



# Title Only Transaction



Don't waste your time getting in line until you verify you have the documentation below:

## RMV Checklist



These documents are what we need in order to process your Title Application. Check off the box for each of the three items!

By law, you must apply for a Certificate of Title for a motor vehicle or trailer within 10 days of purchase.



### COMPLETED APPLICATION

- Registration and Title Application sections completed and signed by appropriate parties
  - ▷ Vehicle Information
  - ▷ Title Information
  - ▷ Owner or Business Owner Information
  - ▷ Lessee Information, if applicable
  - ▷ Lienholder Information, if applicable
  - ▷ Sales or Use Tax Schedule – to be completed by Massachusetts dealers
  - ▷ Purchase Information
  - ▷ Seller Information
  - ▷ Signature section (New Owners and MA Authorized Dealer)



### PROOF OF OWNERSHIP

- Certificate of Origin (new vehicles only), previous owner's Certificate of Title assigned to the new owner, Dealer Re-Assignment form (if applicable), or the previous Registration and the Bill of Sale (if exempt from obtaining a Title)
  - ▷ Must contain signatures of sellers and buyers
  - ▷ Mileage must be recorded in appropriate area



### PAYMENT of \$75 (plus applicable sales tax)

- Payable by cash, check or money order (payable to MassDOT), or debit/credit card
- Proper sales tax
  - For a private sale or for a sale from a dealer not registered with the MA Department of Revenue (DOR), sales tax will be calculated on sale price or NADA value ("book value") of the vehicle, whichever is higher. For a dealer registered with MA DOR, the sales tax is calculated based on the sale price of vehicle
  - Sales tax must be paid by the 20th of the month following the date of purchase. Late payment of sales or use tax subjects you to penalties and interest from the MA DOR
- If exempt from sales tax, a completed sales tax exemption form is required

*Any erasures, white-outs, or alterations on the Proof of Ownership or Application will not be accepted. The Application must be legible, and printed on white 8 1/2" x 11" paper. Color paper and card stock will not be accepted. The Application must match the supporting documentation being presented.*