



Mail Forwarding & Home Base Services

Corporate Offices
514 Americas Way ♦ Box Elder SD 57719-7600
(605) 718-1234, M-F, 9-5 Mountain — Fax: (866) 481-0676
24/7/365 Message Center (605) 939-0411
For general new membership questions only: Call (605) 593-4496
to reach Don & Barb wherever they are at the moment!
Website: www.Americas-Mailbox.com eMail: Americas.Mailbox@GMail.com

Our Exclusive Golden Rule Guarantee



Services:

Our Own Campground (Full hookups, open all year round)

Our Own Comfortable Guest Rooms



RV Service, Parts & Supplies



Vehicle Titling

Vehicle Registration

In-House Independent

Vehicle Insurance Agents



Mail Forwarding

Home Base Plan

Scanning Mail

Private Mailbox Rentals

Lucky 7 Plan

U.S. Postal Services

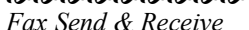
FedEx-Air/Ground

Package Handling

COD Acceptance

Junk Mail Removal

Emergency Locator



Fax Send & Receive

Notary Services

Voter Registration



Recommendations for:

Banking

Health Insurance

Accounting

Financial Planning

Wills and Trusts

and a free meal when you visit us in person!

(certain common-sense restrictions apply)

The following pages are for folks wanting to join Americas Mailbox in South Dakota and register their vehicles in that state.

South Dakota Vehicle Registration:

Americas Mailbox will take care of licensing and registration for you with our signed notarized Power of Attorney form (you can have it notarized anywhere in the country). You may need other notarized documents depending on your specific circumstances. If you're coming to our office, we can notarize all of your documents for you. The fee for our full registration service is currently only \$30 to \$50 for most first time registrations of a vehicle in SD and for the work and services that this requires, this is a bargain.

License and registration fees are calculated based on the age and weight of your specific vehicles, and then prorated for the first year based upon the first letter of your last name. Please supply us with this information and we will tell you the cost. Fill out our convenient checklists. The fee is \$15.00 plus tax if you only want your costs figured.

If you own outright OR have just purchased the vehicle, you must supply the original paper title or the original paper manufacturer's Certificate of Origin (keep copies for your records). If you do NOT have the title in your possession, you must obtain the original paper title from your lienholder. Fill out the required title request form that we supply you. You will also sign our Power of Attorney in front of a notary in the same way your name(s) appear on the vehicle title so that we may complete the process for you.

PROOF of the unladen or shipping weight with the VIN for your motorhome or trailer must be provided. This is always on the certificate of origin, occasionally on your title or registration, or you can take a picture with a digital camera of the placard inside one of your cabinets. We CANNOT use the gross weight. If you cannot get the empty weight any other way, you must supply a certified weigh ticket from any truck scale (Flying J/Pilot, Loves, TSA, etc.) Empty holding tanks if possible, but you do NOT have to remove your belongings. Weigh the trailer or coach by itself, without any truck or tow car attached. If you do not know where the closest truck scale is, call the nearest State Police or Highway Patrol and ask them where they take trucks to be weighed.

If you have already paid at least 4% sales tax on your vehicles, sign an affidavit attesting to that and you will not owe the one-time 4% South Dakota tax on vehicles. You may also need the dealer to fill out a South Dakota tax verification form on a newer purchase. This is usually not necessary if you have held clear title for more than six months. Unregistered vehicles with tax due will be subject to penalties if not registered within 45 days of purchase, no matter how long the temporary tags from another state are good for.

Cashier's checks, certified checks, or money orders made out to "Pennington County Treasurer" are accepted by the county (you cannot use a personal check or dealer check).

We recommend you send us all these important documents by USPS/Priority mail, FedEx or UPS (please do NOT use other US Postal Services for this since they may take a VERY long time to reach us).

You DO NOT have to have a South Dakota driver's license first in order to register your vehicles in Pennington County. You can also get your driver's license anywhere in the state, not necessarily in Rapid City. Carefully read the information on our web site at:

http://www.americas-mailbox.com/home/tips/drivers-license

South Dakota Driver's License in Rapid City is CLOSED Sat., Sun., & Mon.

Driver's License Bureau: 1301 East Catron Blvd, Rapid City SD 57701

Rapid City open Tues-Fri 7-5:30

SD Voter's Registration (We will help you with voter's registration forms at our office):

Office of the Pennington County Auditor/Election Supervisor

130 Kansas City Street, #230 Rapid City SD 57701 605/394-2152 Ext. 15 605/394-6840 Fax

In order to register to vote, a member of Americas Mailbox MUST spend at least one night in Pennington County. When you stay at our campground or guest rooms, you will list your Americas Mailbox PMB address on the form as BOTH your residential AND mailing address, unlike any other company.



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

If this is a leased vehicle, or held in a trust, then go to our website for the checklists specifically designed for those types of ownership.

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 help 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 help 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? _____ Is the title in your possession? _____

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

Year _____ Make _____ Model & Model Package _____

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

CCs of motorcycle _____ Odometer _____ (dealer odometer statement needed on new purchase)

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.

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 detailed spec sheet AND current retail value sheet. You must also fill out the South Dakota tax verification form:

<https://americasmalbox.com/assets/forms/ApplicantsTaxPaymentVerification.pdf>

Fax or scan these to us with your other documents. *Colorado vehicles may require additional 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

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

● *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.*

● 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.**

● *We recommend using Fedex or UPS (a private carrier) to ship all final documents.*

● *Plates and registrations will usually be obtained within 7 to 10 business days after receiving your complete mailed information, titles, and payment to Pennington County Treasurer, **AT OUR OFFICE.***

● *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.*

● *If you have clear title, your SD title comes to your PMB address in about four to six weeks.*

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

Basic Checklist For Fifth Wheel, Travel Trailer or Coach (includes any trailer)
If this is a leased vehicle, or held in a trust, then go to our website for the checklists specifically designed for those types of ownership.

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 help 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 help 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.

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

Purchase date: _____ What state is it currently titled in? _____

When do your current plates expire? _____ Is the title in your possession? _____

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

Year _____ Make _____ Model & Model Package _____

Color _____ Length _____ Width _____ Number of tires _____ Type of fuel _____

Odometer (if under 16,000 lbs gross weight) _____ UVW (unladen) wt _____ ***

*****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 letter from manufacturer with VIN and weight.**

GROSS WEIGHT IS NOT ACCEPTABLE

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 detailed spec sheet AND current retail value sheet. You must also fill out the South Dakota tax verification form:

<https://americasmalbox.com/assets/forms/ApplicantsTaxPaymentVerification.pdf>

Fax or scan these to us with your other documents. *Colorado vehicles may require additional 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.

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● ***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.***

● ***If you have clear title, your SD title comes to your PMB address in about four to six weeks.***

Pennington County Treasurer's Office

www.pennco.org * Janet Saylor, Treasurer
County Administration Building * 130 Kansas City St Ste 250
P.O. Box 6160 Rapid City SD 57701 * Phone: (605) 394-2163

Title Request Form

The State of South Dakota requires the original title in order to title and license the vehicle below. All original titles must be mailed to Pennington County Treasurer's Office, Attn: License Department at the above address.

South Dakota is an electronic title holding state.

Please submit a copy of this letter with the original title.

Dated this _____ day of _____, 20_____

To: (Lienholder) _____

Fax: _____

Email: _____

Vehicle Information:

YEAR _____ MAKE _____ MODEL _____

VIN/SERIAL NUMBER _____

Requested by owner:

Name _____

Owner's Physical Address _____

Owner's Mailing Address:

514 Americas Way PMB _____ Box Elder SD 57719-7600

Home Phone _____ Work/Message Phone _____

*Signature _____ Email address _____

*If the Treasurer's Office is to contact someone other than the owner when the title is received, owner's signature must be on this form.

Contact Americas Mailbox on my behalf at 605-718-1234 or Americas.Mailbox@Gmail.com

Sample Page

Power of Attorney	
Application Instructions Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.	
Let it be known that the undersigned:	
Write Your Name(s) Here	
of the city of Box Elder, 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 / State / City / Zip Code
Americas Mailbox Inc or Americas Vehicles	514 Americas Way, Box Elder SD 57719-7600
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.	
<input type="checkbox"/>	Jointly (both owners named must sign) Check The Appropriate Box
<input type="checkbox"/>	Severally (either owner named can sign) Check The Appropriate Box
GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE. Check The Appropriate Boxes	
<input type="checkbox"/>	To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To obtain original title from lienholder for the described vehicle/boat on behalf of the undersigned.
<input type="checkbox"/>	To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.
Vehicle/Boat Description Fill In ALL This Information exactly correct or this document will be voided	
DESCRIBED VEHICLE OR BOAT	
Year _____	Make _____ Model _____ VIN# _____ Title# _____
DESCRIBED VEHICLE OR BOAT	
Year _____	Make _____ Model _____ VIN# _____ Title# _____
Disclosure, Signature and Notary Public Section	
Fill In Names Completely And Have Notarized. If It Is NOT Notarized Properly, We Can Do Nothing.	
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
Sign Name Here <u>Exactly As It</u> Appears On Current Title/Registration	Sign Other Name Here <u>Exactly As It</u> Appears On Current Title/Registration
PRINTED NAME	PRINTED NAME
Print Name Here <u>Exactly As It</u> Appears On Current Title/Registration	Print Other Name Here <u>Exactly As It</u> Appears On Current Title/Registration
SWORN TO AND WITNESSED BY ME THIS	DAY OF _____ 20____
NOTARY PUBLIC SIGNATURE	<i>This MUST Be Notarized</i> If you are coming to the office, <u>we</u> <u>can notarize it for you.</u> If the title has more than one name, South Dakota is recommending that each person have their own Power of Atty.
MY COMMISSION EXPIRES THE	

Power of Attorney

Application Instructions

Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.

Let it be known that the undersigned:

of the city of Box Elder, 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 / State / City / Zip Code
Americas Mailbox Inc or Americas Vehicles	514 Americas Way, Box Elder SD 57719-7600

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.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Jointly (both people named must sign) |
| <input type="checkbox"/> | Severally (either person named can sign) |

GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned. |
| <input type="checkbox"/> | To obtain original title from lienholder for the described vehicle/boat on behalf of the undersigned |
| <input type="checkbox"/> | To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned. |
| <input type="checkbox"/> | To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned. |

Vehicle/Boat Description

DESCRIBED VEHICLE OR BOAT

Year ____ Make _____ Model _____ VIN# _____ Title# _____

DESCRIBED VEHICLE OR BOAT

Year ____ Make _____ Model _____ VIN# _____ 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_____