

Your Best Address Checklist for SD Vehicle Title and Registration

Please mark off the items as you complete them. All forms listed below are in this info package. Please call us and we will guide you through the forms and quote the registration for you.

You will need a set of forms for each vehicle or trailer being registered. Filled out and signed DMV Form 608, Application For Motor Vehicle Title and Registration. See Instructions for Form 608 that are included in this forms package.

1. Original Title **and** copy of Purchase Order for new purchases from dealer, showing trade-in, if any, and all fees including documentation, extended warranty, delivery, etc.

OR

2. Manufacturers Certificate (or Statement) of Origin. (brand new vehicles/trailers)

AND

3. Bill of Sale copy from dealer. Also needed on transactions between individuals.

4. DMV Form 610, SD Salvage and Uniform Damage Disclosure Statement.

5. Federal Odometer Statement (new vehicles only)

6. Your daytime phone number _____

7. Payment of excise tax and county fees are a separate transaction from the processing fee we charge to help you title and register your vehicles. **The Minnehaha County Treasurer's Office does not accept out of state personal checks.** They accept Visa, MC & Discover. There is a \$5 county fee for using a credit card. Otherwise, please pay all SD taxes and fees with Cashiers Check or Money Order made out to "Minnehaha County Treasurer".

8. Fill out and have notarized MV Form 008, Power of Attorney, authorizing us to register and title vehicles, trailers, etc, on your behalf.

9. Title Fee is \$5; Lien Fee is \$5 per lien. If lien holder has the original title they must send the *Original Title* to: Minnehaha County Treasurer, 415 N. Dakota Ave, Sioux Falls, SD 57104. The lien holder will be sent a new South Dakota title. This could take 2-3 weeks from some lien holders. **Call us and we'll tell you how to get the title from the Lienholder.**

10. To avoid duplicate payment of sales/excise taxes you may already have paid to another state for a new purchase, fill out DMV Form 2007, Applicant's Tax Payment Verification if you have owned the vehicle 6 months or more, **or** if you have owned the vehicle less than 6 months, DMV Form 2003, Verification of Tax Assessment by Out of State Dealer.

11. Minnehaha County has a wheel tax of \$4 per wheel, maximum \$16 per year.

It is recommended to make a copy for yourself of all paperwork, then mail to Your Best Address, 401 E. 8th St, Ste 214, Sioux Falls, SD 57103.

Your Best Address charges \$22 per item for registration assistance, plus \$1.30 SD tax. We will handle your annual renewals for \$10 per vehicle. We accept MasterCard, Visa, money orders and personal checks. Please do not add our assistance fees to your payment to the Treasurer's Office. It is a separate transaction.

Call us and we will guide you through the forms and quote the accurate registration fees and taxes, if any. Toll free at 1-800-419-1690 or local phone 605-334-5313.

Instructions for SD DMV Form 608

Application for SD Motor Vehicle Title & Registration

Section

I and II Leave blank, County Treasurer's Office will fill out.

III Owners or lessors name - Enter names exactly as they appear on your title or Certificate of Origin. (last name first, then first name, then middle name)

Type of Ownership - is either "and" or the word "or".

Enter SD Driver's License Number or Social Security Number.

Title County Number is 01 (county code for Minnehaha County)

Address - you must use your Personal Mail Box address:

401 E. 8th St, Ste 214-xxx, Sioux Falls, SD 57103.

IV Primary VIN or Serial Number - Complete Vehicle Identification Number from Certificate of Origin or Title.

Make - name of manufacturer **Model** - model name and length of motorhome or trailer

(Ex: Holiday Rambler, Ambassador - 37')

Vehicle Code and **Body Type** - leave blank

Year - enter year of manufacture

Weight - must have UVW/shipping weight as listed on Title or Certificate of Origin. If this is not available, you must have unit weighed at a commercial scale and enclose weight receipt along with paperwork for trailers and motorhomes. This info will usually also be on a sticker somewhere inside the vehicle.

Color - state basic color, (use blue, not skyblue) **Fuel** - "G" for gas or "D" for diesel.

Previous State/Title Brand - enter state current title is from.

Secondary VIN or Serial Number - leave blank

Odometer - actual mileage from vehicle or from odometer statement from dealer.

Odometer Indicator - circle either 1, 2 or 3.

Condition - only applies to vehicles made from junker, salvage or rebuilt components.

Tonnage - only for truck F550's and larger vehicles

Dealer Price Certification - for South Dakota dealers only

V Motor Vehicle Purchasers Certificate

This section is used to determine amount of taxes and fees for SD and Minnehaha County. Call us and we'll guide you through the forms and quote registration costs. 1-800-419-1690 or 605-334-5313.

Line 1 - enter full purchase price, including options, extended warranties, documentation fees, **No Taxes.**

Line 2 - subtract gross amount of trade-in. If you have a trade-in, fill out line to right with description of trade-in. Do not include any cash down payment money or rebate amounts as part of the trade-in.

Line 3 - enter difference between purchase price and trade-in.

Line 4 - Tax: enter 3% of Line 3.

Line 5 - Tax credit for sales/excise tax paid to another state. You must fill out enclosed MV Form 2007 "Applicant's Tax Payment Verification" if you have owned vehicle more than 6 months; or MV Form 2003 "Verification of Tax Assessment by Out of State Dealer" if tax was paid to dealer at time of sale and you have owned vehicle less than 6 months. **The dealer must sign form MV2003.** You will have to provide evidence of tax payment made to another state, such as Bill of Sale, Purchase Order copies, tax receipt, etc.

Line 6 - Title fee is \$5. Penalty for late registration over 30 days from sale date is \$1 per week for newly purchased vehicles. Call for exact amount of penalty, if any.

Line 7 - License Fee - based on unladen weight and age of vehicle - call our office for an accurate quote.

Line 8 - Solid Waste Fee. Enter \$1.00

Line 9 - County Wheel Tax - \$4 per wheel, maximum \$16 per year. (less than 12 months is prorated)

Line 10 - Other fees (Lien Notation fee is \$5 per lien)

Line 11 - Add lines 4 thru 10 and enter Total Balance Due

If there is a lien (or liens) on the vehicle you must list all lienholders in box near bottom right of form. Include name, address, and be sure to check box "Mail to Lienholder" for the title. If no liens check "Mail to Owner".

If there are joint owners, such as husband and wife, all owners must sign form in bottom right corner and date it.

We'll be glad to help you with this, just call us at 1-800-419-1690.

Application Instructions

Only to be used to designate power of attorney to make application for or to assign a Certificate of Title.

LET IT BE KNOWN
That the undersigned:

of the city of _____, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Name of Person(s) Appointed	Street Address / City / State / Zip Code

Attorney Powers

The appointed attorney(s) may exercise the following designated powers. (Check all that apply)

GROUP 1 - TO BE USED ONLY IF MORE THAN ONE PERSON IS NAMED ABOVE.

	Jointly (both people named must sign)
	Severally (either person named can sign)

GROUP 2 - ONE OR MORE SELECTIONS MUST BE MADE.

	To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.
	To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.

Vehicle/Boat Description

DESCRIBED VEHICLE				
Year	Make	Model	VIN#	Title #
DESCRIBED BOAT				
Year	Make	Type	Hull ID #	Title #

Disclosure, Signature and Notary Public Section

The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

IN WITNESS WHEREOF the undersigned has executed this instrument on this _____ day of _____, 20_____.

SIGNATURE	SIGNATURE
PRINTED NAME	PRINTED NAME

SWORN TO AND WITNESSED BY ME THIS _____ DAY OF _____ 20_____

NOTARY PUBLIC SIGNATURE	
MY COMMISSION EXPIRES THE _____ DAY OF _____	20_____

State of South Dakota Application for Motor Vehicle Title & Registration

I. This application is for (Check Only One) Brand (Check if applicable)	II. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">County Use Only</td> <td style="width: 15%;">Title Co. No.</td> <td style="width: 15%;">Reg. Co. No.</td> <td style="width: 55%;">SD Title No.</td> </tr> <tr> <td>RMI</td> <td>Ton</td> <td>Reg. Date</td> <td>SD License No. Pri. Sec</td> </tr> </table>	County Use Only	Title Co. No.	Reg. Co. No.	SD Title No.	RMI	Ton	Reg. Date	SD License No. Pri. Sec
County Use Only	Title Co. No.	Reg. Co. No.	SD Title No.						
RMI	Ton	Reg. Date	SD License No. Pri. Sec						
Transfer - New or Out of State <input type="checkbox"/> X-Junking Certificate <input type="checkbox"/> Interstate <input type="checkbox"/> Abandoned <input type="checkbox"/> S-Salvage-Total Loss <input type="checkbox"/> Repossession <input type="checkbox"/> Operation by Law <input type="checkbox"/> B-Rebuilt <input type="checkbox"/>									

III. 1-4 Owner's/Lessor's Name: (Last, First, Middle); Description of type of ownership (and, or, DBA, WROS, Guardianship, lessee, lessor, etc.); Identification number (SD Dr. Lic. or SS No.)

1.	Owner/Lessor & Lessee	Type of Ownership	SD Driver's License No. or Social Security No.	
2.	Owner/Lessor & Lessee	Type of Ownership	SD Driver's License No. or Social Security No.	
3.	Owner/Lessor & Lessee	Type of Ownership	SD Driver's License No. or Social Security No.	
4.	Owner/Lessor & Lessee	Type of Ownership	SD Driver's License No. or Social Security No.	
ADDRESS	Owner/Lessor Address			
		City	State	Zip Code
	Lessee Address			

IV. Primary VIN or Serial Number:

Make	Model	Body Type	Veh. Code	Year	Weight/CC	Color	Fuel	Previous State/Title Brand
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Secondary VIN or Serial Number: _____ **Year:** _____ **Make:** _____

Odometer (Complete for vehicles 9 years old or newer):

Odometer Indicator (Check one): Actual Mileage Exceeds Odometer's Mechanical Limits Not Actual Mileage

Dealer Price Certification: I hereby certify that the purchase price and trade-in allowance in Item V of the application is correct and that all accessories and added equipment have been reported.

Dealer Name and Number	Signature of Dealer or Dealer's Agent	Dealer Sold Permit
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Vehicle Trade-In

Year	Make	Serial Number	SD Title Number
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V. Motor Vehicle Purchaser's Certificate

1. Purchase Price (See Reverse Side) Bill of Sale Not Available <input type="checkbox"/> Computer NADA'ED <input type="checkbox"/> \$	Note: A guide published by the automobile industry will be used to check values.
2. Less Trade-In Allowance \$	Purchased From Name Mailing Address
3. Difference \$	
4. Tax 3% of Line 3, Manufactured Homes 4% \$	
5. Credit for Tax Paid to Another State \$	
6. Title Fee and Penalty Fee \$	
7. License Fee \$	Important: Original title will be mailed to the owner unless otherwise indicated. Check One: <input type="checkbox"/> Mail to Lienholder <input type="checkbox"/> Mail to Owner
8. Solid Waste Fee \$	1st Lien holder Mailing Address
9. County Wheel Tax (if applicable) \$	City/State/Zip Code
10. Other Fees \$	2nd Lien holder Mailing Address
11. Balance Due \$	City/State/Zip Code
PENALTY: Any person failing to pay the full amount of excise tax is subject to a Class 1 misdemeanor.	
<input type="checkbox"/> Tax Exempt (if claiming exemption, list exemption # from Section VI on back of form.)	Note any additional liens in section IX on reverse side
<input type="checkbox"/> Rental Vehicle/SD Sales Tax#	
<input type="checkbox"/> Title Only (NOTE: If applying for a "Title Only" in signing this application, you are attesting that the vehicle will not be used upon the streets and highways of this state or any state.)	

The applicant, under penalties of law and as rightful owner of the vehicle described on this application, declares that the information set forth on this application is true and correct.

If the vehicle is co-owned, all owners must sign. If the vehicle is company owned, the company name and title of authorized agent signing the application must be noted. **PENALTY: Any person who intentionally falsifies information on this application is guilty of a Class 6 felony.**

Signature	Date
Signature	Date

Continuation of Application for Motor Vehicle Title & Registration

VI

TAX EXEMPTIONS: If vehicle is exempt from tax, enter number corresponding to exemption in item "V" of the application. Exemptions 05 thru 11 must have been titled previously in S.D. Refer to an MV-609, or SDCL 32-5B-2, for a complete list of exemptions.

01. Vehicle owned by United States, state, county, municipality, public school corporation, Indian tribes or schools, non-profit adjustment training centers, fire departments, buses owned by churches, or farm vehicles as defined in 32-5-1.3.
02. Vehicle acquired by inheritance from or bequest of a decedent.
03. Vehicle previously titled or licensed jointly in the names of two or more persons and subsequently transferred without consideration to one or more of such persons.
04. Vehicle transferred without consideration between spouses, between a parent and child, and between siblings.
05. Vehicle transferred pursuant to any mergers or consolidations of corporations.
06. Vehicle transferred by a subsidiary corporation to its parent corporation.
07. Vehicle transferred between an individual and a corporation where the individual and the owner of the majority of the capital stock of the corporation are one and the same.
08. Vehicle transferred between a corporation and its stockholders or creditors when to effectuate a dissolution of the corporation.
09. Vehicle transferred between an individual and a limited or general partnership where the individual and the owner of the majority interest in the partnership are one and the same person.
10. Vehicle transferred to effect a sale of all or substantially all of the assets of the business entity.
11. Vehicle transferred between corporations, both subsidiary and nonsubsidiary, if the individuals who hold a majority of stock in the first corporation also hold a majority of stock in the second corporation; but these individuals need not hold the same ratio of stock in both corporations.
12. Vehicle acquired by a secured party or lienholder in satisfaction of a debt.
13. Vehicle first transferred to a person other than a licensed motor vehicle dealer when such vehicle was previously licensed and registered pursuant to 32-5-27 (exemption applies only if title previously coded 27).
14. Any motor vehicle sold or transferred which is eleven or more model years old and which is sold or transferred for \$1,500 or less, before trade-in.

VII

PURCHASE PRICE IS:

- (1) For a new motor vehicle sale or lease, the total consideration whether received in money or otherwise. However, when a motor vehicle is taken in trade as credit or part payment on a new motor vehicle, the credit or trade-in value allowed by the seller shall be deducted from the total consideration for the new vehicle to establish the purchase price.
- (2) For a used motor vehicle sold or leased by a licensed motor vehicle dealer, the total consideration for the used motor vehicle whether received in money or otherwise. However, when a motor vehicle is taken in trade by the dealer as a credit or part payment on a used motor vehicle, the credit or trade-in value allowed by the dealer shall be deducted from the consideration so that the net consideration is established.
- (3) For a used motor vehicle sold, leased or transferred by any person other than a licensed motor vehicle dealer, the total consideration received in money or otherwise. However, when a motor vehicle is taken in trade as a credit or part payment on a used motor vehicle, the credit or trade-in value shall be deducted from the total consideration so that the net consideration is established. The purchaser and seller of the motor vehicle shall submit to the county treasurer a bill of sale, approved and supplied by the secretary. If a bill of sale is not submitted, the excise tax will be assessed on the retail value as stated in a nationally recognized dealers' guide as approved by the secretary of revenue. If the excise tax is assessed on the retail value, the value of the motor vehicle taken in as credit on trade-in shall be the retail value as stated in the nationally recognized dealers' guide.
- (4) For a new or used motor vehicle acquired by gift or other transfer for no or nominal consideration, the manufacturer's suggested dealer list price for new motor vehicles and for used motor vehicles the value stated in a nationally recognized dealers' guide approved and furnished by the secretary of revenue.
- (5) For a motor vehicle manufactured by a person who registers it under the laws of this state, the amount expended for materials, labor and other properly allocable costs of manufacture or in the absence of actual expenditures for the manufacture of a part or all of the motor vehicle, the reasonable value of the completed motor vehicle.
- (6) For a rebuilt motor vehicle, upon its initial registration and titling, the total consideration for the salvage vehicle, whether received in money or otherwise.
- (7) For a closed lease, total consideration is all lease payments including cash, rebates, the net trade-in, extended warranties, administrative fees, acquisition fees, or any other fees assessed on the purchase of the vehicle. Total consideration does not include title fees, registration fees, or state and federal excise tax, insurance and refundable deposits.
- (8) For an open end lease or lease in which the terms of the lease are not certain at the time the lease contract is executed, purchase price is the purchase price of the vehicle, plus cash, rebates, the net trade-in, extended warranties, administrative fees, acquisition fees, or any other fees assessed on the purchase of the vehicle. Total consideration does not include title fees, registration fees, state or federal excise tax, insurance and refundable deposits.

VIII

MOUNTED EQUIPMENT: If price of mounted equipment was not included in purchase price, has sales tax or use tax been paid on mounted equipment?

Yes No If yes, attach proof of tax paid.

Note: An invoice must be attached if purchased from a dealer. If purchased from other than a dealer, please give description, cost and from whom the mounted equipment was purchased.

_____ Purchased from: _____
Cost Description Name Address City State

IX

ADDITIONAL LIENS:

3rd Lienholder _____

Mailing Address _____

City _____ State _____ Zip Code _____

MV-2003
Revised
04/04

South Dakota Verification of Tax Assessment By Out-of-State Dealer

South Dakota Department of Revenue & Regulation

Division of Motor Vehicles

445 E. Capitol Avenue | Pierre, SD 57501-3185 | 605-773-3541 | Fax 605-773-2550

Instructions

This form is to be filled out by the dealer who sells the motor vehicle. Please mail or fax this form to the above address/fax number. For further questions, please call 605-773-3541.

Applicant Information

Name of Applicant

Name of Dealership

Street Address

City, State, Zip Code

Telephone Number

Fax Number

Vehicle Description

Year

Make

Serial/Vin Number

Title Number

Tax Information

Sale Date

Selling Price

Type of Tax Assessed (sales, excise, etc...)

Assessed Tax Amount

Tax Remitted To (state)

Purchaser Information

Name of Purchaser

Street Address

County

City, State, Zip Code

Dealer Signature

I hereby certify that the purchaser listed above has been assessed tax on the purchase of the above referenced vehicle and that the tax has been remitted to the state indicated.

APPLICANT SIGNATURE

DATE

APPLICANT'S TAX PAYMENT VERIFICATION

This form must accompany South Dakota's application for title to qualify for credit against South Dakota's motor vehicle excise tax for a like or similar tax paid to another state on the purchase of a vehicle. The out-of-state title being surrendered must be in the same name as the applicant. The applicant receives credit for the percentage of tax paid that is equal to or greater than the tax owed to this state.

I, _____, of _____,

hereby attest that I have paid (type of tax: sales, excise, etc.) _____ tax in the amount of \$_____ to the state of _____ on or about (date/year) _____.

This statement is made with the knowledge that it is a Class 5 felony to make a false statement and that in doing so I am subject to the penalty of South Dakota law.

_____, 20____
Applicant's Signature Date

Instructions

Salvage Title: State law requires that if an insurer, in settlement of a total loss insurance claim, or self-insurer acquires ownership of a vehicle determined a total loss, the insurer shall within 30 days of acquisition of the title, surrender it and apply for a salvage title. If the owner retains possession of the vehicle, the owner shall prior to sale or transfer of the title obtain a salvage title. Failure to do so is a Class 1 misdemeanor. Salvage titles are required on motor vehicles less than 7 years old and vehicles that weigh less than 16,000 GVWR.

Damage Disclosure: State law requires that upon the sale, transfer or trade in of a motor vehicle or large boat, the person who sells, transfers or trades the vehicle or large boat, must provide a completed Damage Disclosure Statement to the person to whom the vehicle or large boat is transferred. If a motor vehicle or large boat, which is titled in another jurisdiction, is to be titled in South Dakota, the person who registers the vehicle or large boat (importer) must also complete a Damage Disclosure Statement. Any person who, when required to do so, fails to complete or falsifies this disclosure is guilty of a Class 1 misdemeanor. Disclosure statements are required if the vehicle or large boat that is being transferred is less than 7 years old and the vehicle weighs less than 16,000 GVWR.

Vehicle/Boat Information

Year	Make	Model	VINor Hull#
Title State		Title #	

Salvage Information

Any vehicle that an insurer or self insurer determines a total loss due to damage caused by fire, vandalism, collision, weather, submersion in water or flood.

1. Was this vehicle determined to be a total loss? yes no

Damage Information

Cost includes parts, labor, paint and framework performed in order to return the vehicle or large boat to its predamaged condition.

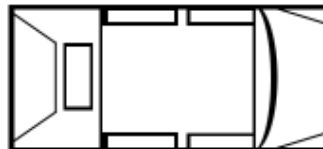
1. Vehicle/large boat sustained damage in excess of \$5,000.00 in any single occurrence while I have owned it.	Yes	No
2. At the time I acquired this vehicle/large boat, it had unrepaired damage in excess of \$5,000.00.	Yes	No

If you checked "Yes" to either of these questions, then check below all cause(s) of vehicle/large boat damage that apply.

Collision	Fire	Vandalism	Weather	Submersion in Water
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Other Damages (Please List)

Circle damaged area of vehicle or large boat



Disclosure and Signature

I/we, as the seller/importer, declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

PRINTED NAME OF SELLER/IMPORTER

SIGNATURE OF SELLER/IMPORTER	DATE OF SALE
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