

IF YOUR VEHICLE IS LEASED PLEASE USE THIS FORM

You must send us:

- The lease security agreement**
- A power of attorney from lessor to lessee**
- ID number of the lessor**

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.***

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

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. Note: South Dakota will collect 4% tax on any remaining lease payments

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

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

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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.**