

IF YOUR VEHICLE IS HELD IN A TRUST PLEASE USE THIS FORM

Send us a copy of the first and last pages of the trust agreement including the notarized signatures of all trustees
All trustees will be required to sign the South Dakota title application we will send to you

Checklist For Cars, Trucks and Motorcycles (including medium/heavy duty trucks)

You may fax to 866-481-0676 or scan and e-mail to Americas.Mailbox@gmail.com

Must be completed fully to have us figure fees

Name: _____ PMB: _____ Today's Date: _____
(Please use BLOCK letters for e-mail to insure accuracy.)

Phone: _____ E-mail: _____

1A: Circle A if you do NOT yet have a South Dakota driver's license: We need:

- a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.
- b) **AND** a copy of both sides of your **current** valid driver's licenses and Social Security card or W-2/1099

1B: Circle B if ALL the vehicle owners DO have a South Dakota driver's license:

- a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.
- b) **AND** a copy of front and back of your **current** valid driver's licenses.

1. Use a separate checklist for each vehicle. ALL lines MUST be completed.

Purchase date: _____

What state is it currently titled in? _____

When do your current plates expire? _____

Where is the title physically located? _____

Is there a lien? ***You will need to send for the title with the request form we give you.***

Name of lienholder: _____

Fax number to lienholder's state-to-state title transfer department _____

Loan account number at lienholder _____

Year _____ Make _____ Model & Model Package _____

Color _____ Approximate weight _____ Number of tires _____ Type of fuel _____

Odometer _____ CCs of motorcycle _____

Medium and heavy duty trucks **require** documentation of the GROSS weight of the truck PLUS the GROSS weight of the trailer it is pulling to register on tonnage. This option is available for light duty trucks if you wish.

2. For vehicles coming from the states of AL, AK, CO, MT, NH, NM, NC, OK, OR, & SC:

You must go to NadaGuides.com, enter your specific vehicle information, and print out the current retail value sheet. You must also fill out the South Dakota tax verification form:

<http://www.americas-mailbox.com/Forms/ApplicantsTaxPaymentVerification.pdf>

Fax or scan these to us with your other documents.

3. On a new purchase we must have a clear copy of the signed, dated bill of sale or purchase order (NOT a financial agreement) if you are paying tax to SD or proving that you paid tax elsewhere. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.

4. Notarized Power of Attorney—2 vehicles per sheet—name Americas Mailbox as person appointed.

REQUIRED: Valid South Dakota Driver's Lic # **OR** SSN _____ Name _____

REQUIRED: Valid South Dakota Driver's Lic # **OR** SSN _____ Name _____

If you are coming to our office, we can notarize all documents for you.

You must supply a cashier's check, certified check or money order made out to Pennington County Treasurer **once we calculate the amount and give you the amount due. Please note...the pro-rated amount changes every month.**

Once we receive and look over ALL the information required, we will figure your costs. We will send a final email requesting all documents and fees. We recommend using Fedex or UPS (a private carrier) to ship all final documents. Once your registration has been completed by us with the county, the services fee (usually \$30-\$50 plus tax) will be charged to your postage/services fund. Plates and registrations will usually be obtained within one week after receiving your complete mailed information, titles, and payment to Pennington County Treasurer at our office. If you have clear title, your SD title comes to your PMB address in about a month.

For SD Plate Transfer TO this vehicle, please send us a copy of your current SD registration

IF YOUR VEHICLE IS HELD IN A TRUST PLEASE USE THIS FORM

Send us a copy of the first and last pages of the trust agreement including the notarized signatures of all trustees

All trustees will be required to sign the South Dakota title application we will send to you

Checklist For Fifth Wheel, Travel Trailer or Coach (includes any trailer)

You may fax to 866-481-0676 or scan and e-mail to Americas.Mailbox@gmail.com

Must be completed fully to have us figure fees

Name: _____ **PMB:** _____ **Today's Date:** _____
(Please use **BLOCK** letters for e-mail to insure accuracy.)

Phone: _____ **E-mail:** _____

1A: Circle A if you do NOT yet have a South Dakota driver's license: We need:
a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.
b) **AND** a copy of both sides of your **current** valid driver's licenses and Social Security card or W-2/1099

1B: Circle B if ALL the vehicle owners DO have a South Dakota driver's license:
a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.
b) **AND** a copy of front and back of your **current** valid driver's licenses.

1. Use a separate checklist for each vehicle. ALL lines MUST be completed.

Purchase date:

What state is it currently titled in?

When do your current plates expire?

Where is the title physically located?

Is there a lien? ***You will need to send for the title with the request form we give you.***

Name of lienholder:

Fax number to lienholder's state-to-state title transfer department

Loan account number at lienholder

Year _____ Make _____ Model & Model Package _____

Color _____ Length _____ Number of tires _____ Type of fuel (if applicable) _____

Odometer (if applicable) _____

****Required: proof of Empty, Unladen, Shipping or Curb Weight from title OR MSO OR sticker in vehicle (take a digital picture) OR certified scale, OR printed spec sheet with year, make and model. _____**

2. For vehicles coming from the states of AL, AK, CO, MT, NH, NM, NC, OK, OR, & SC:

You must go to NadaGuides.com, enter your specific vehicle information, and print out the current retail value sheet. You must also fill out the South Dakota tax verification form:

<http://www.americas-mailbox.com/Forms/ApplicantsTaxPaymentVerification.pdf>

Fax or scan these to us with your other documents.

3. On a new purchase we must have a clear copy of the signed, dated bill of sale or purchase order (NOT a financial agreement) if you are paying tax to SD or proving that you paid tax elsewhere. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.

4. Notarized Power of Attorney—2 vehicles per sheet—name Americas Mailbox as person appointed.

REQUIRED: Valid South Dakota Driver's Lic # **OR** SSN _____ Name _____

REQUIRED: Valid South Dakota Driver's Lic # **OR** SSN _____ Name _____

If you are coming to our office, we can notarize all documents for you.

You must supply a cashier's check, certified check or money order made out to Pennington County Treasurer **once we calculate the amount and give you the amount due. Please note...the pro-rated amount changes every month. Once we receive and look over ALL the information required, we will figure your costs. We will send a final email requesting all documents and fees. We recommend using Fedex or UPS (a private carrier) to ship all final documents. Once your registration has been completed by us with the county, the services fee (usually \$30-\$50 plus tax) will be charged to your postage/services fund. Plates and registrations will usually be obtained within one week after receiving your complete mailed information, titles, and payment to Pennington County Treasurer at our office. If you have clear title, your SD title comes to your PMB address in about a month.**

For SD Plate Transfer TO this vehicle, please send us a copy of your current SD registration