b>6B</b>				TO CLAIM TAX CREDIT, COMPLETE SECTION 6B				<b>9</b>				DO NOT SEND CASH DO NOT WRITE IN SHADED AREA			
PURCHASE PRICE		\$		PURCHASER OF OLD VEHICLE				Tax		2										
TAX CREDIT		\$		CITY		STATE		ON (DATE)		Title		3								
NET TAXABLE COST		\$		YEAR		MAKE		PLATE		TAX EXEMPT #		Misc		10						
TAX (%)		\$		VIN								Total Fees								
<input type="checkbox"/> Please check here if vehicle was registered/titled out-of-state in your Spouse's or Party to a Civil Union's name only & is now being registered or titled in Your or Party to a Civil Union name only, and you were married to each other or were Party to a Civil Union when the tax was paid out-of-state.																				
<b>7</b>												Return #				Rate #				
VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION																				
VEHICLE IDENTIFICATION (SERIAL) NUMBER; NO ALTERATIONS OR ERASURES ACCEPTED.								STATE OF REG				ORGANIZATION								
DATE				AT TOWN OR CITY				STATE												
I attest I have been certified to visually verify Vehicle Identification Numbers. I certify the statements herein are true. This declaration is made under penalties of 23 VSA §202 and §263.												AUTHORIZED SIGNATURE								
NCIC		VIN ASSIST		CERTIFICATE NUMBER		PHONE NUMBER		MILEAGE (NO TENTHS)		<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS										
<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N																		
<b>8</b>												Return #				Rate #				
Statements and warrants made herein are certified under penalty of 23 VSA § 202, 203, 2082, 2083 and 32 VSA § 8901-8915																				
SIGNATURE (OWNER)						DATE						SIGNATURE (CO-OWNER)								

**Sample  
Title  
Documents**





Sample Certificates of Title

Sample Certificate of Origin

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

**YOUR COMPANY NAME  
OR  
LOGO TO APPEAR HERE**

DATE \_\_\_\_\_ INVOICE NO. \_\_\_\_\_  
VEHICLE IDENTIFICATION NO. \_\_\_\_\_ YEAR \_\_\_\_\_ MAKE \_\_\_\_\_  
BODY TYPE \_\_\_\_\_ SHIPPING WEIGHT \_\_\_\_\_  
H.P. (S.A.E.) \_\_\_\_\_ G.V.W.R. \_\_\_\_\_ NO. CYLS. \_\_\_\_\_ SERIES OR MODEL \_\_\_\_\_

I, the undersigned authorized representative of the company, firm or corporation named below, hereby certify that the new vehicle described above is the property of the said company, firm or corporation and is transferred on the above date and under the Invoice Number indicated to the following distributor or dealer.

NAME OF DISTRIBUTOR, DEALER, ETC. \_\_\_\_\_

*For additional information on this and other security documents, please call:*  
**MIDWEST BANK NOTE COMPANY**  
46001 FIVE MILE ROAD  
P.O. BOX 701398  
PLYMOUTH, MI 48170-0964  
www.midwestbanknote.com  
TELEPHONE 734-451-2222 FAX 734-451-2249 sales@mwbnote.com

It is further certified that this was the first transfer of such new vehicle in ordinary trade and commerce.

**YOUR COMPANY NAME**

**FACSIMILE SIGNATURE (optional)**

BY: \_\_\_\_\_ (SIGNATURE OF AUTHORIZED REPRESENTATIVE) \_\_\_\_\_ (AGENT)

NUMBERING PREFIX AND NUMBER TO APPEAR HERE \_\_\_\_\_

**CITY, STATE AND ZIP CODE**

\_\_\_\_\_ CITY-STATE \_\_\_\_\_

MIDWEST BANK NOTE COMPANY

# Sample Certificates of Title

	<p>Each undersigned seller certifies to the best of his knowledge, information and belief under penalty of law that the vehicle is new and has not been registered in this or any state at the time of delivery and the vehicle is not subject to any security interests other than those disclosed herein and warrant title to the vehicle.</p> <p style="text-align: center;">FOR VALUE RECEIVED I TRANSFER THE VEHICLE DESCRIBED ON THE FACE OF THIS CERTIFICATE TO:</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 1	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 2	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 3	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
DISTRIBUTION-DEALER ASSIGNMENT NUMBER 4	<p>NAME OF PURCHASER(S) _____</p> <p>ADDRESS _____</p> <p>I certify to the best of my knowledge that the odometer reading is _____ No Tenths</p> <p>DEALER _____ BY: _____</p> <p style="text-align: center;">NAME OF DEALERSHIP      DEALER'S LICENSE NUMBER</p> <p>State of _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>County of _____ Notary Public</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
ODOMETER DISCLOSURE FOR RETAIL SALE	<p>Federal law requires you to state the odometer mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked. Odometer Reading _____ No Tenths.    <input type="checkbox"/> The mileage stated is in excess of its mechanical limits.    <input type="checkbox"/> The odometer reading is not the actual mileage.</p> <p style="text-align: right;"><b>WARNING ODOMETER DISCREPANCY</b></p> <p>Signature(s) of Seller(s) _____ Date of Statement _____ Date of Sale _____</p> <p>Printed Name(s) of Seller(s) _____ Dealer's No. _____ Being duly sworn upon oath says that the statements set forth are true and correct. Subscribed and sworn to me before this _____ day of _____</p> <p>Signature(s) of Purchaser(s) _____ State of _____ Notary Public</p> <p>Printed Name(s) of Purchaser(s) _____ County of _____</p> <p>Address of Purchaser(s) _____</p> <p style="text-align: center;">USE NOTARIZATION ONLY IF REQUIRED IN TITLING JURISDICTION</p>
LIENHOLDER	<p>1st lien in favor of _____</p> <p>whose address is _____</p> <p>2nd lien in favor of _____</p> <p>whose address is _____</p>

# Sample Certificates of Title

## Sample of the most recent Certificate of Title (2013)

CERTIFICATE OF TITLE						
VERMONT DEPARTMENT OF MOTOR VEHICLES						
VEHICLE IDENTIFICATION No (VIN/HIN) [REDACTED]		YEAR 12	MAKE CHRY	MODEL 300	ODOMETER* 24296 MLS 24296 MLS	
AXLES	FUEL GAS	CYL 06	NEW/USED USED	OWNERSHIP	BODY/HULL 4D	WEIGHT/LENGTH
N0813 Mailing Address Ref: 0605145204020 RBS CITIZENS, NA PO BOX 255587 SACRAMENTO CA 95865				DATE PURCHASED 05/22/14	DATE TITLED 06/05/14	
				TITLE No: <u>0605145204020</u>		
				ASSIGNMENT OF TITLE NUMBER VALIDATES THIS CERTIFICATE *A = EXCEEDS MECHANICAL LIMITS B = ODOMETER DISCREPANCY		
Owner(s) Name(s) and Address NEWTON, KEVIN PAUL 1286 RT 1 S WICKESBURY, VT 05753				Title Brands		
<b>VOID</b>						
FIRST LIENHOLDER Name & Address of Lien Holder 1 RBS CITIZENS, NA PO BOX 255587 SACRAMENTO, CA 95865			Date of Lien 1 05/22/14	SECOND LIENHOLDER Name & Address of Lien Holder 2 Date of Lien 2		
RELEASE OF LIEN(S) The Lienholder on the Vehicle/Vessel/Snowmobile Described on this Certificate Does Hereby State that the Lien is Released						
_____ FIRST LIEN HOLDER			BY	_____ SIGNATURE OF AUTHORIZED AGENT	DATE	
_____ SECOND LIEN HOLDER			BY	_____ SIGNATURE OF AUTHORIZED AGENT	DATE	
[Signature]				Control Number <b>E 130705</b>		
TA-VT-01 07/2013 200M-MTC				 		
ALTERATION OR ERASURE VOIDS THIS TITLE.				KEEP IN SAFE PLACE		
<b>VOID IF ALTERED</b>						



Sample Certificates of Title

**CERTIFICATE OF TITLE**

SAMPLE

RELEASE OF LIENS		
(FIRST LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL/ SNOWMOBILE IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE
(SECOND LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL/ SNOWMOBILE IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE

  
TA-VT-01(d) 200M 06/2009 MTC

VOID IF ALTERED

# Sample Certificates of Title

**WARNING:** Federal and State law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**ANY FALSE STATEMENT IS A CRIMINAL OFFENSE  
ANY CHANGE OR ERASURE WILL VOID THIS TITLE.**

Any Signature on this Document is affixed under Penalties of 23 V.S.A. SECTIONS 2082, 2083 & 3829.

**(1) ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.  
**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**(2) RE-ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.  
**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**(3) RE-ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.  
**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**(4) LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)**

LIENHOLDER'S NAME \_\_\_\_\_ ODOMETER \_\_\_\_\_ LIEN DATE \_\_\_\_\_  
 Lienholder's address \_\_\_\_\_ Zip \_\_\_\_\_ CONTROL NUMBER \_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_

B0000119

Sample Certificates of Title

Sample of Certificate of Title (2006 – 2008)

**CERTIFICATE OF TITLE**

[REDACTED]

SAMPLE

RELEASE OF LIENS		
(FIRST LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL/SNOWMOBILE IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE
(SECOND LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL/SNOWMOBILE IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE

A - THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS  
B - THE ODOMETER READING IS NOT THE ACTUAL MILEAGE  
R - RESULT

THIS CERTIFICATE IS PRIMA FACIE EVIDENCE OF OWNERSHIP PURSUANT TO VERMONT STATUTES.



THE VEHICLE/VESSEL/SNOWMOBILE DESCRIBED ABOVE IS SUBJECT TO THE LIENS ENUMERATED, IF ANY, BASED ON THE RECORDS ON FILE.

TA-VT-01(d) 250M 01/06 JMB

VOID IF ALTERED

# Sample Certificates of Title

**WARNING:** Federal and State law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**ANY FALSE STATEMENT IS A CRIMINAL OFFENSE. ANY CHANGE OR ERASURE WILL VOID THIS TITLE.**

Any Signature on this Document is affixed under Penalties of 23 V.S.A. SECTIONS 2082, 2083 & 3829.

**(1) ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle/vessel/snowmobile described in this title was transferred to (PRINT):

Name(s) \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_  
 Address \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ (NO TENTHS) and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

**(2) RE-ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle/vessel/snowmobile described in this title was transferred to (PRINT):

Name(s) \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_  
 Address \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ (NO TENTHS) and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

**(3) RE-ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle/vessel/snowmobile described in this title was transferred to (PRINT):

Name(s) \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_  
 Address \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ (NO TENTHS) and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

**(4) LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)**

LIENHOLDER'S NAME \_\_\_\_\_ ODOMETER \_\_\_\_\_ LIEN DATE \_\_\_\_\_  
 Lienholder's address \_\_\_\_\_ Zip \_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_

CONTROL NUMBER

4442205 44422056

Sample of Certificate of Title (2000 – 2005)

Sample Certificates of Title

**CERTIFICATE OF TITLE**

**STATE OF VERMONT DEPARTMENT OF MOTOR VEHICLES**

VEHICLE/HULL IDENTIFICATION NO. <b>5TBBT44191S217645</b>			YEAR <b>01</b>	MAKE <b>TOYT</b>	BODY/HULL TYPE <b>PK</b>	MODEL LINE <b>TK</b>	WEIGHT/LENGTH <b>04366</b>
AX-LES <b>2</b>	FUEL <b>GAS</b>	NO. CYL. <b>08</b>	NEW/USED <b>NEW</b>	DATE PURCHASED <b>08/22/01</b>	METER READING <b>496 MLS</b>		OWNERSHIP
DATE TITLED <b>09/14/01</b>		TITLE NO. <b>0914014102045</b>		ASSIGNMENT OF TITLE NO. VALIDATES THIS CERTIFICATE.			

NAME(S) & ADDRESS(ES) OF VEHICLE/VESSEL OWNER(S)

FIRST LIENHOLDER NAME & ADDRESS: **NONE**      DATE OF 1st LIEN:

SECOND LIENHOLDER NAME & ADDRESS:      DATE OF 2nd LIEN:

RELEASE OF LIENS

(FIRST LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE
(SECOND LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE

A = THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS  
 B = THE ODOMETER READING IS NOT THE ACTUAL MILEAGE

THIS CERTIFICATE IS PRIMA FACIE EVIDENCE OF OWNERSHIP PURSUANT TO VERMONT STATUTES.

THE VEHICLE/VESSEL DESCRIBED ABOVE IS SUBJECT TO THE LIENS ENUMERATED, IF ANY, BASED ON THE RECORDS ON FILE.

TA-VT-01(D) 220M 07/00 MAS

**VOID IF ALTERED**

# Sample Certificates of Title

**WARNING:** Federal and State law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**ANY FALSE STATEMENT IS A CRIMINAL OFFENSE  
ANY CHANGE OR ERASURE WILL VOID THIS TITLE.**

Any Signature on this Document is affixed under Penalties of 23 V.S.A. SECTIONS 2082, 2083 & 3829.

### (1) ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

#### ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.

**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

### (2) RE-ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

#### ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

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I certify that the odometer reading is not the actual mileage.

**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

### (3) RE-ASSIGNMENT OF OWNERSHIP

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

#### ODOMETER DISCLOSURE STATEMENT

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

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I certify that the odometer reading is not the actual mileage.

**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

### (4) LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)

LIENHOLDER'S NAME \_\_\_\_\_ ODOMETER \_\_\_\_\_ LIEN DATE \_\_\_\_\_  
Lienholder's address \_\_\_\_\_ Zip \_\_\_\_\_ CONTROL NUMBER  
Applicant's Signature \_\_\_\_\_ **A3648154**

Sample Certificates of Title

Sample of Certificate of Title (1999)

**CERTIFICATE OF TITLE**

**STATE OF VERMONT DEPARTMENT OF MOTOR VEHICLES**

VEHICLE/HULL IDENTIFICATION NO. JM1GD2249J1576308			YEAR 88	MAKE MAZD	BODY/HULL TYPE 4D	MODEL LINE 626	WEIGHT/LENGTH
AX-LES	FUEL GAS	NO. CYL. 04	NEW/USED USED	DATE PURCHASED 10/23/00	METER READING 162581 MLS		OWNERSHIP
DATE TITLED 11/02/00		TITLE NO. 1102004103004		ASSIGNMENT OF TITLE NO. VALIDATES THIS CERTIFICATE.			

NAME(S) & ADDRESS(ES) OF VEHICLE/VESSEL OWNER(S)

VOID

FIRST LIENHOLDER NAME & ADDRESS: NONE      DATE OF 1st LIEN:

SECOND LIENHOLDER NAME & ADDRESS:      DATE OF 2nd LIEN:

RELEASE OF LIENS

(FIRST LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE
(SECOND LIEN) INTEREST IN THE ABOVE DESCRIBED VEHICLE/VESSEL IS HEREBY RELEASED	AUTHORIZED SIGNATURE	DATE

A = THE MILEAGE STATED IS IN EXCESS OF ITS MECHANICAL LIMITS  
 B = THE ODOMETER READING IS NOT THE ACTUAL MILEAGE

THIS CERTIFICATE IS PRIMA FACIE EVIDENCE OF OWNERSHIP PURSUANT TO VERMONT STATUTES.

THE VEHICLE/VESSEL DESCRIBED ABOVE IS SUBJECT TO THE LIENS ENUMERATED, IF ANY, BASED ON THE RECORDS ON FILE.

TA-VT-01(D) 210M 07/99 GBN

VOID IF ALTERED

# Sample Certificates of Title

**WARNING:** Federal and State law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**ANY FALSE STATEMENT IS A CRIMINAL OFFENSE**  
**ANY CHANGE OR ERASURE WILL VOID THIS TITLE.**

Any Signature on this Document is affixed under Penalties of 23 V.S.A. SECTIONS 2082, 2083 & 3829.

**(1) ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.  
**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**(2) RE-ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.  
**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**(3) RE-ASSIGNMENT OF OWNERSHIP**

The undersigned hereby certifies that the vehicle described in this title was transferred to **(PRINT)**:

Name(s) \_\_\_\_\_  
 Address \_\_\_\_\_ Zip \_\_\_\_\_ Date of Sale \_\_\_\_\_

**ODOMETER DISCLOSURE STATEMENT**

I state that the odometer now reads \_\_\_\_\_ **(NO TENTHS)** and to the best of my knowledge that it reflects the actual mileage of the vehicle unless one of the following statements is checked:

I certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer exceeded 99,999 and started at zero again.)

I certify that the odometer reading is not the actual mileage.  
**WARNING-ODOMETER DISCREPANCY**

Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Seller's signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature(s) of buyer(s) \_\_\_\_\_ Date \_\_\_\_\_

---

**(4) LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)**

LIENHOLDER'S NAME \_\_\_\_\_ ODOMETER \_\_\_\_\_ LIEN DATE \_\_\_\_\_  
 Lienholder's address \_\_\_\_\_ Zip \_\_\_\_\_ CONTROL NUMBER \_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_

# **Catalog of Forms**



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**\*These forms cannot be copied.** All other forms can be duplicated. It is recommended that forms be ordered monthly so that you can maintain a stock of necessary forms and that they will be the most current ones.

**Ordering  
Information  
and  
Order Form**



## ORDERING INFORMATION

1. Information regarding supply ordering may be obtained by calling the Motor Vehicle Stockroom, (802) 828-2090, Monday through Friday, except holidays, from 1:00 p.m. to 3:00 p.m. **NO ORDERS WILL BE TAKEN OVER THE TELEPHONE.**
2. All orders must be submitted in **duplicate** on Department of Motor Vehicles Order Form # TA-VG-17b. (Page 136).
3. All order forms must contain the name, complete mailing address, including zip code, and telephone number of the dealer.
4. All orders will be mailed via the United States Postal Service, Fourth Class Mail, unless the order form is marked "**will pick up**".
5. All orders must be submitted **in advance**. Generally orders will be prepared within 24 hours of receipt.
6. All orders not mailed, may be picked up Monday through Friday, except holidays, from 7:45 a.m. to 4:00 p.m. at the Motor Vehicle Stockroom, 120 State Street (basement), Montpelier, VT.

## How To Complete Your Order Form

1. Enter name, complete mailing address, including zip code, and telephone number on the order form. Complete the order form in duplicate as one copy will be used as a packing slip and/or mailing label.
2. Enter the order number, the name of each item to be ordered, the number of units requested, and the total number of forms to be ordered. Orders of less than one unit, or including fractions of units, will be rounded to the nearest whole unit. The number of units for each form is given in the Table of Contents. **Example:** 1 Unit of the Registration, Tax and Title Application equals 50 forms.
3. Mail **both** copies of the order form to the Agency of Transportation, Department of Motor Vehicles, Attention: Stockroom, 120 State Street, Montpelier, VT 05603-0001.
4. Allow 24 hours, from receipt of your order by the Department of Motor Vehicles for preparation of your order. If picking up your order, you may wish to contact the Motor vehicle Stockroom at (802) 828-2090, to check the status of your order.
5. It is recommended that **all** forms be ordered on a monthly basis.

**NOTE: Temporary plates, temporary plate applications, Intransit Permit plates, and Intransit Permit Applications are not available through the Stockroom, and must be requested separately. This request, with the proper fee of \$3.00 per plate, should be mailed to the Agency of Transportation, Department of Motor Vehicles, Attention: Dealer Clerk, 120 State Street, Montpelier, VT 05603-0001.**

**If you have any questions regarding procedures for ordering temporary plates, please call the Commercial Vehicle Operations Unit, Dealer Clerk at (802) 828-2038 for assistance.**



## TA-VG-17b ~ Supply Order Form

### INSTRUCTIONS FOR COMPLETING FORM

You may submit your completed form by email: [DMV-Stockroom@state.vt.us](mailto:DMV-Stockroom@state.vt.us)

It is imperative that you provide current forms to your customers. Old forms may be obsolete or contain incorrect information and will very likely cause delays in issuing a registration to the customer. If you find that most of your current stock is obsolete, please request new stock and destroy old stock when new stock is received. Most DMV forms are ordered on an annual basis. To determine whether the form you have is obsolete, use the following rule of thumb:

Current Year = 2013      Obsolete forms = All forms 2011 and older.

**Please Note:** Anyone picking up metal plates or form # TA-VT-05a, Registered Owner's Assignment/Dealer's Reassignment of Title to a Motor Vehicle/Vessel/ Snowmobile/ATV will be required to show current photo ID.

Requestor/Dealer will complete the TA-VG-17b - Supply Order Form as follows:

1. Requestor/Dealer Name
2. Date (Date form completed by requestor/dealer)
3. Requestor/Dealer Address (Street, City, State, Zip)
4. Requestor/Dealer Phone Number
5. Dealer Number
6. Requestor/Dealer Email Address
7. Form Number:
  - The DMV form number is indicated on the bottom left hand corner on front of most forms (ex. TA-VG-17b (d) 5M 04/2013 REB). This is the form's "history line". The form number is the beginning alphanumeric series (TA-VG-17b). The next alpha character indicates whether the form is a form that is used directly by our customers ('d'), or only used in-house ('i'). The quantity ordered is the third alphanumeric series (5M). The fourth numeric series indicates the month and year of the last time the form was ordered/revised (04/2013). The final sequence indicates the initials of the individual who processed the last order (REB).
8. Description of Item/Name of form (usually indicated at the top of the form, i.e. "Supply Order Form").
  - For Dealers participating in metal plate program, when ordering plates, indicate "Metal plates" and the type of plates you wish to receive, i.e. Auto or Truck.
9. Quantity, indicate the total number of each item you wish to receive. This number is per item not per lot, except metal plates, which are ordered by sets.
  - For Dealers participating in metal plate program, when ordering plates, indicate the number of each type of plate you wish to receive.
  - Metal plates must be ordered in multiples of 25 sets.
10. For all orders, check one of the following:
  - Will pick up. Date: \_\_\_\_\_ (Metal plate orders require a 4-day lead time. Lead-time applies only to dealers participating in the metal plate program who are ordering metal plates.) Bring a copy of the form previously faxed to the stockroom when you come to pick up your order.
  - Please mail (does not apply to metal plates issued to Dealers; plates must be picked up).

**Registration**

,

**Tax & Title**

**Forms**







## TA-VD-16 ~ Replacement Plate Application

**\*\*This form cannot be copied.\*\***

Your application and fee for a replacement number plate as described on reverse have been received. You should receive the replacement plate within 60 days. Authority is hereby granted for the operation and inspection of your vehicle, with one plate attached to the rear of your vehicle, for a period of 60 days from the date on reverse. Carry this document with your registration certificate. This document can only be used while your registration is valid.

If the address on this application is different from the address on Department records, this application will be considered a notice of address change and your address will be changed on all of your DMV records.

# TA-VD-17 ~ Special Plate Application

**\*\*This form cannot be copied.\*\***



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

dmv.vermont.gov

## SPECIAL PLATE APPLICATION

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
Toll Free: 888-99-VERMONT  
TTD: 711

If you are requesting a Conservation Plate please use form TA-VD-154. For Building bright futures plate please use form TA-VD-102.  
**SEE REVERSE SIDE FOR INSTRUCTIONS AND RESTRICTIONS**

<b>1</b>	Owner Name: Last		First		Middle	
Mailing Address (Where You Get Your Mail)			City:	State:	Zip:	
Email Address:				Phone Number:		
Vermont Driver License/Permit No.				Current VT Plate No.		
Make:		Model:		Year:		
VIN #:						

The fee for a special (Vanity) plate is \$45.00 Your annual renewal cost will increase by \$45.00 per year.

<b>2</b>	Choice See instructions for restrictions.						
First Choice							
Second Choice							
Third Choice							

**EXAMPLE**

First Choice	*	A	*	B	*	C	
Second Choice	*	C	A	T	2	1	*
Third Choice	M	Y	*	N	A	M	E

STATEMENTS AND WARRANT MADE HEREIN ARE CERTIFIED UNDER PENALTY OF 23 V.S.A. § 202 & 203.

Signature of Registrant:		Date:	
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PLEASE SUBMIT BOTH COPIES TO DMV ~ DO NOT SEPARATE

Department Only Section									
Audit Line:									
Rater No.		Special Plate #		Exp. Date		/			
Vehicle Type		Style		Code		Temp Issued			

**NOTE: THIS IS NOT A VALID DOCUMENT UNTIL YOUR REQUEST IS APPROVED.**

## TA-VD-17 ~ Special Plate Application

**\*\*This form cannot be copied.\*\***

### INSTRUCTIONS

1. Complete sections 1 and 2 of the application. If the application is not properly completed, it will be returned to you. All information must be printed in ink or typed.
2. Application must be signed by the registered owner. Signature must be in ink.
3. A combination of letters, numbers or spaces may be used. No more than two (2) numbers are allowed in combination with letters. The Department considers "O" to be a number (zero). Dots, dashes or other special characters or symbols cannot be used. The plate cannot begin with the letter "Z". A single letter plate is acceptable; however, the letter cannot be an "I", "J", "O" or "Z". Use asterisks (\*) to indicate spaces where desired. If no asterisks (\*) are used, the characters will be centered on the plate.
4. A maximum of seven (7) characters may be used.  
**EXCEPTIONS:**
  - a. Moped, motorcycle and small trailer plates are limited to maximum of (6) characters.
  - b. Handicapped plates are limited to a maximum of five (5) characters.
  - c. Antique and Exhibit plates are limited to a maximum of four (4) characters.
5. If the vehicle indicated in Section 1 is currently registered in Vermont, only the Special Plate fee of \$45.00 is due (or \$90.00 if you had registered your vehicle for 2 years). If the vehicle is not currently registered in Vermont, complete a Registration, Tax and Title Application (TV-VD-119). Submit all correct fees for registration, in addition to the \$45.00 Special Plate fee (\$90.00 if you are registering your vehicle for 2 years) and this application.
6. Special plates are issued under the following conditions:
  - a. No prior request has been received for the same combination.
  - b. For any vehicle type except dealer, transporter, Veteran and service & safety organizations.
  - c. A separate application must be made for plates for each vehicle.
  - d. Vanity number plates, whether new or renewed, shall be issued in any combination or succession of numerals and letters, provided the total of the numbers and letters on any plate taken together does not exceed seven, and further provided the requested combination of letters and numerals does not duplicate or resemble a regular issue registration plate.
  - e. The Commissioner may revoke any plate described in this subsection and shall not issue plates with combinations of letters or numbers that objectively, in any language:
    - Combinations of letters or numbers that in any language, are vulgar, scatological, or obscene, or constitute racial or ethnic epithets
    - Combinations of letters or numbers that is suggestive of, in any language, breast, genitalia, pubic area, or buttocks or relate to sexual or eliminatory functions. Additionally, "69" formats are prohibited unless used in combination with the vehicle make, for example, "69 CHEV."
    - Combinations of letters or numbers that are suggestive of, in any language, to:
      - i. Any illicit drug, narcotic, intoxicant, or related paraphernalia;
      - ii. The sale, the user, or the purveyor of such substance;
      - iii. The physiological state produced by such a substance.
    - Combinations of letters or numbers that refer, in any language, to a race, religion, color, deity, ethnic heritage, gender, sexual orientation, disability status, or political affiliation. However, a combination of letters or numbers that is a generally accepted reference to a race or ethnic heritage, for example, "IRISH" may be issued.
    - Combinations of letters or numbers that suggest, in any language, suggest a government or governmental agency.
    - Combinations of letters or numbers that form, in any language, slang term, abbreviation, phonetic spelling, or mirror image of a word described in the restrictions above.
  - In addition, the Commissioner of Motor Vehicles has the authority to revoke such plates should they be issued in error.
7. A Vehicle not displaying a valid VT Inspection sticker must be inspected within 15 days of registration. You may use the temporary registration to have your vehicles inspected.
8. Delivery of Special Plates may take up to 30 days from date of application.

## TA-VD-27 ~ Manufacturer's Statement of Origin to a Homemade/Rebuilt Motor Vehicle

 <b>VERMONT</b>	State of Vermont <b>DEPARTMENT OF MOTOR VEHICLES</b> 120 State Street Montpelier, VT 05603-0001	www.dmv.vermont.gov [Phone] 802-828-2000 [TTD] 800-253-0191
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### MANUFACTURER'S STATEMENT OF ORIGIN TO A HOMEMADE/REBUILT MOTOR VEHICLE

**DATE:** \_\_\_\_\_  
**OWNER:** \_\_\_\_\_ **Vermont License/PID #** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

MAKE	MODEL	YEAR	BODY TYPE	IF TRUCK OR COMMERCIAL VEHICLE:	
				GROSS WEIGHT	UNLADEN WEIGHT
<b>VEHICLE IDENTIFICATION NO.</b>			<b>MOTORCYCLE ENG. SIZE</b>	<b>ENGINE ID NO.</b>	
			CC		

The manufacturer certifies that the vehicle was assembled from parts owned by said manufacturer.  
 NOTE: The manufacturer may be the owner, a corporation or a third party.

Date of manufacture: \_\_\_\_\_ Manufacturer Telephone #: \_\_\_\_\_  
 Name of Manufacturer: \_\_\_\_\_ Manufacturer's Address: \_\_\_\_\_

Signature of Owner or Authorized Agent: \_\_\_\_\_

Federal and State law require that the Seller/Lessor disclose the mileage to the Buyer/Lessee in connection with the transfer of ownership. An inaccurate statement or failure to complete statement may result in fines and/or imprisonment pursuant to Section 409(a) of the Federal Motor Vehicle Information and Cost Savings Act of Public Law 92-513, and pursuant of Vermont's Consumer Fraud Law. The Federal Truth in Mileage Act applies to vehicles which are:

1. Self propelled
2. Registered weight 16,000 lbs. or less.
3. Model year 9 years old or newer.

Registration for all covered vehicles must be accompanied by an Odometer Disclosure Statement. This statement must be signed by both buyer and seller and must describe vehicle, give odometer reading and state whether it is actual mileage, exceeds mechanical limits or is not actual mileage.

I, \_\_\_\_\_ state that the odometer mileage indicated on the vehicle described below is \_\_\_\_\_ miles/kilometers and I hereby certify, to the best of my knowledge that (check applicable statement below):

- \_\_\_\_\_ (1) The odometer reading is the actual mileage.
- \_\_\_\_\_ (2) The odometer reading reflects the amount of mileage in excess of its mechanical limits.
- \_\_\_\_\_ (3) The odometer reading is not actual mileage. **WARNING - ODOMETER DISCREPANCY.**

Seller's Name (printed) \_\_\_\_\_ Seller's Address \_\_\_\_\_

Seller's Signature \_\_\_\_\_

Buyer's Name (printed) \_\_\_\_\_ Buyer's Address \_\_\_\_\_

Buyer's Signature \_\_\_\_\_

Date of this Statement \_\_\_\_\_

**NOTE:** If the vehicle is leased, the back of this form must be completed.

TA-VD-27 2T 5/04 VC

Internet Address: [HTTP://dmv.vermont.gov](http://dmv.vermont.gov)

**TA-VD-27 ~ Manufacturer's Statement of Origin to a  
Homemade/Rebuilt Motor Vehicle**

**Complete only if vehicle is leased.**

**Lessee's Name (printed):** \_\_\_\_\_

**Lessee's Address:** \_\_\_\_\_

**Lessee's Signature:** \_\_\_\_\_

**Lessor's Name (printed):** \_\_\_\_\_

**Lessor's Address:** \_\_\_\_\_

**Lessor's Signature:** \_\_\_\_\_

**Date of this Statement:** \_\_\_\_\_

**Date Disclosure Form Sent to Lessee:** \_\_\_\_\_

**Date Completed Disclosure Form Received from Lessee:** \_\_\_\_\_

# TA-VD-32 ~ Intransit Permit Application

\*\*This form cannot be copied.\*\*

		<b>INTRANSIT PERMIT APPLICATION</b>		120 State Street Montpelier, Vermont 05603-0001 Phone: 802-828-2000 Toll Free: 888-99VERMONT dmV.vermont.gov	
PURCHASER'S NAME				DATE OF BIRTH	
PURCHASER'S ADDRESS				STATE OR PROVINCE OF DESTINATION	
PURCHASER'S CITY OR TOWN			PURCHASER'S STATE	PURCHASER'S ZIP CODE	
DRIVER LICENSE NUMBER				JURISDICTION LICENSED IN	
VEHICLE MAKE	YEAR	VIN			
I CERTIFY that the vehicle is being taken out of state for registration purposes, the information contained herein is true and correct, and that the vehicle described above is properly equipped and in good mechanical condition. This declaration is made under penalties of 23 VSA §202 and §203.					DATE ISSUED
SIGNATURE OF PURCHASER OR AUTHORIZED AGENT (AUTHORIZED AGENT MUST SUBMIT AUTHORIZATION LETTER)					
					VOID DATE
ISSUING AGENCY OR DEALER NAME		DEALER NUMBER	PLATE NUMBER ISSUED		
<b>VALID FOR 30 DAYS FROM THE DATE OF ISSUE</b>		Dealer Sale Fee = \$5.00 Private Sale Fee = \$3.00 331.e	AUDIT LINE:		
TA-VD-32(d) WEB 10/2013 REV      WHITE - DMV COPY      YELLOW - PERMIT CERTIFICATE      PINK - SELLER'S COPY					

1. Mail or bring the application to the Department of Motor Vehicles.
2. A copy of the Bill of Sale or the title signed off to the purchaser is required.
3. The permit is only valid for travel to State or Province of Destination, as listed on application.
4. Only the Purchaser, or the authorized agent, may apply for this permit.
5. The Seller must retain the pink copy for their records.
6. This permit can not be renewed nor another permit issued for the same vehicle.
7. THIS PERMIT IS VALID FOR 30 DAYS FROM THE DATE OF ISSUE.
8. The fee for a permit if purchased by a dealer is \$5.00. The fee for a permit if purchased in a private sale is \$3.00.

TA-VD-115 ~ Certificate of Qualification for Trade-In Allowance



CERTIFICATE OF QUALIFICATION FOR TAX CREDIT or REFUND

DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000
dmv.vermont.gov

This form must be completed before a refund or tax credit is processed.
In order to be eligible for a tax credit or refund, the sale must have occurred within three months of the taxable purchase and the vehicle SOLD must have a common name on registration and title as the newly registered vehicle.

PROVIDE THE FOLLOWING INFORMATION ABOUT THE VEHICLE WHICH YOU HAVE SOLD:

The registration/plate number of the vehicle sold: (If the vehicle is not registered in Vermont, submit a copy of the registration from the jurisdiction in which the vehicle was registered.)

Registered owner(s) of the vehicle you sold:

Address:

Make of the vehicle sold: Model year of the vehicle sold:

VIN number of the vehicle sold:

Amount the vehicle was sold for: Date the vehicle was sold:

Purchaser (or insurance company) to whom the vehicle was sold:

Buyer's Name (printed):

Buyer's Address:

PROVIDE THE FOLLOWING INFORMATION ABOUT THE NEW VEHICLE WHICH YOU HAVE PURCHASED:

The Vermont registration/plate number issued to the vehicle you purchased:

Current registered owner of the vehicle you purchased:

Date the vehicle was purchased: Vehicle Purchase Price:

Make of vehicle purchased: Model year of the vehicle purchased:

VIN number of the vehicle purchased:

NOTE: This form must be mailed to: Department of Motor Vehicles, 120 State St., Montpelier, VT 05603-0001.

I certify that the statements herein are true. This declaration is made under the penalties of 23 V.S.A. Section 202, 203 and 32 V.S.A. Section 8910.

Signature

Date

TA-VD-115 (d) 5M 10/13 CAY

# TA-VD-120 ~ Disabled Parking Placard Application

\*\*This form cannot be copied.\*\*



## Disabled Parking Placard Application

DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05603-0001  
☎ 802.828.2000  
Toll Free 1.888.99.VERMONT  
TTY 711

dmv.vermont.gov

- This certifies that the individual/organization whose name appears below has been issued a Disabled Parking Placard as specified under 23 V.S.A. §304a of Vermont Statutes Annotated.
  - This certifies that the non-profit organization whose name appears below has been issued a (Volunteer Driver) Disabled Parking Placard as specified under 23 V.S.A. §304a of Vermont Statutes Annotated.
- ↔ PLEASE NOTE: THE PLACARD MAY ONLY BE USED (DISPLAYED) WHEN THE VEHICLE IS PARKED ↔

Name _____		
Street _____		
City _____	State _____	Zip _____

The person named on this application must be with the vehicle at the time the placard is used.  
Return to DMV when no longer needed.

Placard Type	<input type="checkbox"/> Blue (4 years) <input type="checkbox"/> Orange (No Expiration)	Expires	Year	Month
			Y    Y	M    M

▶▶ PLEASE DO NOT DETACH THE ABOVE CARD      ▶▶ PLEASE COMPLETE BOTH SECTIONS OF THIS FORM

Name: Last: _____	First: _____	Middle: _____
A. _____		
Mailing Address (Where You Get Your Mail): _____	City: _____	State: _____ Zip: _____
Physical Address-DO NOT GIVE PO or Private Box: _____		
City: _____	State: _____	Zip: _____
B. _____		
Social Security Number: _____	Date of Birth (MM/DD/YYYY): _____	Vermont Driver License/Permit No.: _____
C. Have you filed a medical form with the department within the last four (4) years? <input type="checkbox"/> Yes <input type="checkbox"/> No (See instruction #4 on back)		
D. Federal ID Number (Organizations only)**: _____ - _____		
E. Type of Placard (Non-profit organizations only):	<input type="checkbox"/> Disabled Parking Placard	<input type="checkbox"/> Disabled Parking Placard ~ Volunteer Driver
F. How many Placards are you requesting?	<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Organization (indicate how many) _____
G. Complete this section for a Replacement Parking Placard only.	Previous Parking Placard Number: _____	
	My previous placard was (check-mark one):	<input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed

I make this application under provisions of 23 V.S.A. §304a and §202 and I am aware of the limitations of the use of this Parking Placard.

Signature of Authorized Agent/Applicant: _____	Date: _____
Title (Organizations Only): _____	

DEPARTMENT USE ONLY SECTION - DO NOT WRITE IN THIS AREA						Audit Line:		
PID #	Old Placard #	New Placard #	Old Placard Expiration	New Placard Expiration	YY	/	MM	
Rater #:					YY	/	MM	
<input type="checkbox"/> Create (225)	<input type="checkbox"/> Name Change (231)	<input type="checkbox"/> Address Change (232)	<input type="checkbox"/> Change VIN (452)	<input type="checkbox"/> Change Placard Number (455)	<input type="checkbox"/> Renewal (475)			

**TA-VD-120 ~ Disabled Parking Placard Application**  
**\*\*This form cannot be copied.\*\***

## TA-VD-120 ~ Disabled Parking Placard Application

**\*\*This form cannot be copied.\*\***

The Vermont law entitled "Gasoline Service to Disabled Persons", enables a motor vehicle operator with a disability who has been issued a Disabled Registration Plate and/or a Disabled Parking Placard under Vermont law (23 V.S.A. §304a) or the laws of any other state, to receive the following:

- a. Full Service by a gasoline station attendant. This means that an attendant at a gasoline station or convenience store which sells gasoline, must dispense gasoline at the request of a disabled person who is driving a motor vehicle with a Disabled Registration Plate or Placard.
- b. Gasoline at the self-service price. If an attendant has been required to dispense gasoline at the request of the disabled operator, and the station offers self-service at a lower rate, the operator is to be charged the lower self-service price. NOTE: Neither of the above rights apply to self-service gas stations or convenience stores which are operated by a single (sole) employee. These stations/stores are exempt from the requirements of the law. All gasoline stations and convenience stores which sell gasoline are required to prominently display the international symbol of disability access in order to notify patrons of the availability of the services. (Dispensing of gasoline at the self-service price on behalf of a registered motor vehicle operator who is disabled.)

23 V.S.A. §304a Definitions. Excerpts as used in this subchapter:

- a.
  1. "Ambulatory handicap" means an impairment which prevents or impedes walking.
  2. "Blind" means the visual impairment of an individual whose central visual acuity does not exceed 20/200 in the better eye with corrective lenses or whose visual acuity, if better than 20/200, is accompanied by a limit to the field of vision in the better eye to such a degree that its widest diameter subtends an angle of no greater than 20 degrees.
- b.
  1. Upon application for a special registration plate or removable windshield placard, the commissioner shall send a form prescribed by him or her to the applicant to be signed and returned by a licensed physician. The commissioner shall file the form for future reference and issue the placard or plate. A new application shall be submitted every four years in the case of placards and at every third registration renewal for plates but in no case greater than every four years. When a licensed physician has previously certified to the commissioner that an applicant's condition is both permanent and stable, a special registration plate or placard need not be renewed.
- c.
  3. The Plate is mounted or the placard displayed as provided by the law of the jurisdiction where the vehicle is registered.

**NOTICE:** If you have not previously reported your physical condition to this department, this application may result in your being required to submit a Driver Medical Evaluation report. Failure to submit the report when required will result in the suspension of your operator's license until the report is submitted. Further, upon review of the report it may be necessary to restrict or suspend your license.

**Additional information about 'Volunteer Driver Disabled Parking Placards':** On a form prescribed by the commissioner, a nonprofit organization, who is registered with the Secretary of State, that provides volunteer drivers to transport persons who have an ambulatory disability or are blind may apply to the commissioner for a placard. These placards are marked "volunteer driver." The organization will ensure proper use of placards and maintain an accurate and complete record of the volunteer drivers to whom the placards are given by the organization. Placards must be returned to the organization when the volunteer driver is no longer performing that service. Abuse of the privileges provided by the placards may result in the privileges being revoked and the placards repossessed by the commissioner. Revocation may occur only after suitable notice and opportunity for a hearing. Hearings shall be held in accordance with § 105-107 of Title 23.

### INSTRUCTIONS:

1. Do not detach any portion of this form.
2. Individuals are limited to two (2) Disabled Parking Placards.
3. **ORGANIZATIONS ONLY** - Complete Sections A, C, D Complete F, if applicable.
4. **INDIVIDUALS ONLY** - Complete Sections A, B, C and F. Complete D if applicable. This application must be accompanied by a completed Medical Form, TA-VS-113, unless a medical has been filed with this department within the last four years.
5. **REPLACEMENTS ONLY** - Complete sections from above and complete section F. No medical required for replacement placards.
6. Applications must be signed and dated. If signing for an organization, please give your official title.
7. **IF YOUR REQUEST IS DENIED, YOU MAY APPEAL, IN WRITING, TO THE COMMISSIONER OF MOTOR VEHICLES.**
8. If your name has changed, provide us with your prior name in the space labeled 'Former Name'.
9. If the address given differs from what appears on our records, this application will be considered a notification of change of address.  
If you have a complaint or questions regarding the "Gasoline Service to Disabled Persons" law, please contact: **Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT 05633. Phone - Voice & TDD: (802) 828-2480 or (800) 416-2010.**
10. A **nonprofit organization** that provides volunteer drivers to transport persons who have an ambulatory disability or are blind may apply to the Commissioner for a 'Disabled Parking Placard - Volunteer Driver' (see relevant information supplied in the box above).
11. **PLEASE NOTE: THE PLACARD MAY ONLY BE USED (DISPLAYED) WHEN THE VEHICLE IS PARKED.**



**TA-VD-127 ~ Dealer Report of Sale – Temporary Registration**

**\*\*This form cannot be copied.\*\***

**STATUTORY REQUIREMENTS**

Title 23, Section 467

**Failure of dealer to report purchase and sale of vehicles.**

On a form prescribed by the commissioner, a dealer shall send the reports of sale to the commissioner upon the sale and relative to his or her sale or exchange of new or secondhand motor vehicles, return to the commissioner number plates coming into his or her possession through the sale or exchange of a motor vehicle, the registration of which has expired under the provisions of section 321 of this title.

In addition to the above, federal law requires a dealer to state the odometer mileage upon transfer of ownership. An inaccurate or untruthful statement may make the dealer liable for damages and for civil and criminal penalties under state and federal laws.

**TA-VD-145 ~ Leased Motor Vehicle Excess Wear and Tear /  
Excess Mileage Tax Collection Form – \*\*This form cannot be copied.\*\***



STATE OF VERMONT  
AGENCY OF TRANSPORTATION  
DEPARTMENT OF MOTOR VEHICLES  
120 STATE STREET, MONTPELIER, VT 05603-0001



**LEASED MOTOR VEHICLE  
EXCESS WEAR AND TEAR/EXCESS MILEAGE TAX COLLECTION FORM**

The following are additional taxes that were collected as a result of the amount charged at the end of a motor vehicle lease contract for excess wear and tear and/or excess mileage:

VEHICLE INFORMATION:				
Make	Model	Year	VIN	Plate No.
LESSEE INFORMATION:				
Name	Date of Birth		License No. (if available)	
Street Address				
City, State, Zip Code				
LESSOR INFORMATION:				
Name				Dealer Number
Street Address				
City, State, Zip Code				
TAX INFORMATION:				
Charges for excess wear and tear and/or excess mileage				\$
x 6% (or the tax rate in effect on the date the dealer made the charge)				\$
Total amount of tax collected				\$

The total amount of tax collected as a result of excess wear and tear and/or excess mileage must be submitted to this Department.

Statements and warrants made herein are certified under penalty of 23 V.S.A. § 202 and 32 V.S.A. § 8901 - 8915.

\_\_\_\_\_  
Signature of Lessee                      Date                      Signature of Lessor                      Date

White Copy - DMV    Yellow Copy - Lessor    Pink Copy - Lessee

TA-VD-145(d) 5T 06/03 TLG

Telecommunications Relay Service TTY/TDD 1-800-253-0191 ♦ WWW.DMV.STATE.VT.US





# TA-VL-15 ~ Duplicate / Corrected Registration / License or Learner Permit



## Duplicate/Corrected Registration/License or Learner Permit

DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
dmv.vermont.gov

<b>1</b>	Name: Last First Middle		
Address Where You Get Your Mail (mailing address) <small>Include Street Number and Name (if PO or Private Box, also fill in "Address Where You Live" below)</small>			City: State: Zip:
Physical Address (Address Where You Live) <small>DO NOT GIVE PO or Private Box. Physical Address Will Be Printed On Your License</small>			City: State: Zip:
Social Security Number:		Date of Birth (mm/dd/yyyy):	Place of Birth (City, State & Country):
<small>The disclosure of your social security or federal identification number is mandatory, as solicited by the authority granted by 42 U.S.C. § 3405(c)(2)(C) and/or 666(a)(13) and will be used by the Department of Motor Vehicles in the administration of motor vehicle, tax and child support laws, to identify individuals affected by such laws.</small>			
Daytime phone number		E-mail address	
Vermont Driver License/Permit No.		Expiration date of previous license or permit	
Check if the above is a change to: <input type="checkbox"/> Mailing address <input type="checkbox"/> Physical address Is the above a change of address for voting purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>2</b>	<input type="checkbox"/> Check if name has changed <small>Name changes must be processed in person and include proper documentation.</small> Name on last license (first, middle, last)		
<b>3</b>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Eye Color:	Height: Weight: EDL? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If "Yes" also complete form TA-VL-11</small>
<b>4</b>	<input type="checkbox"/> Duplicate / Corrected License = \$15.00 <input type="checkbox"/> Duplicate / Corrected Learner Permit = \$17.00 <input type="checkbox"/> Convert to Enhanced Driver's License (EDL) = \$25.00 <input type="checkbox"/> Duplicate / Corrected EDL = \$40.00 (\$15.00 + \$25.00) <input type="checkbox"/> Address Change Only = \$0.00 <input type="checkbox"/> Photo <input type="checkbox"/> Non Photo (see instructions)		
<b>5</b>	<input type="checkbox"/> Duplicate/Corrected Registration <small>ATV \$5.00, Snowmobile \$5.00, Boats \$2.00, all other \$15.00</small> <b>My Registration Has Been:</b> <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Needs Correction <input type="checkbox"/> Destroyed <input type="checkbox"/> Stickers Needed <input type="checkbox"/> New Decal Needed VT PLATE #: _____ BODY: _____ MAKE: _____ MODEL: _____ YEAR: _____ COLOR: _____ VEHICLE ID (VIN, HIN or SERIAL NUMBER): _____		
<b>6</b>	<input type="checkbox"/> <small>if you have leased vehicles and your name or address has changed you MUST check the box &amp; list plate numbers issued to each leased vehicle.</small>		
<b>7</b>	Do you now have a valid license from another State/Province/Territory? If yes, where is it from? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
<b>8</b>	Is your privilege to operate suspended, revoked, recalled or refused in any state? If yes, give details on an attached page. <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
<b>9</b>	Do you wish to be, or continue to be, registered as an organ & tissue donor? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
<b>10</b>	If you are a veteran of the U.S. Armed Forces, do you want "VETERAN" printed on your license? NOTE: If yes, form # TA-VL-24 (Application for U.S. Veteran Designator) must also be completed. <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>		
<b>11</b>	<small>I CERTIFY that at the time of this request the duplicate for which I am applying (License, Learner Permit, and/or Registration) is not under suspension or revocation for any reason. My signature on this form is certification that the information on this application is true and that both the signature and photo are those belonging to said applicant. The statements and warrants made herein are certified under penalties of 23 V.S.A. Section 202.</small>		
SIGNATURE OF APPLICANT:		DATE:	
Department Use Only		AUDIT LINE:	
PID	<input type="checkbox"/> PRINT (270)	<input type="checkbox"/> 452 <input type="checkbox"/> 454	DUP / COR LIC 23
EXP:	<input type="checkbox"/> NAME CHG (231)	<input type="checkbox"/> NNL PHOTO = A	DRIVER'S LIC 18
Plate #	<input type="checkbox"/> DOB CHG (231)	270 CODE: <input type="checkbox"/> L <input type="checkbox"/> S <input type="checkbox"/> D	EDL 33
Type:	<input type="checkbox"/> MISC CHG (231)	490 CODE: <input type="checkbox"/> C <input type="checkbox"/> P <input type="checkbox"/> NNR	DUP/COR REG 08
EXP	POB SEX EYE HT WGT	ENDORSEMENT: <input type="checkbox"/> M <input type="checkbox"/> B <input type="checkbox"/> V	DUP/COR SNO 38
	<input type="checkbox"/> MAIL ADDRESS (232)	<input type="checkbox"/> REST: _____	DUP/COR BOAT 37
	<input type="checkbox"/> SSN# CHG (232)	<input type="checkbox"/> JR to SR (234) <input type="checkbox"/> DOC LOC	Total
	<input type="checkbox"/> PHYSICAL ADD (233)	<input type="checkbox"/> PDPS Rater #	
	ADD CHG DEL		

TA-VL-15 10M 04/2014 MLD

# TA-VL-15 ~ Duplicate / Corrected Registration / License or Learner Permit

## INSTRUCTIONS

**Enhanced Driver License or Enhanced Learner Permit (EDL)** – requires completion of form TA-VL-11 ENHANCED LICENSE/ID APPLICATION in addition to this form. EDL fee is \$25.00 in addition to any other fees due. DO NOT use this form for CDL.

Requesting a duplicate by mail will result in the issuance of a Non-Real ID compliant card, **UNLESS** you visited an office **after 01/01/2014 and became Real ID certified.**

### Section 1

- THIS SECTION MUST BE COMPLETED IN FULL OR THIS APPLICATION WILL BE RETURNED TO YOU.
- If date of birth given differs from what appears on our records, identification documentation as listed in section 4 is required.
- **If the address given differs from what appears on our records, this will be considered a notification of change of address for all your records.** You are required to notify DMV within 30 days of any change in your mailing address, legal name or physical residence.

Physical address is the street and house number where you actually live (required if mailing address is a PO Box). **Your Physical address will appear on your license.**

- If place of birth given differs from what appears on our records, a copy of your birth certificate is required.

### Section 2

- This section must be completed if name has changed. Name Changes must be processed in person.
- An individual name change will require an original or certified copy of a marriage license/certificate, civil union certificate or court order clearly stating the new name. A change of company name on a registration will require a change of name certification from the office of Secretary of State.

### Section 3

- This section must be completed if request is for a duplicate or corrected license.

### Section 4

- This section must be completed if request is for a duplicate license or learner's permit, or to change a regular license to a photo license.
- You can request a duplicate photo through the mail only if your last License/Permit photo was taken in the last 8 years.
- Proof of identity must be submitted when a duplicate license/learner's permit is applied for in person. You must present the required documents from each of these four categories.
  1. **Identity and date of birth.** Each applicant is required to show documentary proof of identity and date and place of birth. Proof of identity shall be **one (1) source document** from the following list. Documents must contain the full name and date of birth and must be verifiable, i.e., we must be able to contact the issuing agency to determine the authenticity of the document.
    - Valid, unexpired U.S. passport.
    - Certified copy of a birth certificate filed with a State Office of Vital Statistics or equivalent agency in the individual's State of birth.
    - Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350 or FS-545.
    - Valid, unexpired Permanent Resident Card (Form I-551) issued by DHS or USCIS.
    - Unexpired employment authorization document (EAD) issued by DHS, Form I-766 or Form I-688B.
    - Unexpired foreign passport with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the United States.
    - Certificate of Naturalization issued by DHS, Form N-550 or Form N-570.
    - Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS.
  2. **Lawful status in the United States.** The documents required for proof of identity and date of birth will also establish lawful status in the United States, provided the Vermont DMV is able to authenticate and verify the documents under existing and available verification systems. The Vermont DMV uses a U.S. Department of Homeland Security program known as Systematic Alien Verification for Entitlements (SAVE) to electronically verify immigration documents issued by the U.S. Department of Homeland Security or U.S. Citizenship and Immigration Services.
  3. **Social Security number.** The Vermont DMV must verify your SSN. Your name and date of birth will be verified with the Social Security Administration at the time of your application, through Social Security Online Verification (SSOLV). To document your SSN, present one of the following documents that contain your current name.
    - Your Social Security card
    - W-2 form
    - Social Security Administration 1099 form
    - Non-Social Security Administration 1099 form
    - Pay stub with your name and Social Security number on it
  4. **Vermont residency and current residential address.** You must present **two documents** that include your name and current Vermont residential address that demonstrate residency in the state of Vermont.

### Section 5

- This section must be completed if request is for a **duplicate or corrected registration.**

### Section 6

- This section must be completed if you have **leased vehicles**, and there has been a change to your name or address.

### Sections 7 & 8

- These questions must be answered or this application will be returned to you

### Sections 9 & 10

- These questions must be answered if you wish to be an Organ Donor **OR** if you are a veteran of the U.S. Armed Forces and you want "VETERAN" printed on your license. If either question is NOT answered DMV will assume the answer to be "No".

### Section 11

- Sign and date

TA-VL-15 10M 04/2014 MLD

TA-VN-20 ~ Title / MCO Alteration Statement



TITLE/MCO ALTERATION STATEMENT

DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
888.99.VERMONT  
dmv.vermont.gov

ALTERATION STATEMENT FOR TITLE/SECURE BILL OF SALE/MCO/ODOMETER STATEMENT

**To be completed by the individual(s) who made the alteration(s)**

Title Number:		Year:				
Make:		Model:		Body/Hull Type:		
VIN/HIN:		Mileage:		<input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS		

I certify that I made the following error in Section \_\_\_\_\_ of the Title/Secure Bill of Sale/MC or Odometer Statement.

Explanation of error/alteration in detail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that the statements made herein are true. This declaration is made under penalties of 23 V.S.A. Section 202, 203, 2082, 2083, 3829 and 32 V.S.A. Sections 8901 - 8915.

Signature of individual who made the alteration(s)	Date
Signature of individual who made the alteration(s)	Date

**TA-VS-113 ~ Universal Medical Evaluation / Progress Report**



State of Vermont  
**DEPARTMENT OF MOTOR VEHICLES**  
 120 STATE STREET  
 Montpelier, VT 05603-0001

dmv.vermont.gov  
 [Phone] 802.828.2000  
 [Fax] 802.828.2098  
 [TDD] 800.253.0191

**UNIVERSAL MEDICAL EVALUATION/PROGRESS REPORT**

**\*\*THIS EVALUATION MUST BE COMPLETED IN FULL OR IT WILL BE RETURNED\*\***

ANY MEDICAL CHARGES INCURRED ARE THE RESPONSIBILITY OF THE PATIENT

**PLEASE INDICATE REASON FOR THE EVALUATION**

Complete Sections A, B, D & E if you are selecting one of the four reasons below. See front and back of form.

- |  |   |
|--|---|
| <input type="checkbox"/> Applying for a Vermont License/Permit | <input type="checkbox"/> Department Request           |
| <input type="checkbox"/> School Bus Endorsement (Type II)      | <input type="checkbox"/> New/Update Medical Condition |

Complete ALL Sections if requesting a **DISABLED PLACARD OR PLATES**. See front and back of form.

- |  |
|--|
| <input type="checkbox"/> Disabled Parking Placard (must be accompanied by a Disabled Parking Placard Application ~ TA-VD-120)  |
| <input type="checkbox"/> Disabled Parking Plate (must be accompanied by a Registration, Tax and Title Application ~ TA-VD-119) |

\*\*A NOTE TO PARKING PLACARD APPLICANTS: THE INFORMATION IN THIS MEDICAL MAY BE CONSIDERED IN DETERMINING YOUR LICENSE STATUS\*\*

**SECTION A - TO BE COMPLETED BY APPLICANT**

<b>PATIENT'S NAME:</b>			
		Street / Road / Box Number	
<b>PATIENT'S MAILING ADDRESS:</b>			
		City / State / Zip Code	
Physical Address – If Different From Mailing Address			
<b>GENDER:</b>	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<b>CHECK-MARK THE APPROPRIATE BOX IF THE ABOVE IS A CHANGE TO YOUR:</b>	<input type="checkbox"/> MAILING ADDRESS <input type="checkbox"/> PHYSICAL ADDRESS
<b>DATE OF BIRTH</b>	<b>SOCIAL SECURITY NUMBER</b>	<b>VT DRIVER LICENSE/ID NUMBER (If Applicable)</b>	
/  /	-  -		
<b>IF THIS IS A NAME CHANGE, LIST FORMER NAME:</b>			
I CERTIFY THAT THE INFORMATION CONTAINED ABOVE IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. STATEMENTS AND WARRANTS HEREIN ARE CERTIFIED UNDER PENALTY OF 23 VSA §202 & §203.			
<b>&gt; APPLICANT'S SIGNATURE:</b>			

**SECTIONS B, C, D & E – TO BE COMPLETED BY MEDICAL EXAMINER**

**SECTION B**

- Patient has been under my care for \_\_\_\_\_ years.
- Check-mark any/all of the following conditions that apply:
 

<input type="checkbox"/> SEIZURES	<input type="checkbox"/> CANCER	<input type="checkbox"/> SPINAL INJURY	<input type="checkbox"/> HYPERTENSION
<input type="checkbox"/> DIABETES	<input type="checkbox"/> COPD	<input type="checkbox"/> ARTHRITIS/DEGENERATIVE JOINT DISEASE	
<input type="checkbox"/> AMPUTATION: ARM: <input type="checkbox"/> Left <input type="checkbox"/> Right LEG: <input type="checkbox"/> Left <input type="checkbox"/> Right Describe cause and extent (example: at elbow, below knee) of amputation: _____	<input type="checkbox"/> PERMANENT DISABILITY/ CONDITION: Specify: _____ _____	<input type="checkbox"/> PSYCHIATRIC DISORDER: Specify: _____ _____	
- Blood pressure reading is required for **all school bus driver medicals**.  
 For other licensed drivers, only indicate if a medical condition exists.
 

<b>Systolic:</b>		<b>Diastolic:</b>	
------------------	--	-------------------	--

<b>DEPARTMENT USE ONLY SECTION</b>		<b>MEDICAL DATE: mm/dd/yy</b>	
<b>RATER #:</b>	<b>TRANSACTION TYPE:</b>	/  /	
	<input type="checkbox"/> ADD <input type="checkbox"/> UPDATE	<input type="checkbox"/> A - SCHOOL BUS <input type="checkbox"/> B - NOT STABLE	<input type="checkbox"/> D - STABLE
		<b>CURRENT YEAR</b>	<b>CURRENT MONTH</b>

TA-VS-113(6) 10M 2013 CAY



# TA-VT-03 ~ Application for Assignment of Vehicle Identification Number



State of Vermont  
 DEPARTMENT OF MOTOR VEHICLES  
 120 State Street  
 Montpelier, VT 05603-0001

dmv.vermont.gov  
 [Phone] 802-828-2000  
 [Fax] 802-828-2098  
 [TTD] 800-253-0191

## APPLICATION FOR ASSIGNMENT OF VEHICLE IDENTIFICATION NUMBER

SEE INSTRUCTIONS ON NEXT PAGE

<b>OWNER'S NAME (Last, First, Middle)</b>					
<b>MAILING ADDRESS (Street, City or Town, State, Zip Code)</b>					
<b>OWNER'S PHYSICAL ADDRESS (If different from Mailing Address)</b>					
<b>OWNER'S DATE OF BIRTH</b>		<b>GENDER</b>		<b>HOME PHONE</b>	
<input type="checkbox"/> Male <input type="checkbox"/> Female					
<b>CO-OWNER'S NAME</b>			<b>CO-OWNER'S DATE OF BIRTH</b>		<b>GENDER</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female					
<b>CO-OWNER'S MAILING ADDRESS (Street, City or Town, State, Zip Code)</b>					
<b>MAKE</b>	<b>MODEL</b>	<b>YEAR</b>	<b>BODY TYPE</b>	<b>TRK/TRL EMPTY WEIGHT</b>	<b>COLOR</b>
<b>VEHICLE IDENTIFICATION NUMBER</b>					
<b>CURRENT ODOMETER READING (No Tenths) (Check One)</b>			<b>THE MILEAGE SHOWN IS (Check One):</b>		
<input type="checkbox"/> Miles <input type="checkbox"/> Hours <input type="checkbox"/> Kilometers			<input type="checkbox"/> Actual Mileage <input type="checkbox"/> Mileage Exceeds Its Mechanical Limits <input type="checkbox"/> Not Actual Mileage – Indicate actual numeric reading.		

I CERTIFY that I am the owner of the vehicle described above and said vehicle has no Vehicle Identification Number because:

- 1. **NUMBER DESTROYED/REMOVED** – Explanation: \_\_\_\_\_
  
- 2. **VEHICLE WAS SALVAGED** – Include Salvage Title. If not available, explain below. Note: If Salvage Title is not available, it will be necessary to bond the vehicle.  
 Explanation: \_\_\_\_\_
  
- 3. **VEHICLE HOMEMADE** – Include Bills of Sale for all components and/or Title if, applicable, or application will be returned.
- 4. **VEHICLE REBUILT FROM COMPONENT PARTS** – Include Title and Bills of Sale for components.
- 5. **OTHER** – Explain: \_\_\_\_\_

The owner certifies that this vehicle is properly equipped and in good mechanical condition. This declaration is made under penalties of 23 VSA §202, §203 and §2082.

<b>SIGNATURE OF OWNER</b>	<b>DATE</b>	<b>SIGNATURE OF CO-OWNER</b>	<b>DATE</b>

CONTINUED ON NEXT PAGE

FOR DEPARTMENT USE ONLY:					
<b>DATE ISSUED:</b>	<b>PLATE #</b>	<b>TYPE</b>	<b>EXPIRES</b>	<b>HIDDEN VIN</b>	<b>VT ASSIGNED VIN</b>
<b>SIGNATURE OF INSPECTOR</b>			<b>CERT #</b>	<b>DATE</b>	<b>RATER #</b>



# TA-VT-04 ~ Affidavit of Loss of Certificate of Title and Application for Duplicate



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

dmv.vermont.gov

## Duplicate Title Application

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
Toll Free: 888-99-VERMONT  
TTD: 711

Vehicle/Vessel Data:					
Plate/Registration #	Plate Expiration Date	Vehicle/Vessel Make	Vehicle/Vessel Year	Vessel Length	Body/Hull Type
				ft. in.	
Vehicle/Vessel Identification Number					
Odometer Reading (Vehicles only)		I certify that the odometer reading: (check one)			
<input type="checkbox"/> Miles <input type="checkbox"/> KM <input type="checkbox"/> Hours		<input type="checkbox"/> Reflects the actual mileage <input type="checkbox"/> Reflects the amount of mileage in excess of its mechanical limits (A) <input type="checkbox"/> Is NOT the actual mileage - <b>WARNING ODOMETER DISCREPANCY (B)</b>			
Current Titled Owner/Lessor:					
VT License/ID Number	Last Name	First Name	Middle Initial		
Mailing Address of Current Titled Owner/Lessor:		Street/Road/Box	City	State	Zip
Daytime Phone number		<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	Email Address		
Current Titled Co-Owner:					
VT License/ID Number	Last Name	First Name	Middle Initial		
Mailing Address of Current Titled Owner/Lessor:		Street/Road/Box	City	State	Zip
Type of Ownership: (Check one)					
Type of Ownership	Relationship	Right of Survivorship	Type of Ownership	Relationship	Right of Survivorship
<input type="checkbox"/> Tenants By the Entirety	Spouses	Yes	<input type="checkbox"/> Partners	None	Yes
<input type="checkbox"/> Joint Tenants	None	Yes	<input type="checkbox"/> Transfer on Death	None	Yes
<input type="checkbox"/> Tenants in Common	None	No			
Mail Duplicate To:					
Note: If a lien is still in effect, duplicate Title will be mailed to the lienholder.					
Name					
Mailing Address		City	State	Zip	
Lienholder:					
Note: Duplicate title will be mailed to lienholder; if no lienholder exists duplicate title will be mailed to the owner/lessor unless otherwise specified above.					
Name:				Date of Birth (if an individual):	
Address:					
Declaration:					
I HEREBY CERTIFY that the original Certificate of Title to the motor vehicle/vessel/ATV/snowmobile described above is:					
<input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> DESTROYED <input type="checkbox"/> MUTILATED <input type="checkbox"/> ILLEGIBLE					
Is this a salvaged, totaled or rebuilt vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, check the appropriate box: <input type="checkbox"/> SALVAGED <input type="checkbox"/> TOTALED <input type="checkbox"/> REBUILT					
Signatures:					
Note: ALL owners are required to sign for a duplicate title.					
THE UNDERSIGNED HEREBY applies for a duplicate Certificate of Title and certifies that the information contained herein is true and correct. These declarations are made under penalties of 23 VSA §202, §203, §2082 & §3829.					
Signature of Current Titled Owner		Signature of Current Titled Co-Owner		Date	
Signature of Lienholder (if lien still in effect) <b>NOTE: This does not constitute a lien release!</b>				Date	

Motor Vehicle Titles = \$33.00

Vessel, ATV and Snowmobile Titles = \$20.00

TA-VT-04 10M 10/2013 REB - WEB

## TA-VT-04 ~ Affidavit of Loss of Certificate of Title and Application for Duplicate

This form cannot be used to add or remove liens; instead you will need to use form TA-VT-19 to add liens. A lien release is needed to remove liens.

Any mutilated or illegible certificate MUST accompany this form. If your Title Certificate has any erasures or alterations, a Title Alteration Statement (form TA-VN-20) is required, explaining why the erasures/alterations were made. If a title accompanies this form and you wish to have the new title sent to an address other than what is listed on the current title please enclose a self-addressed envelope.

Vermont only titles vehicles that are 15 years old or newer based on calendar year. For example, from 01/01/2013 through 12/31/2013, Vermont will title vehicles with model year 1999 or newer.

### Fees:

- Motor Vehicle Titles = \$33.00
- Vessel, ATV and Snowmobile Titles = \$20.00

The State of Vermont does not issue titles for the following:

- Trailers with empty weight of 1,500 lbs or less
  - Motorcycles with engine size smaller than 300 cc's.
  - ATV's and Snowmobiles whose model year is prior to 2004, or customer resides in a non-titling state.
  - Motor-driven cycles
  - Tractors with a loaded weight of 6,099 lbs. or less
  - Road making appliances
  - Vehicles that are more than 15 years old
1. Complete ALL of the areas that apply. **IMPORTANT:** Make, year, body/hull type, vessel length (Boat/Vessel), Odometer Reading (categorized as miles, kilometers or hours), motor Vehicle/Vessel Identification Number, name and address of owner(s), relationship, declaration and signature(s) of owner(s) and lien holder(s) (if applicable) are **REQUIRED** information on this form. Should any of the required information be omitted, the application will be returned to you.
  2. If any liens were shown on the face of the original title, please do one of the following:
    - a. For each lien on the original title submit a lien release on the lien holder's letterhead including make, model, year, vessel length (Boat/Vessel), Vehicle/Vessel identification number, owner's name and signature of lien holder, or submit form TA-VT-08 (Lien Release).
    - b. If liens are still in effect, only the lien holder may apply for a duplicate and **MUST** sign this application.
  3. **ALL owners are required to sign for a duplicate title.** If there are more than 2 owners, additional applications need to be completed.
  4. Type of Ownership is required information if the vehicle is titled in more than one name.

Type of Ownership	Required Relationship	Right of Survivorship
Tenants By the Entirety	Spouses	Yes
Joint Tenants	None	Yes
Tenants in Common	None	No
Partners	None	Yes
Transfer on Death	None	Yes

# TA-VT-05 ~ Bill of Sale and Odometer Disclosure Statement



## Bill of Sale and Odometer Disclosure Statement

DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
dmv.vermont.gov

**If the vehicle being sold is 9 years old or newer and you are not submitting a separate Odometer Disclosure Statement, please complete the Odometer Disclosure Statement on the back of this form.**

I / We (Seller/s) <small>(if a company, give company name)</small>														
hereby sell, assign or transfer ownership of the vehicle/vessel described below:														
<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Body/Hull Type</b>	<b>Vessel Length</b>		<b>Color</b>								
				Boats ft.	Boats in.									
<b>Vehicle/Vessel Identification Number</b>				<b>Odometer Reading (vehicles only)</b>										
				<input type="checkbox"/> Miles		<input type="checkbox"/> Kilometers								
				<input type="checkbox"/> Hours										
<b>To:</b>														
<i>New Owner</i>				<i>New Co-Owner</i>										
<b>On:</b>	M	M	/	D	D	/	Y	Y	Y	Y	<b>For:</b>	\$	<b>Purchase Price</b>	

IF VEHICLE IS SALVAGE, SALVAGE AND REBUILT OR TOTALED THIS SECTION MUST BE COMPLETED:

I/We also certify that the motor vehicle described above is:

Salvage    
  Salvaged and Rebuilt    
  Declared a total loss by insurer

Any person who sells trades or offers for sale or trade any interest in a salvaged, salvaged and rebuilt or totaled vehicle shall disclose the fact that the vehicle has been salvaged and rebuilt or totaled to a prospective purchaser both orally and in writing before a sale, trade or transfer is made. Written disclosure that the vehicle has been salvaged, salvaged and rebuilt or totaled, in addition to being disclosed on the certificate of title as required by this subchapter, shall also be conspicuously disclosed on any bill of sale, transfer, purchase or other agreement.

Failure of the seller to provide the notices required by this section shall result in the seller being required, at the option of the buyer, to refund to the buyer the purchase price, including taxes, license fees and similar governmental charges.

This information has been conveyed to the purchaser, both orally and in writing in accordance with 23 V.S.A. Sections 2093 (b) (c), Salvaged, totaled and rebuilt vehicles. If this section completed new owner sign:

Purchaser's signature:	Date:
------------------------	-------

The vehicle/vessel is free of all liens and encumbrances. Statements and warrants made herein are certified under penalty of 23 V.S.A. Sections 202, 203, 2082 & 3829 (4). **If vehicle is jointly owned, both owners must sign.**

<b>Seller's Signature - if company, Authorized Representative (include title)</b>	<b>Date</b>
Seller:	
Co-Seller (if jointly owned):	
<b>Seller's Address</b>	<b>Seller's Phone Number</b>
<b>Buyer's Signature - if company, Authorized Representative (include title)</b>	<b>Date</b>
Buyer:	
Co-Buyer:	
<b>Buyer's Address</b>	<b>Buyer's Phone Number</b>

# TA-VT-05 ~ Bill of Sale and Odometer Disclosure Statement

## Odometer Disclosure Statement

Odometer Disclosure Statement must be signed by both the buyer and seller. Failure to complete as requested will result in return for completion.

An Odometer Disclosure Statement must be submitted for vehicles that are nine (9) years old and newer, self-propelled and with a registered weight of 16,000 lbs or less.

Federal and State laws require that the Seller/Lessee disclose the mileage to the Buyer/Lessor in connection with the transfer of ownership. An inaccurate statement, or failure to complete the statement, may result in fines and/or imprisonment, pursuant to Section 409(a) of the Federal Motor Vehicle Information and Cost Savings Act of Public Law 92-513, and pursuant of Vermont's Consumer Fraud Law.

### Section 1 - Vehicle Information

Year	Make	Model
Vehicle Identification Number (VIN)		Body type

### Section 2 - Odometer Disclosure

Federal and State law require that you furnish to the buyer a written odometer disclosure statement upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I certify that the odometer reading: (check one)

<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> <p style="text-align: center; font-size: small;">Enter odometer reading (no tenths)</p>									<input type="checkbox"/> Reflects the actual mileage. <input type="checkbox"/> Reflects the mileage in excess of the odometer's mechanical limits. (A) <input type="checkbox"/> Is not the actual mileage. <b>Warning - Odometer Discrepancy (B)</b>

### Section 3 - Seller/Transferor Information

Seller's name (print last, first, middle initial, or business name)			
Seller's address	City	State	Zip code
Seller's signature		Date of statement	

### Section 4 - Buyer Information

Buyer's name (print last, first, middle initial, or business name)			
Buyer's address	City	State	Zip code
Buyer's signature		Date of statement	

**Statements and warrants made herein are certified under penalty of 23 V.S.A. Sections 202, 203, 2082 & 3829 (4). If vehicle is jointly owned, only one (1) seller signature is required.**

**TA-VT-05a ~ Registered Owner's Assignment / Dealer's Reassignment of Title to a Motor Vehicle / Vessel / Snowmobile / ATV – \*\*This form cannot be copied.\*\***

 <p style="text-align: center;"><b>State of Vermont Agency of Transportation Department of Motor Vehicles 120 State Street, Montpelier, Vermont 05603-0001</b></p> <p style="text-align: center;"><b>OWNER'S ASSIGNMENT / DEALER'S REASSIGNMENT OF TITLE TO A MOTOR VEHICLE / VESSEL / SNOWMOBILE / ATV</b></p>						
VEHICLE / VESSEL IDENTIFICATION NUMBER (VIN / HIN)	MAKE	MODEL	CYL / CC's	YEAR	BODY	COLOR
<p><b>WARNING</b></p> <p>Federal and State law require that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and / or imprisonment.</p> <p><u>THIS ASSIGNMENT / REASSIGNMENT DOCUMENT IS NOT VALID UNLESS ALL ASSIGNMENTS ON THE BACK OF THE ORIGINAL TITLE CERTIFICATE HAVE BEEN COMPLETED AND WILL NOT BE ACCEPTED UNLESS SURRENDERED WITH THE CERTIFICATE OF TITLE.</u></p> <p>(Vermont Dealers are exempt from the requirement to complete all assignments on the original title, only if original title must be requested from a lienholder. Private sales are not exempt.)</p> <p><b>MAKING A FALSE STATEMENT IS A CRIMINAL OFFENSE; ANY CHANGE OR ERASURE WILL VOID THIS DOCUMENT.</b></p> <p>Unauthorized printing or reproduction of this document is strictly prohibited.</p> <p><u>Any signature on this document is affixed under penalties of T23 VSA §202, §203, and §2082.</u></p>						
The undersigned hereby certifies that the Motor Vehicle / Vessel / Snowmobile / ATV described was transferred on _____ to:						
(Please Print)				Date		
Buyer(s) Name(s): _____						
Buyer's Address: _____						
<b>ODOMETER DISCLOSURE STATEMENT</b>						
I / We state that the odometer now reads _____ <input type="checkbox"/> Miles <input type="checkbox"/> Kilometers <input type="checkbox"/> Hours (No Tenths) (Check One)						
I / We hereby certify to the best of my / our knowledge that (please check one statement below that is applicable):						
<input type="checkbox"/> (1) The odometer reading is the actual mileage.						
<input type="checkbox"/> (2) The odometer reading reflects the amount of mileage in excess of its mechanical limits.						
<input type="checkbox"/> (3) The odometer reading is not the actual mileage. <b>WARNING – ODOMETER DISCREPANCY</b>						
Seller's / Dealer's Name and Address (Please Print)					Dealer Number	
Seller's Signature			Seller's Phone Number		Date	
Buyer's Name and Address (Please Print)						
Buyer's Signature			Buyer's Phone Number		Date	
<b>TO BE COMPLETED ONLY IF THE VEHICLE IS SALVAGE, SALVAGED AND REBUILT, OR TOALED:</b>						
I / We certify that the Motor Vehicle / Vessel / Snowmobile / ATV described above is:						
<input type="checkbox"/> Salvage <input type="checkbox"/> Salvaged and Rebuilt <input type="checkbox"/> Declared a total loss by an insurance company						
This information has been conveyed to the purchaser, both orally and in writing in accordance with 23 VSA Sections 2093(b) and (c).						
LIENHOLDER TO BE SHOWN ON NEW TITLE (If no lien, print NONE)						
Lienholder's Name			Date of Lien			
Lienholder's Address					Control Number	
TA-VT-05a 50M REB 7/2014						

**TA-VT-05a ~ Registered Owner's Assignment / Dealer's Reassignment of Title to a Motor Vehicle / Vessel / Snowmobile / ATV – \*\*This form cannot be copied.\*\***

AUTHORIZATION FOR PAYOFF (FOR USE BY VERMONT DEALERS AND INSURANCE COMPANIES ONLY)					DATE	
OWNER'S NAME			CO-OWNER'S NAME			
OWNER'S MAILING ADDRESS (PO BOX OR STREET)		CITY	STATE	ZIP CODE		
LIENHOLDER'S NAME						
ADDRESS (STREET)		CITY	STATE	ZIP CODE		
For value received, I / we have assigned, transferred and conveyed all my rights, title and interest in the following described Motor Vehicle / Vessel / Snowmobile / ATV:						
NAME OF PURCHASER						
PURCHASER'S MAILING ADDRESS (PO BOX OR STREET)		CITY	STATE	ZIP CODE		
MAKE	MODEL	YEAR	BODY / HULL TYPE	VESSEL LENGTH		
				ft	in	
METER READING (INDICATE ACTUAL NUMERIC READING)			Web site: <a href="http://DMV.VERMONT.GOV">DMV.VERMONT.GOV</a>			
<input type="checkbox"/> Miles (No Tenths) <input type="checkbox"/> Kilometers <input type="checkbox"/> Hours						
VEHICLE / VESSEL / SNOWMOBILE / ATV IDENTIFICATION NUMBER			TITLE NUMBER			
Subject, however, to your rights and interests therein, and I / We hereby authorize you to accept from said purchaser thereof, the amount of \$_____ being the full balance due on my / our account and upon receipt and acceptance of the above amount you are instructed to surrender to said purchaser the certificate of title to said Motor Vehicle / Vessel / Snowmobile / ATV properly released and endorsed.						
<b>TO BE COMPLETED ONLY IF THE VEHICLE IS SALVAGE, SALVAGED AND REBUILT OR TOTALED:</b>						
I / We certify that the Motor Vehicle / Vessel / Snowmobile / ATV described above is:						
<input type="checkbox"/> Salvage <input type="checkbox"/> Salvaged and Rebuilt <input type="checkbox"/> Declared a total loss by an insurance company						
This information has been conveyed to the purchaser, both orally and in writing, in accordance with 23 VSA Sections 2093(b) and (c).						
I certify that the statements made herein are true. This declaration is made under penalties of 23 VSA Sections 202, 203, 2082, 2083, 3829 and 3830.						
OWNER'S SIGNATURE				DATE		
CO-OWNER'S SIGNATURE				DATE		
DEALER / INSURANCE COMPANY NAME				DEALER NUMBER		
DEALER / INSURANCE COMPANY REPRESENTATIVE SIGNATURE				DATE		
<b>INSTRUCTIONS</b>						
1. The registered owner shall arrange sale and give purchaser (VT Dealer) the name of the lienholder.						
2. The Vermont Dealer / Insurance Company shall obtain from the lien holder the balance due on the loan and the title number. The purchaser shall prepare the assignment and Authorization for Payoff (above) and the registered owner shall sign to complete transaction. If this vehicle is titled in more than two names, additional copies of this form need to be completed as each form has space for the signatures of only two owners.						
3. Vermont Dealer / Insurance Company shall copy and forward the copy of assignment and Authorization for Payoff together with his / her payment to the lienholder.						
4. Upon acceptance, the lienholder shall retain the copy of Authorization for Payoff, complete the Release of Lien or other encumbrances on the front of the certificate of title and surrender the title to purchaser (Vermont Dealer / Insurance Company).						
5. At the time of resale the purchaser (Vermont Dealer / Insurance Company) shall complete the Assignment of Title section on the reverse side of the Certificate of Title and forward it together with the original; Registered Owner's Assignment / Dealer's Reassignment of Ownership and Authorization for Payoff – form TA-VT-05a to the Department of Motor Vehicles, accompanied by all other necessary documents for retitling and registration. Private sales are not exempt.						

**TA-VT-10 ~ Verification of Motor Vehicle / Vessel / ATV /  
Snowmobile Identification Number**



**Verification of Motor Vehicle/Vessel/ATV/Snowmobile  
Identification Number Statement**

DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation  
dmv.vermont.gov

120 State Street  
Montpelier, Vermont 05603-0001  
Phone: 802.828.2000 ~ Toll Free: 888-998-3766 ~ TTD: 711

**Please refer to the instructions on the back of this form.**

**SECTION 1: TO BE COMPLETED BY THE APPLICANT.**

Current Owner's Name				
Mailing Address - Street, Box, RD			Daytime Phone (Include Area Code)	
			( )	
City, State & Zip Code			Evening Phone (Include Area Code)	
			( )	
Email Address				
Make	Model	Year (YYYY)	Body/Hull Type	Vessel Length
				Ft. In.
Current Registration Number (if applicable):			Title Number	
Is this a Salvage Motor Vehicle/ Vessel/ATV/Snowmobile		Meter Reading		
Actual numeric reading as shown on odometer (no tenths)		Actual numeric reading as shown on odometer (no tenths)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Miles <input type="checkbox"/> Kilometers <input type="checkbox"/> Hours		

**SECTION 2:  
TO BE COMPLETED BY AUTHORIZED PERSONNEL ONLY ~ (See Section 3 of the instructions.)**

I have examined the motor vehicle/vessel/ATV/snowmobile described above and certify that the motor vehicle/vessel/ATV/snowmobile identification number is as stated and shows no sign of alteration.

Motor Vehicle/Vessel/ATV/Snowmobile Identification (Serial) Number												
NOTE: The serial number must be entered in the space below by the verifying official.												
Presently Registered In The State Of						Date (MM/DD/YYYY)						
At Town or City						State						

I attest I have been certified to visually verify Vehicle Identification Numbers. I certify that the statements herein are true.  
This declaration is made under penalties of 23 VSA §202 and §203.

Authorized Signature		Phone Number (Include Area Code)	
		( )	
Organization	Badge / ID # or Rater #	VINASSIST <input type="checkbox"/> Yes <input type="checkbox"/> No	
		NCIC <input type="checkbox"/> Yes <input type="checkbox"/> No	
Meter Reading		<b>THIS VERIFICATION IS VOID IF ALTERED OR TAMPERED WITH IN ANY MANNER.</b>	
Actual numeric reading as shown on odometer (no tenths)			
<input type="checkbox"/> Miles <input type="checkbox"/> Kilometers <input type="checkbox"/> Hours			

TA-VT-10 (d) 10M 10/2013 REB

**TA-VT-10 ~ Verification of Motor Vehicle / Vessel / ATV /  
Snowmobile Identification Number**

**INSTRUCTIONS:**

1. A visual VIN verification of your motor vehicle/vessel/ATV/snowmobile is necessary if your motor vehicle/vessel/ATV/snowmobile is required to be titled according to Vermont Statute and:
  - a. Was last registered/titled in another state,  
or
  - b. Is being titled under bond,  
or
  - c. Is imported from Canada without a Certificate of Origin or a New Vehicle Information Statement,  
or
  - d. The vehicle is a motorcycle with:
    - i. An engine size of 300 cc's or more and was last registered in another state, or
    - ii. An engine size of 500 cc's or more regardless of model year, previously registered or titled out-of-state,  
or
  - e. Has a Salvage Title,  
or
  - f. Title documentation is from another country,  
or
  - g. Supporting documentation is a United States Government Certificate of Release of a Motor Vehicle.
2. Complete Section 1 of the form.
3. Obtain a visual VIN Verification for your motor vehicle/vessel/ATV/snowmobile. VIN verifications may be performed by the following entities:
  - a. **VEHICLE IS WITHIN VERMONT:** The motor vehicle/vessel/ATV/snowmobile identification number on your motor vehicle/vessel/ATV/snowmobile must be verified by a Vermont Law Enforcement Officer, authorized personnel employed by a law enforcement unit (who are under the direct supervision of a law enforcement officer) or by any designated Department of Motor Vehicles employee.
  - b. **VEHICLE IS OUTSIDE OF VERMONT:** Verification of the motor vehicle/vessel/ATV/snowmobile identification number for a motor vehicle/vessel/ATV/snowmobile with an out-of-state Title may be completed outside Vermont by motor vehicle officials, or by those personnel authorized by that state to perform VIN verifications, subject to approval by the Vermont Department of Motor Vehicles Commissioner. Military personnel may have the VIN verifications conducted by the Commanding Officer or Provost Marshal of the military base.

**VERIFICATIONS DONE OUTSIDE OF VERMONT MUST BE ACCOMPANIED BY A LETTER OF IDENTIFICATION OF THE AGENT ON OFFICIAL LETTERHEAD.**

*Vermont Telecommunications Relay Service Dial 711*



## TA-VT-13 ~ Gift Tax Exemption Form



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation  
dmv.vermont.gov

### Gift Tax Exemption Form

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
Toll Free: 888-99-VERMONT  
TID: 711

Make	Model	Year	Donor Plate Number	State Last Registered In													
Vehicle Identification Number (VIN)																	
Name of Last Registered Owner																	
Gifted To:																	
On:	M	M	-	D	D	-	Y	Y	Y	Y	Applicant's License/ID: #:						

If the vehicle was registered and/or titled in another jurisdiction/state, you must provide the original title (if applicable) in the donor's name in order to qualify for the gift exemption. If the vehicle was not titleable in the previous jurisdiction, the original or certified copy of the registration certificate or in the donor's name must be provided.

**Both statements** below must apply to the motor vehicle described above:

This motor vehicle was gifted to me by my (check  relationship):

<input type="checkbox"/> Daughter	<input type="checkbox"/> Ex-Party to a Civil Union*	<input type="checkbox"/> Ex-Spouse*	<input type="checkbox"/> Father	<input type="checkbox"/> Grandchild
<input type="checkbox"/> Grandparent	<input type="checkbox"/> In Law	<input type="checkbox"/> Mother	<input type="checkbox"/> Party to a Civil Union	<input type="checkbox"/> Son
<input type="checkbox"/> Spouse	<input type="checkbox"/> Stepdaughter	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Stepson
<input type="checkbox"/> Trust established for the benefit of any such persons**				

\*This motor vehicle was a gift. There was NO payment in any form for this vehicle. This includes any cash payment, trade of any personal property, trade of another vehicle or assuming the donor's lien on the vehicle.

If *both* of the conditions above apply, this vehicle is considered a gift. The donor may not use the gift vehicle as a tax credit against the purchase of any subsequent vehicles.

We, the undersigned, do hereby certify that the above statements are true and correct under the penalties of 32 VSA §8910 and 23 VSA §203.

Signature of Applicant	Phone No.	Date
Signature of Donor	Phone No.	Date

If transfer involves a divorce, provide a copy of a court document identifying the individuals and indicating the date of the final decree. The donor must have owned the vehicle on the date of final decree. The transfer must occur within one (1) year after the date the divorce became final. If transfer involves a trust, submit copies of the trust documents with this form.

## TA-VT-13 ~ Gift Tax Exemption Form

### BOTH YOUR SIGNATURE AND THE DONOR'S SIGNATURE ARE REQUIRED.

If the donor is deceased, provide a copy of the death certificate. The Administrator or Executor must sign the application. The Administrator or Executor must attached court documentation showing that they were assigned as such (a copy of the will is not acceptable). A motor vehicle may be exempt from taxation if it is a gift or inheritance as defined under 32 VSA §8911 (8). To qualify for the exemption, the motor vehicle must be registered and/or titled in Vermont or any other jurisdiction in the name of the original donor and transferred as a gift to a daughter, ex-party to a civil union, ex-spouse, father, grandchild, grandparent, In law, mother, party to a civil union, son, spouse, stepdaughter, stepfather, stepmother, stepson or a trust established for the benefit of any such persons, or subsequently transferred among such persons. A transfer that involves a payment of any kind does not qualify. If a "Gift Tax Exemption" claim is submitted with a registration or title and tax application that lists a lienholder, the exemption will be denied. A motor vehicle registered and/or titled in Vermont or any other jurisdiction and transferred from an individual to, or in trust for the benefit of, a former spouse, In Law or former party to a civil union is also exempt under 32 VSA §8911 (16).

ALL of the conditions outlined on this form must be met to qualify for a tax exemption. If not, tax is due at time of registration and/or title. The tax is computed by multiplying the NADA average trade-in value of the vehicle or the purchase price, whichever is greater (on the date of registration/title) by the current tax rate.

A refund request of the tax paid at the time of registration can be made within one year, if proof of the eligibility of the gift tax exemption is obtained after the fact.

### Sale or Trade In of Vehicles under Gift Tax Exemption

Trade-In to a Dealer: The taxable cost of a vehicle, except a leased vehicle, is the taxable cost less the amount allowed as a trade in. If the vehicle traded was received as a gift under the gift tax exemption guidelines, it does not need to have been registered by the purchaser of the new vehicle to qualify for the credit. Supporting documentation as stated previously is required to be included with the application for registration.

If you need further information or assistance, please contact Registration/License Information at (802) 828-2000 or 888-99-VERMONT.

# TA-VT-17 ~ Rebuilt / Salvage Title Application



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

dmv.vermont.gov

## Rebuilt/Salvage Title Application

120 State Street  
Montpelier, Vermont 05603-0004  
802.828.2000  
Toll Free: 888-99-VERMONT  
TTD: 711

Index #: \_\_\_\_\_

Please read the instructions on the back of this form.

Complete the following required information. If any information is missing, the form will be returned to you for completion.

NAME OF TITLE APPLICANT			CO-OWNER'S NAME		
MAILING ADDRESS (STREET, RD, BOX NUMBER)			MAILING ADDRESS (STREET, RD, BOX NUMBER)		
CITY/TOWN	STATE	ZIP	CITY/TOWN	STATE	ZIP
PHONE NUMBER		OWNER/CO-OWNER RELATIONSHIP (CHECK ONE)			
		<input type="checkbox"/> TENANTS BY THE ENTIRETY – Spouses <input type="checkbox"/> TENANTS IN COMMON – No Rights of Survivorship <input type="checkbox"/> PARTNERS – Implies Rights of Survivorship		<input type="checkbox"/> JOINT TENANTS – Implies Rights of Survivorship <input type="checkbox"/> TRANSFER ON DEATH (Vehicles Only)	

MAKE	MODEL	MODEL YEAR	BODY/HULL STYLE	VESSEL LENGTH	
				FT.	INCHES
VEHICLE/VESSEL/ATV/SNOWMOBILE IDENTIFICATION NUMBER			PUBLIC VIN PLATE IS (Check One) (See #9 on back)		
			<input type="checkbox"/> ATTACHED <input type="checkbox"/> REMOVED <input type="checkbox"/> ALTERED		
EMPTY WEIGHT	NO. OF AXLES	FUEL TYPE	NO. OF CYLINDERS	TITLED STATE	SALVAGED OR REBUILT?
					<input type="checkbox"/> SALVAGED <input type="checkbox"/> REBUILT
CURRENT ODOMETER READING (No Tenths) (Check One)			THE MILEAGE SHOWN IS (Check One):		
<input type="checkbox"/> MILES <input type="checkbox"/> HOURS <input type="checkbox"/> KILOMETERS			<input type="checkbox"/> ACTUAL MILEAGE <input type="checkbox"/> MILEAGE EXCEEDS ITS MECHANICAL LIMITS (A) <input type="checkbox"/> NOT ACTUAL MILEAGE (B) – WARNING – ODOMETER DISCREPANCY		
DESCRIBE DAMAGE AND LIST DAMAGED COMPONENTS				REASON FOR DAMAGE	
				<input type="checkbox"/> FLOOD DAMAGE <input type="checkbox"/> COLLISION <input type="checkbox"/> OTHER	

NAME & ADDRESS OF LIENHOLDER FOR ABOVE OWNER (If none, so state) – IF AN INDIVIDUAL, INDICATE D.O.B.					DATE OF LIEN
IS THERE A SECOND LIENHOLDER? <input type="checkbox"/> No <input type="checkbox"/> Yes   If "Yes", use back of form.					

FOR DEPARTMENT USE ONLY					
EXPRD	EXP:	TITLE	03	AUDIT LINE	
TYPE:	RATER #:	MISC	10		
TOTAL					

VEHICLE ACQUIRED FROM (Name and Address)	DATE ACQUIRED

DISPOSITION OF VEHICLE USE – (Check One) THE VEHICLE WILL BE:			
<input type="checkbox"/> CRUSHED	<input type="checkbox"/> DISMANTLED	<input type="checkbox"/> USED FOR PARTS ONLY	<input type="checkbox"/> SOLD AT AUCTION AS SALVAGE
<input type="checkbox"/> OTHER – EXPLAIN:		<input type="checkbox"/> REBUILT FOR USE ON PUBLIC ROADS	

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. THIS DECLARATION IS MADE UNDER PENALTIES OF 23 VSA § 202 & §203.			
SIGNATURE OF OWNER	DATE	SIGNATURE OF CO-OWNER	DATE

TA-VT-17 2M 6/12 JTB

# TA-VT-17 ~ Rebuilt / Salvage Title Application

## INSTRUCTIONS

This application is required for:

- All vehicles 15 years old or newer.
  - All vessels, 15 years old or newer, sixteen (16) feet or longer and not muscular powered (example: not canoes/kayaks).
  - All snowmobiles and all-terrain vehicles, model year 2004 or newer, regardless of engine size.
- **NOTE:** The previous Certificate of Title, properly assigned, must be submitted with this application.

The fee for a title for a vehicle is:	<b>\$33.00</b>
The fee for a title for a vessel/snowmobile/ATV is:	<b>\$20.00</b>
The fee for each lienholder is:	<b>\$10.00</b>

Make check payable to the Department of Motor Vehicles in U.S. Funds only.

1. Name and Address of Title Applicant – Enter the name and address of the owner.
2. Co-Owner's Name and Address – Enter the name and address of the co-owner, if any.
3. Owner/Co-Owner Relationship – If the vehicle is to be titled in two names, you must specify owner/co-owner relationship.
  - a. **Husband and Wife or Parties to a Civil Union** - This indicates that the owners are husband and wife or Parties to a Civil Union and upon death of one of the owners of the vehicle; the survivor would have rights to the vehicle.
  - b. **Joint Tenants** - Upon death of one of the owners of the vehicle the survivor would have rights to the vehicle.
  - c. **Tenants in Common** - Upon death of one of the owners of the vehicle the survivor would not have rights to the vehicle.
  - d. **Partners** - This indicates that the owners are in a business relationship and upon death of one of the owners of the vehicle; the survivor would have rights to the vehicle.
  - e. **Transfer on Death** - Requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner.
4. Make – Indicate the make of the vehicle/vessel/ATV/snowmobile, i.e. Chevrolet.
5. Model – Indicate the model of the vehicle/vessel/ATV/snowmobile, i.e. Impala.
6. Model Year – Indicate the 4 digit model year of the vehicle, i.e. 1999.
7. Body/Hull Style – Indicate the body style of the vehicle, i.e. if the vehicle is a 2 door vehicle; indicate 2D; if the vehicle is a pick-up truck, indicate PK.
8. Vessel Length – Indicate length if this is a vessel.
9. VIN – Indicate the Vehicle/Vessel/ATV/Snowmobile Identification Number.
10. Public VIN – If the Public VIN Plate has been removed, submit a completed Application for Assignment of Vehicle Identification Number form (TA-VT-03) with this application. A VIN must be assigned before this vehicle/vessel/ATV/snowmobile can be titled.
11. Empty Weight and No. of Axles - These fields are required for trucks only. If applicable, enter the unladen (empty) weight in the Weight field and the number of axles in the Axle field.
12. Fuel Type – Indicate the type of fuel the vehicle uses, i.e. gas, diesel, etc.
13. No. of Cylinders – Enter the number of cylinders.
14. Title State – Enter the state in which the vehicle/vessel/ATV/snowmobile was titled.
15. Salvaged or Rebuilt – Check mark the appropriate box indicating if the vehicle/vessel/ATV/snowmobile was salvaged or rebuilt.
16. Current Odometer Reading – Indicate the current meter reading. All readings are to be recorded in whole numbers categorized as miles, kilometers or clock hours. You must also check mark the appropriate box regarding the status of the reading.
  - **Exception:** A signed statement by the person applying for a Rebuilt/Salvage Title, indicating the vehicle is not so equipped is acceptable, provided the statement references year, make and vehicle identification number.
17. Damage/Damaged Components – Provide a description of the damage to the vehicle/vessel/ATV/snowmobile, as well as a list of the damaged components.
18. Reason for Damage – Check mark the appropriate box indicating the reason for the damage.
19. Name and Address of Lienholders & Date of Liens – If applicable, indicate the name(s) and address(es) of the lienholder(s) and the date(s) of the lien.
20. Vehicle/Vessel/ATV/Snowmobile Acquired From – Indicate from whom you acquired the vehicle/vessel/ATV/snowmobile.
21. Disposition of Vehicle/Vessel/ATV/Snowmobile Use – Check mark the appropriate box indicating your intentions for the vehicle/vessel/ATV/snowmobile, i.e. if it is to be crushed, dismantled, etc. If other, please explain.

If additional space is needed for the explanation of disposition of vehicle/vessel/ATV/snowmobile use, use this space.

22. Signature of Owner & Co-Owner – The application must be signed and dated by the owner(s) or authorized agent.
23. Please review your application to determine that all information is entered and all required supporting documents are attached. Incomplete applications will be returned to you. To avoid this delay, review this form before mailing to the department.

- NOTE:**
- A Salvage title will not be issued for any vehicle/vessel whose model year is more than 15 years old.
  - A Salvage title will be issued in the name of the applicant only. The name of the previous owner will not be recorded on the salvage title.
  - A Rebuilt title will be issued to the owners listed on the front of this application only.

SECOND LIENHOLDER							
Enter the name, address and date of lien for second/ subsequent lienholder(s), if applicable:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;"><b>Name(s):</b></td> <td style="border-bottom: 1px solid black; width: 70%;"></td> </tr> <tr> <td style="padding: 2px;"><b>Address(es):</b></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 2px;"><b>Date(s) of Lien:</b></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	<b>Name(s):</b>		<b>Address(es):</b>		<b>Date(s) of Lien:</b>	
<b>Name(s):</b>							
<b>Address(es):</b>							
<b>Date(s) of Lien:</b>							

# TA-VT-19 ~ Application for Title Changes Including Filing Notice of Security Interest



State of Vermont  
DEPARTMENT OF MOTOR VEHICLES  
120 State Street  
Montpelier, VT 05603-0001

www.dmv.vermont.gov  
[Phone] 802-828-2000  
[Fax] 802-828-2098  
[Toll Free] 888-99-VERMONT  
[TDD] 711

## APPLICATION FOR TITLE CHANGES INCLUDING FILING NOTICE OF SECURITY INTEREST (To Record a Lien)

Complete the following required information. If any information is missing, the form will be returned to you for completion.

MAKE	YEAR	BODY/HULL TYPE	VESSEL LENGTH		VEHICLE/VESSEL IDENTIFICATION NUMBER
			Ft.	In.	
OWNER'S NAME			OWNER'S MAILING ADDRESS		
OWNER'S DATE OF BIRTH		OWNER'S SOCIAL SECURITY NO.*			
/	/	-	-	-	VT LICENSE/ID #:
CO-OWNER'S NAME			CO-OWNER'S MAILING ADDRESS		
CO-OWNER'S DATE OF BIRTH		CO-OWNER'S SOCIAL SECURITY NO.*			
/	/	-	-	-	VT LICENSE/ID #:

- > **If you are adding or deleting an owner, check the appropriate box:**     Add     Delete
- If you are adding an owner, write the co-owner's date of birth and social security number in the fields above. Adding or deleting a name on a title **WILL** require the same change on the registration. Please check your registration certificate before submitting this form. Refer to fee schedule (on back of form) for charges incurred due to your requested changes. Both signatures are required.
- > If the address on the application is different from the address on Department records, this application will be considered a notice of address change and your address will be changed on all of your DMV records.

IF THERE IS MORE THAN ONE OWNER, YOU MUST INDICATE THE RIGHTS OF SURVIVORSHIP. CHECK ONE BELOW:				
<input type="checkbox"/> <b>TENANTS BY THE ENTIRETY</b> <small>Husband &amp; Wife or Parties to a Civil Union</small>	<input type="checkbox"/> <b>JOINT TENANTS</b> <small>Implies Rights of Survivorship</small>	<input type="checkbox"/> <b>TENANTS IN COMMON</b> <small>No Rights of Survivorship</small>	<input type="checkbox"/> <b>PARTNERS</b> <small>(Business) Implies Rights of Survivorship</small>	<input type="checkbox"/> <b>TRANSFER ON DEATH</b> <small>Implies Rights of Survivorship</small>
AN ODOMETER, HUBOMETER OR CLOCK METER READING IS REQUIRED FOR VEHICLES				
The reading must be a whole number indicated as miles, kilometers or hours. If vehicle is not equipped with one of these devices, submit a signed statement identifying the vehicle by make, year, and VIN indicating the vehicle is not equipped with one of these devices.				
METER READING (INDICATE ACTUAL NUMERIC READING)	PLATE NUMBER	EXPIRATION DATE (MM/YY)		
<input type="checkbox"/> Miles <input type="checkbox"/> Kilometers <input type="checkbox"/> Hours		-		
<b>CHECK ONE:</b> <input type="checkbox"/> The odometer reading is the actual mileage	<input type="checkbox"/> The odometer reading reflects the amount of mileage in excess of its mechanical limits			
<input type="checkbox"/> The odometer reading is <u>not</u> the actual mileage				
THE UNDERSIGNED, being the lawful owner(s) of the vehicle named herein, hereby gives notice of the creation of a security interest in said vehicle as follows:				
LIENHOLDER'S NAME			LIENHOLDER'S MAILING ADDRESS	
DATE OF LIEN:				
-			-	
AND HEREBY REQUESTS that this information be recorded upon the Certificate of Title to be issued for this vehicle/vessel. I understand that said Certificate of Title will be mailed to the lienholder in approximately 4 weeks. THIS DECLARATION IS MADE UNDER PENALTIES OF 23 VSA §§ 202, 2082, 2083, 2093 and 3829 (a) 4.				
SIGNATURE OF OWNER			DATE SIGNED	
SIGNATURE OF CO-OWNER			DATE SIGNED	

\* The disclosure of your social security or federal identification number is mandatory, is solicited by the authority granted by 42 U.S.C. § 5405(c)(2)(C) and/or 666(a)(13) and will be used by the Department of Motor Vehicles in the administration of motor vehicle, tax and child support laws, to identify individuals affected by such laws.

Additional Information on Reverse Side

**TA-VT-19 ~ Application for Title Changes Including Filing  
Notice of Security Interest**

**FEES & ADDITIONAL INFORMATION**

The original title and lien fee must be returned with this form. The lien fees are as follows:

- **Vehicles:**
  - \$10.00 for vehicles fifteen (15) years old or newer.
  - \$43.00 to add or delete a name and add a lien to title (\$33.00 title fee + \$10.00 lien fee).
  - \$58.00 to add or delete a name to title and registration, add a lien, and corrected registration (\$33.00 title fee + \$10.00 lien fee + \$15.00 corrected registration fee).
  
- **Vessels:**
  - \$10.00 for vessels fifteen (15) years old or newer models that are sixteen (16) feet or more in length.
  - \$30.00 to add or delete a name and add a lien to title (\$20.00 title fee + \$10.00 lien fee).
  - \$32.00 to add or delete a name to title and registration, add a lien, and corrected registration (\$20.00 title fee + \$10.00 lien fee + \$2.00 corrected registration fee).
  
- **ATV's:**
  - \$10.00 for ATV's (2004 and newer models).
  - \$30.00 to add or delete a name and add a lien to title (\$20.00 title fee + \$10.00 lien fee).
  - \$35.00 to add or delete a name to title and registration, add a lien, and corrected registration (\$20.00 title fee + \$10.00 lien fee + \$5.00 corrected registration fee).
  
- **Snowmobiles:**
  - \$10.00 for Snowmobiles (2004 and newer models).
  - \$30.00 to add or delete a name and add a lien to title (\$20.00 title fee + \$10.00 lien fee).
  - \$35.00 to add or delete a name to title and registration, add a lien, and corrected registration (\$20.00 title fee + \$10.00 lien fee + \$5.00 corrected registration fee).

A corrected title will be issued adding the lienholder as shown below. **The lienholder must notify the Department of Motor Vehicles if the corrected title is not received within sixty (60) days.** If the original title has been lost, please apply for a duplicate title through this office before submitting this form. If there are more than two (2) owners, additional notices of filing must be completed.

TA-VT-20 ~ Motor Vehicle / Vessel Title Bond



MOTOR VEHICLE/VESSEL TITLE BOND

DEPARTMENT OF MOTOR VEHICLES
Agency of Transportation

120 State Street
Montpelier, Vermont 05603-0001
www.dmv.state.vt.us

KNOW ALL PERSONS BY THESE PRESENTS: That \_\_\_\_\_ of
(Name of Owner)
\_\_\_\_\_ in the County of \_\_\_\_\_ and the State of
\_\_\_\_\_, as principal, and the \_\_\_\_\_ of
(Name of Surety)
\_\_\_\_\_ in the County of \_\_\_\_\_ a corporation
authorized and existing under the laws of the State of \_\_\_\_\_, and authorized to do business in the State
of Vermont, as Surety, are held and firmly bound unto the people of the State of Vermont and the Commissioner of Motor Vehicles for
the State of Vermont in the sum of \_\_\_\_\_ good and lawful money and faithful observance of the provisions of this
instrument, we bind ourselves, our heirs, executors, administrators, successors, and assigns firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas, the above bounden \_\_\_\_\_
(Name of Owner)
desires to title and register a vehicle/vessel described as a

\_\_\_\_\_ ft \_\_\_\_\_ in \_\_\_\_\_
(Yr) (Make) (Vessel Length) (VIN/HIN)

in the State of Vermont, without meeting the full requirements as set forth under 23 V.S.A. § 2015 and § 3808.

NOW, THEREFORE, the conditions of the above obligation are such that the above bounden \_\_\_\_\_
(Name of Surety)

shall settle any claim or claims for expense, loss or damage, including reasonable attorney's fees, by reason of the issuance of the
Certificate of Title and registration of the vehicle/vessel described above or on account of any defect in or undisclosed security interest
upon the right, title and interest of the bounden in and to said vehicle/vessel, under the provisions of 23 V.S.A. § 2020 and § 3813.

THIS OBLIGATION SHALL REMAIN IN EFFECT FOR three years from the date of execution unless released prior thereto by the
Commissioner of Motor Vehicles by reason of full compliance with the provisions of 23 V.S.A. § 2015 and § 3808.

IN WITNESS WHEREOF, THE ABOVE BOUNDED \_\_\_\_\_, as principal and the
\_\_\_\_\_, as Surety, have caused this obligation to be duly executed under their hand and seal, duly
attested for and on their behalf the \_\_\_\_\_ day of \_\_\_\_\_,

IN PRESENCE OF

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Authorized Agent of Surety

REVERSE SIDE/NEXT PAGE OF THIS FORM MUST BE COMPLETED



# TA-VT-20 ~ Motor Vehicle / Vessel Title Bond

## MOTOR VEHICLE/VESSEL TITLE BOND

Please explain, in detail below, the reason why proper ownership documents are not available. This information may result in an investigation being conducted or your application being returned for additional details. This section must be completed in detail or the form will be returned.

I CERTIFY that the statements herein are true. This declaration is made under the penalties of 23 V.S.A. § 202, § 2082, and § 3829.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE  
FOR DEPARTMENT USE ONLY**

### Supervisor's Review

NCIC Neg   
Bond Amt OK   
Prev. VT Title  Yes  No

APPROVED

NOT APPROVED

REASON:

\_\_\_\_\_  
Chief of Customer Services

\_\_\_\_\_  
Date

TA-VT-20(LV) INTERNET 08/07 GBN



# TA-VT-20a ~ Title Bond Instruction Sheet



## TITLE BOND INSTRUCTION SHEET

DEPARTMENT OF MOTOR VEHICLES  
*Agency of Transportation*

120 State Street  
Montpelier, Vermont 05603-0001  
[www.dmv.state.vt.us](http://www.dmv.state.vt.us)

- 1) Motor Vehicle/Vessel Title Bond form (TA-VT-20) is to be completed by your insurance company. Both sides of the form must be completed.
- 2) You must make every reasonable attempt to obtain the previous title issued to the vehicle/vessel. If you show by letters from the issuing state that the title is not available and a duplicate cannot be obtained, the department will consider an application for title on bond.
- 3) The value of the bond must be one and one half times the NADA average trade-in value of the vehicle/vessel being bonded.
- 4) If the completed bond form contains any erasures, alterations or whiteouts it will be rejected.
- 5) The bond form (with both sides completed) must be returned to the Department of Motor Vehicle with the following documents:
  - a. Vermont Registration, Tax and Title form completed, including section #7, visual verification of vehicle/vessel identification number or Vermont Tax and Title only form TAVT28.
  - b. any title documentation such as: bill of sale, old registration certificates or the title itself.
  - c. fees due for registration, tax and title.
- 6.) The completed bond form, along with your reason for needing a bond will be reviewed by the department. If your request is rejected, you will be notified in writing as to the reason the bond was found to be unacceptable.

\*\*\*\*\*

Sections 2020 & 3813 of Title 23, Vermont Statutes Annotated read as follows:

"Withholding of Certificate; bond required

(2) As a condition of issuing a certificate of title, require the applicant to file with the commissioner a bond in the form prescribed by the commissioner and executed by the applicant, and either accompanied by the deposit of cash with the commissioner or also executed by a person authorized to conduct a surety business in this state. The bond shall be in an amount equal to one and one half times the value of the vehicle/vessel as determined by the commissioner and conditioned to indemnify any prior owner and lien holder and any subsequent purchaser of the vehicle/vessel or person acquiring any security interest in it, and their respective successors in interest, against any expense, loss or damage, including reasonable attorneys fees, by reason of the issuance of the certificate of title of the vehicle/vessel or on account of any defect in or undisclosed security interest upon the right, title and interest of the applicant in and to the vehicle/vessel. Any such interested person has a right of action to recover on the bond for any breach of its conditions, but the aggregate liability of the surety to all persons shall not exceed the amount of the bond. The bond, and any deposit accompanying it, shall be returned at the end of three years or prior thereto if the vehicle/vessel is no longer registered in this state and the currently valid certificate of title is surrendered to the commissioner, unless the commissioner has been notified of the pendency of an action to recover on the bond."

TA-VT-20a (d) 12/99 GBN



# TA-VT-21 ~ Informational Bulletin – Requirements to Register / Re-Title Vehicle / Vessel When Owner is Deceased



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

## DEATH INFORMATIONAL BULLETIN

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
dmv.vermont.gov

### Requirements to Register/Re-title Vehicle When Owner Is Deceased

The following documents are required to sell or assign the vehicle based upon the Rights of Survivorship

- A. Vehicle is jointly titled to *Tenants By The Entirety* (spouses):
  - a. A copy of the Death Certificate identifying the surviving spouse.
- B. Vehicle is jointly titled and title states ownership to be *Joint Tenants or Partners*:
  - a. A copy of the Death Certificate.
- C. Vehicle titled to deceased only and ownership states *Transfer on Death "TOD"*:
  - a. A copy of the Death Certificate.
  - b. Original title with "Release of Liens" section completed by the lienholder, if applicable.
- D. Vehicle titled to deceased only or jointly with persons other than spouse and ownership states *Tenants in Common* or nature of ownership not stated on title:

#### INTESTATE - NO PROBATE

- a. A copy of the Death Certificate.
- b. A letter from an officer of the court stating that the deceased died intestate, there is no estate to be probated or the estate need not be probated, and names the person who has the rights of ownership to the vehicle. If the officer of the court is from out-of-state, additional proof is required that the authority is a member of the Bar or a Court Official.
- c. Original title properly assigned with "Release of Liens" section completed by the lienholder, if applicable.

#### INTESTATE – PROBATE

- a. A letter from the Probate Judge naming the Administrator of the estate.
- b. Original title properly assigned with the "Release of Liens" section completed by the lienholder, if applicable, and Section 1 completed by the Administrator and other owner(s), if they exist, assigning the vehicle to the new owner(s).

#### WILL - NO PROBATE

- a. A copy of the Death Certificate.
- b. A letter from the officer of the court stating the deceased died leaving a will that was not probated and naming the person with rights of ownership to the vehicle. If the officer of the court is from out-of-state, additional proof is required that the authority is a member of the Bar or a Court Official.
- c. Original title properly assigned, with "Release of Liens" section completed by the lienholder, if applicable.

#### WILL – PROBATE

- a. A letter from Probate Court showing proof of appointment of Executor of the Will.
- b. Original title properly assigned with "Release of Liens" section completed by the lienholder, if applicable, and Section 1 completed by the Executor and other owner(s), if they exist, assigning the vehicle to the new owner(s).

#### Definitions

1. **Registered / Titled Owner** - Individual(s) shown as Owner(s) on the Title and/or Registration Certificate.
2. **Intestate** - Died without a will.
3. **No Probate** - The estate will not be the subject of Probate Court proceedings.
4. **Probate** - The estate is the subject of Probate Court proceedings.
5. **Officer Of The Court** - An attorney or an official court officer such as Court Clerk or Probate Judge.

TA-VT-21a 5M 09/2010 MTC



## TA-VT-23 ~ Authorization for Payoff



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
Toll Free: 888-99-VERMONT  
dmv.vermont.gov

### AUTHORIZATION FOR PAYOFF

(FOR USE BY VERMONT DEALERS AND INSURANCE COMPANIES ONLY)

OWNER'S NAME		CO-OWNER'S NAME		DATE
ADDRESS (STREET and NUMBER)		CITY	STATE	ZIP CODE
LIEN HOLDER NAME		ADDRESS (STREET, CITY, STATE & ZIP)		

For value received, I/we have assigned, transferred and conveyed all rights, title and interest in the following described motor vehicle/vessel/ATV/snowmobile to:

NAME OF PURCHASER				ADDRESS (STREET, CITY, STATE & ZIP)		
MAKE	MODEL	YEAR (Ex. 2001)	BODY/HULL TYPE	VESSEL LENGTH		METER READING (VEHICLES ONLY + CHECK ONE)
				FT	IN	<input type="checkbox"/> MILES <input type="checkbox"/> KILOMETERS <input type="checkbox"/> HOURS
VEHICLE/VESSEL/ATV/SNOWMOBILE IDENTIFICATION NUMBER				TITLE NUMBER		

Subject, however, to the rights and interests therein, I/we hereby authorize you to accept from said purchaser thereof, the amount of \$ \_\_\_\_\_, being the full balance due on my/our account and upon receipt and acceptance of the above amount you are instructed to surrender to said purchaser the Certificate of Title to said motor vehicle/vessel/ATV/snowmobile, properly released and endorsed.

<b>TO BE COMPLETED ONLY IF THE VEHICLE IS SALVAGE, SALVAGED AND REBUILT OR TOTALED:</b>		
I/we certify that the motor vehicle/vessel/ATV/snowmobile described above is:		
<input type="checkbox"/> Salvage	<input type="checkbox"/> Salvaged and Rebuilt	<input type="checkbox"/> Declared a total loss by an insurance company

I certify that the statements made herein are true. This declaration is made under penalties of 23 V.S.A. Sections 202, 203, 2082, 2083, 3829 and 3830.

OWNER'S SIGNATURE	DATE
CO-OWNER'S SIGNATURE	DATE
DEALER/INSURANCE COMPANY NAME	
SIGNATURE (AUTHORIZED AGENT OF DEALER/INSURANCE COMPANY)	DATE

SEE INSTRUCTIONS ON BACK

## TA-VT-23 ~ Authorization for Payoff

### INSTRUCTIONS

1. Registered owner arranges sale and gives purchaser the name of the lien holder.
2. Purchaser obtains from lien holder the balance due on the loan and the title number. Purchaser prepares assignment and authorization for payoff in duplicate and owner signs to complete transaction. If this vehicle/vessel/ATV/snowmobile is titled in more than two names, additional copies of this form need to be completed.
3. **If a vehicle transferred is nine (9) model years old or newer, this form will not be accepted as assignment of ownership. These vehicles come under Federal Truth in Mileage Regulations and require assignment of ownership to be on a secure document. This form may only be used as an authorization for payoff and the actual assignment of ownership must be on the title or if title assignments are complete on a secure document, DMV form TA-VT-05a - *Registered Owners Assignment/Dealer's Reassignment of Ownership*.**
4. Purchaser forwards the duplicate copy of assignment and authorization for payment together with his payment to the lien holder.
5. Upon acceptance, the lien holder retains the duplicate copy of assignment and authorization, completes the Release of Lien or Other Encumbrances on front of *Certificate of Title*, and surrenders title to the purchaser.
6. At the time of resale, the purchaser will complete the Assignment of Title Section on the reverse side of the *Certificate of Title*. Forward both the *Authorization For Payoff* and the *Certificate of Title* to the Department of Motor Vehicles, accompanied by all other necessary documents for re-titling and registration.  
  
If all title assignments have been completed, use the *Registered Owners Assignment/Dealer's Reassignment* form (TA-VT-05a) in place of the *Certificate of Title*. Send the *Authorization For Payoff* and the completed form TA-VT-05a to the Department of Motor Vehicles, accompanied by all other necessary documents for re-titling and registration.
7. Not for ATV's and snowmobiles model year 2003 and older.

# VERMONT TITLE & TAX APPLICATION



**THIS IS NOT AN APPLICATION FOR REGISTRATION**

**IF YOU WISH TO REGISTER YOUR VEHICLE, YOU MUST COMPLETE A VERMONT REGISTRATION APPLICATION, TA-VD-119**

Office Locations	Hours	Phone
Bennington 120 Depot Street	Mon – Fri 7:45 am – 4:00 pm	802.447.2756
Montpelier 120 State Street	Mon – Fri 7:45 am – 4:30 pm Wednesday 7:45 am – 6:00 pm	802.828.2000
Newport 100 Main Street, Suite 130	Mon – Fri 7:45 am – 4:00 pm	802.334.3363
Rutland 101 State Place	Mon – Fri 7:45 am – 4:00 pm Wednesday 7:45 am – 6:00 pm	802.786.5815
South Burlington 4 Market Street, S. Burlington	Mon – Fri 7:45 am – 4:00 pm Wednesday 7:45 am – 6:00 pm	802.863.7292
Springfield 100 Mineral Street	Mon – Fri 7:45 am – 4:00 pm Wednesday 7:45 am – 6:00 pm	802.885.5273
Mobile Van Dummerston, Middlebury, St. Albans, St. Johnsbury & White River Junction	Call, or check our website, for locations, dates and hours	802.828.2000

Visit our website at:

[dmv.vermont.gov](http://dmv.vermont.gov)

# TA-VT-28 ~ Vermont Tax & Title Application

**\*\*This form cannot be copied.\*\***

## VERMONT LOW EMISSION VEHICLE (LEV) PROGRAM

All new motor vehicles up to 14,000 pounds Gross Vehicle Weight Rating (GVWR) must be California certified in order to be sold and registered in the state of Vermont.

New motor vehicles not certified as California, or 50-state, vehicles cannot be registered in the state of Vermont. LEV Regulations consider any vehicle with less than 7,500 miles on the odometer to be a new vehicle.

Two quick ways to determine if your vehicle qualifies:

1. The Manufacturer Certificate of Origin (MCO) must indicate "Certified for sale in 50 States" or "Certified for sale in California".
2. The label under the hood in the engine compartment must indicate "California certified", EPA 50-State or California-Only vehicle.

"50-State Vehicle: This vehicle conforms to U.S. EPA and California regulations applicable to (the vehicle model year) model-year new motor vehicles."

"California-Only Vehicle: This vehicle conforms to U.S. EPA and California regulations applicable to (the vehicle model year) model-year new motor vehicles introduced into commerce only for sale in California."

Emission statements that **DO NOT** comply:

- This vehicle meets/satisfies Federal emission standards
- This vehicle is certified / legal for sale in 49 states
- This vehicle is certified / legal for sale in 45-states
- No statement

## VERMONT TITLES

Vermont titles only vehicles that are 15 years old or newer based on calendar year. From 1/1/2013 – 12/31/2013 Vermont will title all vehicles with model year 1999 or newer. All Titles (except ATV) = \$33.00, ATV Titles = \$20.00. Lien fee = \$10.00 per loan for all Titles.

The State of Vermont does not issue titles for the following:

- Trailers with empty weight of 1,500 lbs or less
- Motorcycles with engine size smaller than 300 cc's.
- ATV's whose model year is prior to 2004, or customer resides in a non-titling state.
- Motor-driven cycle
- Tractors with a loaded weight of 6,099 lbs. or less
- Road making appliances (call the Montpelier office for details)

## SUPPORTING DOCUMENTS REQUIRED FOR A VERMONT TITLE

**New Vehicles:**

- Manufacturer's Certificate of Origin properly assigned.
- If vehicle was manufactured in Canada, a New Vehicle Information Statement is required.
- Bill of Sale is required for Purchase & Use Tax purposes.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.

**Used Vehicles which have been titled:**

- Original previous Certificate of Title assigned to you by all parties on the title and bills of sale as necessary to show complete chain of ownership. All liens must be released.
- Death Certificate and/or probate papers are required when one or more previous owners are deceased.

- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.
- If registered out of state to the applicant section 7 needs to be completed.
- If registered out of state to the applicant, we require proof of tax paid or tax on NADA value will be collected at the time of registration.

**Used Vehicles which have not been titled:**

- Original or certified copy of the last registration certificate and all bills of sale thereafter. Bill of Sale must contain sufficient information to identify the vehicle including Make, Year, VIN, Purchase Price, Mileage, Signature of Seller and Date of Sale.
- Odometer Disclosure Statement required if vehicle is 9 years old or newer, use form TA-VT-05 or have buyer and seller both sign the back of the title.

## MISCELLANEOUS TAX INFORMATION

- Purchase and Use Tax is due at the time of registration and/or title at the rate of 6% of the purchase price or the N.A.D.A. average trade-in value; minus the value of any trade-in vehicle or any other allowable credit. DMV does not accept any values determined by online research.
- If you believe that the vehicle's value is less than NADA book value, you may submit a Vermont Dealer Appraisal Form. If submitting a dealer appraisal after registration, it must be received within 30 days of the registered date to be considered for a refund.
- If you are claiming tax credit for a vehicle registered to you or your spouse out-of-state, please send a copy of the Registration Certificate in your name or your spouse's name and check the box in Section 6B of the application. You may be required to submit legal documentation that you and your spouse were married at the time the tax was paid out-of-state. You must also submit documentation that the tax was paid and the amount of tax paid. Credit will be given for the Purchase and Use or Sales Tax paid on this vehicle to another jurisdiction. If tax paid on an out-of-state registered vehicle was equal to or more than the 6% Vermont tax rate, no additional tax will be due. You may also claim tax credit for a vehicle registered to you for a period of 3 years or more in a jurisdiction that imposes a state sales or use tax on vehicles. You will be required to provide proof the vehicle was indeed registered in a qualifying jurisdiction for at least 3 years.
- Autos, SUV's, Antiques, Exhibits, Motor Homes or Motorcycles 6% of net taxable cost. No maximum tax. Trucks and Off-Highway Tractors registered at the 10,099 lb weight class or less, 6% of net taxable cost. All other vehicles: 6% of net taxable cost - \$1,850.00 maximum tax.
- A tax credit may be applied towards the tax due at the time of purchase for a vehicle sold within 3 months of the purchase of the vehicle currently being registered. A tax refund may be applied for when a vehicle is sold within 3 months after the purchase of a different vehicle.
- Some examples of vehicles exempt from tax: A vehicle owned or leased by a religious or charitable institution, a vehicle transferred to the spouse, mother, father, grandparent or child/grandchild of the donor, a vehicle equipped with altered controls and owned and operated or titled by a permanently disabled person.

# TA-VT-28 ~ Vermont Tax & Title Application

**\*\*This form cannot be copied.\*\***

## Odometer Disclosure Statement

Odometer Disclosure Statement must be signed by both the buyer and seller. Failure to complete as requested will result in return for completion.

An Odometer Disclosure Statement must be submitted for vehicles that are nine (9) years old and newer, self-propelled and with a registered weight of 16,000 lbs or less.

Federal and State laws require that the Seller/Lessee disclose the mileage to the Buyer/Lessor in connection with the transfer of ownership. An inaccurate statement, or failure to complete the statement, may result in fines and/or imprisonment, pursuant to Section 409(a) of the Federal Motor Vehicle Information and Cost Savings Act of Public Law 92-513, and pursuant of Vermont's Consumer Fraud Law.

### Section 1 - Vehicle Information

Year	Make	Model	
Vehicle Identification Number (VIN)		Body type	

### Section 2 - Odometer Disclosure

Federal and State law require that you furnish to the buyer a written odometer disclosure statement upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

--	--	--	--	--	--	--	--

Enter odometer reading (no tenths)

I certify that the odometer reading: (check one)

- Reflects the actual mileage.
- Reflects the mileage in excess of the odometer's mechanical limits. (A)
- Is not the actual mileage. **Warning - Odometer Discrepancy (B)**

### Section 3 - Seller/Transferor Information

Seller's name (print last, first, middle initial, or business name)			
Seller's address	City	State	Zip code
Seller's signature X	Date of statement		

### Section 4 - Buyer Information

Buyer's name (print last, first, middle initial, or business name)			
Buyer's address	City	State	Zip code
Buyer's signature X	Date of statement		

**Statements and warrants made herein are certified under penalty of 23 V.S.A. Sections 202, 203, 2082 & 3829 (4). If vehicle is jointly owned, only one (1) seller signature is required.**

(TA-VT-05 50M 07/2011 MTC)

TA-VT-28 5M 5/12 JTB

# TA-VT-28 ~ Vermont Tax & Title Application

**\*\*This form cannot be copied.\*\***

INSTRUCTIONS																				
<b>1</b>	Choose the <u>one</u> vehicle type that best describes the vehicle for which you are applying for a title.																			
<b>2</b>	Complete the entire section.																			
<b>3</b>	If the vehicle is a Tractor/Truck, or a Trailer in excess of 1,500 lbs., or a Motorcycle with an engine size of 300 cubic centimeters or more, complete appropriate section pertaining to the type of vehicle you are titling.																			
<b>IF NO BOX IS CHECKED, JOINT TENANTS WILL BE SELECTED</b>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">TYPE OF OWNERSHIP</th> <th style="width: 33%;">REQUIRED RELATIONSHIP</th> <th style="width: 33%;">RIGHT OF SURVIVORSHIP</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Tenants By the Entirety</td> <td style="text-align: center;">Spouses</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Joint Tenants</td> <td style="text-align: center;">None</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Tenants in Common</td> <td style="text-align: center;">None</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;">Partners</td> <td style="text-align: center;">None</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td style="text-align: center;">Transfer on Death*</td> <td style="text-align: center;">None</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>			TYPE OF OWNERSHIP	REQUIRED RELATIONSHIP	RIGHT OF SURVIVORSHIP	Tenants By the Entirety	Spouses	Yes	Joint Tenants	None	Yes	Tenants in Common	None	No	Partners	None	Yes	Transfer on Death*	None	Yes
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Joint Tenants	None	Yes																		
Tenants in Common	None	No																		
Partners	None	Yes																		
Transfer on Death*	None	Yes																		
<b>4A &amp; 4B</b>	<p>Complete owner/co-owner information section. Enter physical address if mailing address is PO Box. If name change is indicated, documentation clearly stating the new name, must accompany this form. "Relationship to owner" is required information if the vehicle is registered and titled in more than one name. You must indicate your choice for rights of survivorship.</p> <p>*Transfer on Death requires completion of separate form (Notification of Transfer on Death TA-VT-07) and is only applicable if vehicle is registered to only one owner.</p>																			
<b>5A</b>	Complete if you have a loan on this vehicle. If Lien holder is an individual must include Vermont license number and Date of Birth. If there is a second lien holder, send details.																			
<b>5B</b>	The name and address of the seller and date purchased is information required even if the vehicle has been registered and/or titled to you out-of-state. The signature of seller is required <u>only</u> for dealer transactions.																			
<b>6</b>	<p>Purchase and Use Tax is due at the time of registration and/or title at the rate of 6% (.06) of the purchase price or the average trade-in book value (NADA), whichever is greater, minus value of trade-in vehicle or any other allowable credit. If trade occurs out of state, proof of previous registration is required.</p> <ul style="list-style-type: none"> <li>▪ Autos/SUV's/Antiques/Exhibits/Motor Homes or Motorcycles 6% of net taxable cost. No maximum tax. Trucks and Off-Highway Tractors registered at the 10,099 lb. weight or less, 6% of net taxable cost. No maximum tax. All other vehicles will be taxed at 6% of the net taxable cost - \$1,850.00 maximum tax.</li> <li>▪ You may deduct the amount received from the sale of a vehicle last registered in your name, not to exceed the average book value as shown in the Official Used Car Guide, N.A.D.A. (New England edition), provided such sale occurs within three months of the taxable purchase.</li> </ul>																			
<b>7</b>	<p>A visual verification of the identification number (serial number) of your vehicle is required if the vehicle:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>▪ Was last registered/titled in another state (unless purchased from out of state dealer for the purpose of registering in VT), or</li> <li>▪ The vehicle is a motorcycle with an engine size of 300 cc's or more and last registered in another state, or</li> <li>▪ Is a non-titleable motorcycle with an engine size of 500 or more cc's unless proof of a previous VT registration is submitted, or</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>▪ Has a Salvage Title, or</li> <li>▪ Is registered under bond, or</li> <li>▪ Is imported from Canada without a Certificate of Origin or a new vehicle information statement, or</li> <li>▪ The title documentation is from another country, or</li> <li>▪ Has a U.S. Government Certificate of Release of Motor Vehicle document.</li> </ul> </td> </tr> </table> <p>Verifications completed outside of Vermont must be by motor vehicle officials, or by those personnel authorized by that state to perform VIN verifications. Military personnel may have VIN verifications conducted by the Commanding Officer or Provost Marshal of the military base.</p>		<ul style="list-style-type: none"> <li>▪ Was last registered/titled in another state (unless purchased from out of state dealer for the purpose of registering in VT), or</li> <li>▪ The vehicle is a motorcycle with an engine size of 300 cc's or more and last registered in another state, or</li> <li>▪ Is a non-titleable motorcycle with an engine size of 500 or more cc's unless proof of a previous VT registration is submitted, or</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has a Salvage Title, or</li> <li>▪ Is registered under bond, or</li> <li>▪ Is imported from Canada without a Certificate of Origin or a new vehicle information statement, or</li> <li>▪ The title documentation is from another country, or</li> <li>▪ Has a U.S. Government Certificate of Release of Motor Vehicle document.</li> </ul>																
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<b>8</b>	Application must be signed and dated by owner(s). If signed by an authorized agent, proof of authorization, such as power of attorney, etc. must be submitted. Owner signature certifies liability insurance is in effect for this vehicle pursuant to 23 V.S.A. §800(a).																			

[dmv.vermont.gov](http://dmv.vermont.gov)

802.828.2000

# TA-VT-28 ~ Vermont Tax & Title Application

**\*\*This form cannot be copied.\*\***

DEPARTMENT USE ONLY - DO NOT WRITE IN SHADED AREAS				<input type="checkbox"/> 231 <input type="checkbox"/> 232 <input type="checkbox"/> 233	<input type="checkbox"/> 225 <input type="checkbox"/> 227	INDEX NUMBER: PLATE NUMBER: EXP. DATE: QSD COMMENT = TITLED
<b>VERMONT TITLE AND TAX APPLICATION</b> This is a Title application only						
<b>1</b>	<input type="checkbox"/> PLEASURE CAR [ 19 ] <input type="checkbox"/> TRAILER [ 06 ] [ 25 ] <input type="checkbox"/> ATV [ 2 ]		<input type="checkbox"/> TRUCK [ 27 ] <input type="checkbox"/> MOTORCYCLE [ 18 ] <input type="checkbox"/> BUS			
<b>2</b>	MAKE	MODEL	MODEL YEAR	BODY TYPE	MILEAGE (NO TENTHS) <input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS	COLOR
SERIAL NUMBER (VIN)			NO OF CYL	VEHICLE IS <input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> REBUILT	<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID <input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER	
<b>3</b>	<b>TRUCKS (Includes Pick-Up &amp; AGRICULTURE VEHICLES)</b>		<b>TRAILERS</b>		<b>MOTORCYCLE - ATV - MDC</b>	
# OF AXLES		EMPTY WEIGHT	EMPTY WEIGHT	LENGTH x WIDTH (FT)	# Wheels	CC's
BRAKE TYPE <input type="checkbox"/> HYD <input type="checkbox"/> AIR <input type="checkbox"/> OTHER						
<b>4A</b>	<b>OWNER</b>	VT DRIVER LICENSE NO	SSN or FEDERAL ID NUMBER	GENDER <input type="checkbox"/> M <input type="checkbox"/> F	<b>CO-OWNER</b>	VT DRIVER LICENSE NO
Name		SSN or FEDERAL ID NUMBER		GENDER <input type="checkbox"/> M <input type="checkbox"/> F	Name	
Mailing Address (PO Box or Street)			Mailing Address (PO Box or Street)			
City	State	ZIP	City	State	ZIP	
Physical Address (Street)			Physical Address (Street)			
City	State	ZIP	City	State	ZIP	
DATE OF BIRTH	IF NAME HAS CHANGED, LIST PREVIOUS NAME		DATE OF BIRTH	IF NAME HAS CHANGED, LIST PREVIOUS NAME		
Phone Number & Email Address						
<b>4B</b>	MUST INDICATE RIGHTS OF SURVIVORSHIP (CHECK ONE BELOW) IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED					
<input type="checkbox"/> SPOUSES <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS IN COMMON <input type="checkbox"/> PARTNERS (Business) <input type="checkbox"/> TOD (Transfer on Death)						
<b>5A</b>	NAME OF LIENHOLDER		DATE OF BIRTH (if individual)	<b>5B</b>	NAME OF PERSON/COMPANY VEHICLE ACQUIRED FROM	
MAILING ADDRESS - STREET, CITY, STATE, ZIP CODE				ADDRESS OF PERSON/COMPANY VEHICLE ACQUIRED FROM		
DATE OF LOAN	VT LICENSE NO	IS THERE A SECOND LOAN? IF YES, CHECK BOX & SEND DETAILS		SIGNATURE OF PERSON/COMPANY (AGENT) VEHICLE ACQUIRED FROM		DEALER NUMBER
<b>6A</b>	<b>PURCHASE PRICE</b>		<b>6B TO CLAIM TAX CREDIT, COMPLETE SECTION 6B</b>			<b>9</b>
PURCHASE PRICE	\$		PURCHASER OF OLD VEHICLE			Tax 2
TAX CREDIT	\$		CITY STATE ON (DATE)			
NET TAXABLE COST	\$		YEAR	MAKE	PLATE	TAX EXEMPT #
TAX (%)	\$		VIN			
<input type="checkbox"/> Please check here if vehicle was registered/itled out-of-state in your Spouse's or Party to a Civil Union's name only & is now being registered or titled in Your or Party to a Civil Union name only, and you were married to each other or were Party to a Civil Union when the tax was paid out-of-state.						Misc 10
<b>7 VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION</b>						
VEHICLE IDENTIFICATION (SERIAL) NUMBER: NO ALTERATIONS OR ENGRAVURES ACCEPTED.				STATE OF REG		Total Fees
DATE	AT TOWN OR CITY		STATE		Return #	
I attest I have been certified to visually verify Vehicle Identification Numbers. I certify the statements herein are true. This declaration is made under penalties of 23 VSA §202 and §203.			AUTHORIZED SIGNATURE			ORGANIZATION
NCIC <input type="checkbox"/> Y <input type="checkbox"/> N	VIN ASSIST <input type="checkbox"/> Y <input type="checkbox"/> N	CERTIFICATE NUMBER	PHONE NUMBER		MILEAGE (NO TENTHS) <input type="checkbox"/> MILES <input type="checkbox"/> KM <input type="checkbox"/> HOURS	
<b>8 Statements and warrants made herein are certified under penalty of 23 VSA § 202, 203, 2082, 2083 and 32 VSA § 8901-8915</b>						
SIGNATURE (OWNER)			DATE	SIGNATURE (CO-OWNER)		

TA-VT-28 5M 6/12 JTB

# TA-VT-28 ~ Vermont Tax & Title Application

**\*\*This form cannot be copied.\*\***

DEPARTMENT USE ONLY - DO NOT WRITE IN SHADED AREAS										
<b>VERMONT TITLE AND TAX APPLICATION</b>					<input type="checkbox"/> 231	<input type="checkbox"/> 225	INDEX NUMBER:			
This is a Title application only					<input type="checkbox"/> 232	<input type="checkbox"/> 227	PLATE NUMBER:			
					<input type="checkbox"/> 233		EXP. DATE:			
							QSD COMMENT = TITLED			
1	<input type="checkbox"/> PLEASURE CAR [19]		<input type="checkbox"/> TRUCK [27]							
	<input type="checkbox"/> TRAILER [06] [25]		<input type="checkbox"/> MOTORCYCLE [18]							
<input type="checkbox"/> ATV [2]		<input type="checkbox"/> BUS								
2	MAKE	MODEL	MODEL YEAR	BODY TYPE	MILEAGE (NO TENTHS)	<input type="checkbox"/> MILES	COLOR			
						<input type="checkbox"/> KM <input type="checkbox"/> HOURS				
SERIAL NUMBER (VIN)				NO OF CYL	VEHICLE IS		<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID			
					<input type="checkbox"/> NEW <input type="checkbox"/> USED		<input type="checkbox"/> ELECTRIC <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER			
				<input type="checkbox"/> REBUILT						
3	TRUCKS (Includes Pick-Up & AGRICULTURE VEHICLES)			TRAILERS		MOTORCYCLE - ATV - MDC				
	# OF AXLES	EMPTY WEIGHT	EMPTY WEIGHT	LENGTH x WIDTH (FT)		# Wheels	CC's			
BRAKE TYPE <input type="checkbox"/> HYD <input type="checkbox"/> AIR <input type="checkbox"/> OTHER										
4A	OWNER			GENDER		CO-OWNER		GENDER		
				<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/> M <input type="checkbox"/> F		
Name					Name					
Mailing Address (PO Box or Street)					Mailing Address (PO Box or Street)					
City			State	ZIP	City			State	ZIP	
DATE OF BIRTH					DATE OF BIRTH					
IF NAME HAS CHANGED, LIST PREVIOUS NAME					IF NAME HAS CHANGED, LIST PREVIOUS NAME					
Phone Number & Email Address										
4B	MUST INDICATE RIGHTS OF SURVIVORSHIP (CHECK ONE BELOW) IF NO BOX IS CHECKED "JOINT TENANTS" WILL BE SELECTED									
	<input type="checkbox"/> SPOUSES <input type="checkbox"/> JOINT TENANTS <input type="checkbox"/> TENANTS IN COMMON <input type="checkbox"/> PARTNERS (Business) <input type="checkbox"/> TOD (Transfer on Death)									
5A	NAME OF LIENHOLDER			DATE OF BIRTH (if relevant)		5B		NAME OF PERSON/COMPANY VEHICLE ACQUIRED FROM		DATE PURCHASED
	MAILING ADDRESS - STREET, CITY, STATE, ZIP CODE			IF NO LOAN, CHECK BOX <input type="checkbox"/>				ADDRESS OF PERSON/COMPANY VEHICLE ACQUIRED FROM		
DATE OF LOAN			VT LICENSE NO	IS THERE A SECOND LOAN? IF YES, CHECK BOX & SEND DETAILS <input type="checkbox"/>		SIGNATURE OF PERSON/COMPANY (AGENT) VEHICLE ACQUIRED FROM		DEALER NUMBER		
6A	PURCHASE PRICE		6B		TO CLAIM TAX CREDIT, COMPLETE SECTION 6B				9	
									DO NOT SEND CASH DO NOT WRITE IN SHADED AREA	
PURCHASE PRICE		\$	PURCHASER OF OLD VEHICLE		CITY		STATE		ON (DATE)	
TAX CREDIT		\$	YEAR		MAKE	PLATE	TAX EXEMPT #		Tax	2
NET TAXABLE COST		\$	VIN						Title	3
TAX (%)		\$							Misc	10
<input type="checkbox"/> Please check here if vehicle was registered/titled out-of-state in your Spouse's or Party to a Civil Union's name only & is now being registered or titled in Your or Party to a Civil Union name only, and you were married to each other or were Party to a Civil Union when the tax was paid out-of-state.										
7 VERIFICATION OF VEHICLE IDENTIFICATION NUMBER - APPLICANT SHOULD NOT WRITE IN THIS SECTION										
VEHICLE IDENTIFICATION (SERIAL) NUMBER. NO ALTERATIONS OR ERASURES ACCEPTED.					STATE OF REG					
DATE		AT TOWN OR CITY			STATE		Return #		Rate #	
I affirm I have been certified to visually verify Vehicle Identification Numbers. I certify the statements herein are true. This declaration is made under penalties of 23 VSA §202 and §303.					AUTHORIZED SIGNATURE					
					ORGANIZATION					
NCIC	VIN ASSIST	CERTIFICATE NUMBER		PHONE NUMBER		MILEAGE (NO TENTHS)		<input type="checkbox"/> MILES		
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N							<input type="checkbox"/> KM <input type="checkbox"/> HOURS		
8 Statements and warrants made herein are certified under penalty of 23 VSA § 202, 203, 2082, 2083 and 32 VSA § 8901-8915										
SIGNATURE (OWNER)				DATE		SIGNATURE (CO-OWNER)				



**Miscellaneo  
us  
Dealer  
Forms**



TA-VD-114 ~ Motor Vehicle Dealer Bond



DEPARTMENT OF MOTOR VEHICLES  
Agency of Transportation

Motor Vehicle Dealer Bond

120 State Street  
Montpelier, Vermont 05603-0001  
802.828.2000  
dmv.vermont.gov

The bond, letter of credit or certificate of deposit shall remain in effect for the pending registration year and one year thereafter.

KNOW ALL PERSONS BY THESE PRESENT, that we \_\_\_\_\_ as Principal, and \_\_\_\_\_ a corporation organized and existing under the laws of the State of \_\_\_\_\_ having its principal place of business at \_\_\_\_\_ being authorized to do business in the State of Vermont, as Surety, are held and firmly bound unto the State of Vermont, in the penal sum of \$\_\_\_\_\_ for payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION of the above obligation is such that WHEREAS the principal has applied for the issuance of a Motor Vehicle Dealer's registration and presents this bond in accordance with the statute.

NOW THEREFORE, if the aforesaid Principal shall faithfully comply with the provisions of the State of Vermont statutes applicable to new motor vehicle dealers and used motor vehicle dealers and shall indemnify the State of Vermont or any person dealing or transacting business with the principal for any loss sustained by the State of Vermont or by any person by reason of the failure of the Principal to remit, to the Commissioner of Motor Vehicles, fees collected pursuant to 23 V.S.A. Chapters 7 and 21 or 32 V.S.A. Chapter 219, then this obligation to be void, otherwise, to remain in full force and effect.

The aggregate liability of the Surety of all persons shall, in no event, exceed the amount of this bond during any one registration period.

The bond shall be effective \_\_\_\_\_ and shall expire \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

County of \_\_\_\_\_ and state of \_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
WITNESS BY: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

County of \_\_\_\_\_ and state of \_\_\_\_\_

\_\_\_\_\_  
SURETY

\_\_\_\_\_  
WITNESS BY: \_\_\_\_\_

# TA-VD-114 ~ Motor Vehicle Dealer Bond

## I. DEFINITIONS

As used in these rules, the following definitions shall apply:

- A. "New car dealer" shall have the same meaning as in 23 V.S.A. § 4 (8):
- B. "Used car dealer" shall have the same meaning as in 23 V.S.S. § 4 (8):
- C. "Required Period" shall mean the registration period established by 23 V.S.A. §452 for which an application is being made plus one year.
- D. "Commissioner" shall mean the Commissioner of Motor Vehicles.

## II. DEALER REGISTRATION

- A. A new or used car dealer registration shall not be issued unless the dealer has provided the Commissioner with a surety bond issued by an entity authorized to do business in Vermont in an amount set forth in subsection B of this section.
- B. The amount shall be based upon the dealer's sales in the year prior to the year for which the application is being made, or in the case of a 2 year dealer registration the previous two years as follows:
  - 1. Less than 25 vehicles                      \$20,000
  - 2. 25 to 100 vehicles                         \$25,000
  - 3. 101 to 250 vehicles                        \$30,000
  - 4. 251 or more vehicles                      \$35,000
- C. If the applicant was not registered as a dealer in the year immediately prior to the year for which the application is being made, the amount shall be \$35,000.00.

## III. FORM REQUIREMENTS

### Bonds

- 1. Forms shall be available upon request from the Commissioner
- 2. Only such forms or identical forms independently produced shall be used.

## IV. PURPOSE/LIABILITY

Such bonds shall be available to provide the indemnity required by 23 V.S.A. § 453 (g).



**TA-VD-126 ~ Negative Equity Disclosure**

**\*\*This form cannot be copied.\*\***

<b>VERMONT DISCLOSURE RELATING TO AMOUNT TO BE FINANCED IN A MOTOR VEHICLE RETAIL INSTALLMENT CONTRACT</b>	
Name of Buyer(s)	Date
Trade-in or Cancellation of Lease	
Dealership allowance for trade-in:      \$ _____	
Amount owed on trade-in or lease as of _____ (date):      \$ _____	
<b>EQUITY</b> <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE**	<b>\$</b>
<small>**If the EQUITY is NEGATIVE, the amount the Dealer is offering you in trade for your vehicle is less than what is currently owed on your vehicle. You MAY be financing an amount in this transaction that exceeds the CASH PRICE of your new vehicle.</small>	

<b>THIS DISCLOSURE MUST BE PROVIDED WITH EVERY MOTOR VEHICLE RETAIL INSTALLMENT CONTRACT.</b>	
CASH PRICE of vehicle (rebates, if any, have been deducted in determining the cash price.)	<b>\$</b>
AMOUNT FINANCED on motor vehicle retail installment contract	<b>\$</b>
The AMOUNT FINANCED on the motor vehicle retail installment contract as a percentage of the CASH PRICE of the vehicle	%
Buyer: _____	Date: _____
Co-Buyer: _____	Date: _____
Name of Dealership Street Address City, State, Zip Telephone No.	

White Copy – Retail Contract
Yellow Copy – Customer Copy
Pink Copy – Dealer Copy

BISHCA 6/2006 – Banking Bulletin B-28
TA-VD-126 30M 04/13 MLD

# TA-VD-144 ~ Application For Temporary Display of Vehicles

**\*\*This form cannot be copied.\*\***



## APPLICATION FOR TEMPORARY DISPLAY OF VEHICLES

120 State Street  
Montpelier, VT 05603-0001  
802.828.2000  
dmv.vermont.gov

With prior approval from the Commissioner of Motor Vehicles, Vermont dealers may display vehicle(s) on a temporary basis, **but in no instance for more than 14 days**, at fairs, shows, exhibitions, and other off-site locations. New car dealer off-site displays **must be within the dealer's manufacturer's stated area of responsibility in their franchise agreement**. If there is any question related to franchise agreement(s), a new car dealer may be required to submit a copy of its manufacturer's franchise agreement(s) to the department prior to approval. **Please note that no vehicle sales may be transacted at these temporary off-site display locations.**

To apply for permission to display vehicles at a location other than your approved dealership, please complete the information below and mail or fax the form to the Vermont Department of Motor Vehicles **no less than two (2) business days prior to the first day for which the off-site approval is requested**. If the application is approved, an Inspector will sign it and a copy will be returned to you for your records.

If you mail the application, please send it to: **Vermont Department of Motor Vehicles, 120 State Street, Montpelier, VT 05603-0001; Attn: Dealer Licensing Section**. You may fax the application to DMV at fax number **(802) 828-2092**.

Name of Dealership:				Dealer Number:			
Address of Dealership:				Dealer's Mailing Address:			
Dealer's Approved Location:							
Dealer's Phone Number:				Dealer's Fax Number:			
Actual Physical Location of Temporary Display of Vehicle(s) ~ Be specific:							
Purpose of Temporary Display (Ex. Fair Display)							
Date(s) requested to display your vehicles:							
Start	End	Start	End	Start	End	Start	End
I have read and understand the conditions for temporary display as spelled out in 23 V.S.A. §451(b). Statements and warrants made herein are certified under penalty of 23 V.S.A. §202 & §203.							
Printed Name of Owner or Authorized Representative:							
Signature of Owner or Authorized Representative:						Date:	
<b>DMV USE ONLY</b>							
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved - Reason:							
Inspector's Signature						Date	

White Copy - Dealer

Yellow Copy - DMV/E&S

Pink Copy - DMV/Inspector

TA-VD-144 1.5M 10/13 CAY



## TA-VN-60 ~ Dealer Issued Registration Plates

**\*\*This form cannot be copied.\*\***

### INSTRUCTIONS FOR COMPLETING THIS FORM

In addition to the dealer report of sale, the Department requires that each authorized dealer keep a log of the registration plates received and used (TA-VN-60).

- I. **STOCKROOM:** The TA-VN-60 log sheet received with your plate order will be completed by the Stockroom as follows:
  - A. Dealer #,
  - B. Dealer Name,
  - C. Beginning Plate #,
  - D. Ending Plate #,
  - E. Car, Truck, MTC, ATV, or TLR Box will be checked . A separate log sheet must be kept for each type of plate.
  
- II. **DEALER:** TA-VN-60 will be completed by the Dealer as follows:
  - A. Individual receiving plates will sign "Received By" and indicate "Date" received.
  - B. Enter all numbers assigned on the log sheet (TA-VN-60). Issue plates in numerical sequence starting with the lowest number.
  - C. For each plate issued complete the log sheet by entering:
    1. Date the plate was assigned,
    2. VIN # of vehicle to which plate is assigned,
    3. To whom plates are assigned, and
    4. Date Sent/Delivered to DMV. This will help us track the registration before it is on the system.
  
- III. **DISTRIBUTE COPIES AS FOLLOWS:**
  - A. **WHITE COPY** - Will be retained by the DMV Stockroom for their files.
  - B. **YELLOW COPY** - Will be submitted to the Dealer Clerk once all registration plates listed at the top of the first page have been assigned. Yellow copies of Dealer Report of Sale (TA-VD-127) for the plates issued must be attached.
  - C. **PINK COPY** - Dealer maintains with their records.



# Irrevocable Letter of Credit

## STATE OF VERMONT CAPTIVE INSURANCE COMPANY IRREVOCABLE LETTER OF CREDIT

Letter of Credit No. (00001)  
Date

A.B.C. Bank  
Address  
City, State

Commissioner of Banking, Insurance, Securities  
and Health Care Administration  
State of Vermont  
89 Main Street  
Montpelier, VT 05620-3101

Commissioner:

1. We hereby establish our IRREVOCABLE LETTER OF CREDIT in your favor for the account of \_\_\_\_\_ up to the aggregate amount of \_\_\_\_\_ available by your draft(s) drawn on us, at sight, bearing the number of this IRREVOCABLE LETTER OF CREDIT No. (00001). This LETTER OF CREDIT shall expire at our Letter of Credit Department, \_\_\_\_\_, at our close of business on \_\_\_\_\_ unless as hereinafter extended.
2. This LETTER OF CREDIT is issued pursuant to the provisions of Sections 6004 of Chapter 141 of 8 Vermont Statutes Annotated, and on behalf of the above mentioned \_\_\_\_\_ (name of captive) which is applying for a certificate of authority to engage in the insurance business in the State of Vermont as a captive insurance company. We understand and agree that \_\_\_\_\_ (name of captive) has no obligation to reimburse us and we have no right of set off against any funds held by us for \_\_\_\_\_ (name of captive) in the event this LETTER OF CREDIT is drawn down, in whole or in part. By issuing this LETTER OF CREDIT, we waive any common law, statutory or contractual right of reimbursement or set off against \_\_\_\_\_ (name of captive) that may arise in the event this LETTER OF CREDIT is drawn down, in whole or in part.
3. It is a condition of the LETTER OF CREDIT that it shall be automatically extended for additional periods, each of one year, unless at least ninety calendar days prior to the then relevant expiration date we have advised you in writing, by certified mail, that we elect not to extend. In that event, you may draw hereunder on or prior to the then relevant expiration date, up to the full amount then available hereunder, against your sight draft(s) on us, bearing the number of this LETTER OF CREDIT.
4. It is a further condition of this LETTER OF CREDIT that each automatic extension shall be measured from the then relevant expiration date, even though such date is not a business day in Montpelier, Vermont for this Bank. It is also a condition of this LETTER OF CREDIT that, for the purpose of drawing hereunder, if the then relevant expiration date is a nonbusiness day for our Bank, drawing may be made not later than our next immediately following business day.
5. This LETTER OF CREDIT sets forth in full the terms of our undertaking, and such undertaking shall not in any way be modified, amended or amplified by reference to any note, document, instrument, statute, regulation or agreement referred to herein or in which this LETTER OF CREDIT is referred to or to which this LETTER OF CREDIT relates and any such reference shall not be deemed to incorporate herein by reference any note, document, instrument, statute, regulation, or agreement.
6. Each sight draft so drawn and presented shall be promptly honored by us if presented on or prior to the above stated expiration date or any extension thereof as above provided. Presentation under this LETTER OF CREDIT must be made at \_\_\_\_\_ located at \_\_\_\_\_ during normal banking hours.
7. Unless otherwise expressly stated, this undertaking is issued subject to the International Standby Practices 1998 (ISP 98), ICC Publication No. 590.

Very truly yours,

# Buyers Guide

# Sample

## BUYERS GUIDE

**IMPORTANT:** Spoken promises are difficult to enforce. Ask the dealer to put all promises in writing. Keep this form.

VEHICLE MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ VIN NUMBER \_\_\_\_\_

DEALER STOCK NUMBER (Optional) \_\_\_\_\_

### WARRANTIES FOR THIS VEHICLE:

**AS IS - NO WARRANTY**

YOU WILL PAY ALL COSTS FOR ANY REPAIRS. The dealer assumes no responsibility for any repairs regardless of any oral statements about the vehicle.

**WARRANTY**

- FULL     LIMITED WARRANTY. The dealer will pay \_\_\_\_% of the labor and \_\_\_\_% of the parts for the covered systems that fail during the warranty period. Ask the dealer for a copy of the warranty document for a full explanation of warranty coverage, exclusions, and the dealer's repair obligations. Under state law, "implied warranties" may give you even more rights.

#### SYSTEMS COVERED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### DURATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- SERVICE CONTRACT. A service contract is available at an extra charge on this vehicle. Ask for details as to coverage, deductible, price, and exclusions. If you buy a service contract within 90 days of the time of sale, state law "implied warranties" may give you additional rights.

PRE PURCHASE INSPECTION: ASK THE DEALER IF YOU MAY HAVE THIS VEHICLE INSPECTED BY YOUR MECHANIC EITHER ON OR OFF THE LOT.

SEE THE BACK OF THIS FORM for important additional information, including a list of some major defects that may occur in used motor vehicles.

# Buyers Guide

# Sample

Below is a list of some major defects that may occur in used motor vehicles.

**Frame & Body**

Frame—cracks, corrective welds, or rusted through  
Dog tracks—bent or twisted frame

**Engine**

Oil leakage, excluding normal seepage  
Cracked block or head  
Belts missing or inoperable  
Knocks or misses related to camshaft lifters and push rods  
Abnormal exhaust discharge

**Transmission & Drive Shaft**

Improper fluid level or leakage, excluding normal seepage  
Cracked or damaged case which is visible  
Abnormal noise or vibration caused by faulty transmission or drive shaft  
Improper shifting or functioning in any gear  
Manual clutch slips or chatters

**Differential**

Improper fluid level or leakage excluding normal seepage  
Cracked or damaged housing which is visible  
Abnormal noise or vibration caused by faulty differential

**Cooling System**

Leakage including radiator  
Improperly functioning water pump

**Electrical System**

Battery leakage  
Improperly functioning alternator, generator, battery, or starter

**Fuel System**

Visible leakage

**Inoperable Accessories**

Gauges or warning devices  
Air conditioner  
Heater & Defroster

**Brake System**

Failure warning light broken  
Pedal not firm under pressure (DOT spec.)  
Not enough pedal reserve (DOT spec.)  
Does not stop vehicle in straight line (DOT spec.)  
Hoses damaged  
Drum or rotor too thin (Mfr. Specs)  
Lining or pad thickness less than 1/32 inch  
Power unit not operating or leaking  
Structural or mechanical parts damaged

**Steering System**

Too much free play at steering wheel (DOT specs.)  
Free play in linkage more than 1/4 inch  
Steering gear binds or jams  
Front wheels aligned improperly (DOT specs.)  
Power unit belts cracked or slipping  
Power unit fluid level improper

**Suspension System**

Ball joint seats damaged  
Structural parts bent or damaged  
Stabilizer bar disconnected  
Spring broken  
Shock absorber mounting loose  
Rubber bushings damaged or missing  
Radius rod damaged or missing  
Shock absorber leaking or functioning improperly

**Tires**

Tread depth less than 2/32 inch  
Sizes mismatched  
Visible damage

**Wheels**

Visible cracks, damage or repairs  
Mounting bolts loose or missing

**Exhaust System**

Leakage

DEALER

ADDRESS

SEE FOR COMPLAINTS

**IMPORTANT:** The information on this form is part of any contract to buy this vehicle. Removal of this label before consumer purchase (except for purpose of test-driving) is a violation of federal law (16 C.F.R. 455).



# **Fee Schedule**

**Fees Effective July 1<sup>st</sup> 2012**

**FEEES SHOWN DO NOT INCLUDE FUEL  
USER OR CLEAN AIR FUND FEES.**

**FUEL USER FEES REQUIRED FOR  
VEHICLES 18,000 LBS. AND OVER FOR GAS  
AND 26,001 LBS. AND OVER FOR DIESEL.**

