

## TRUST Checklist For Cars, Trucks and Motorcycles

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

You may fax to 605-202-7311 or take a picture or scan and e-mail to [Americas.Mailbox@GMail.com](mailto: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 ensure accuracy.)

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Please Provide:

1. Your original title OR Certificate of Origin (for new vehicle)
2. Copy of your current, valid driver's license
3. Social Security Card, W-2, or 1099, if you DO NOT have a SD driver's license
4. First and Last pages of Trust Agreement, with notarized signatures of all trustees
5. Basic Vehicle Information

For SD Plate Transfer TO this vehicle, please send us a copy of your CURRENT SD registration
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Purchase date: \_\_\_\_\_

Is the paper title in your hands? \_\_\_\_\_ What state is it currently titled in? \_\_\_\_\_

Is there a lien? \_\_\_\_\_ IF YES: Have you sent the title request form to your lienholder? \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model & Model Package \_\_\_\_\_

Color \_\_\_\_\_ Approximate weight \_\_\_\_\_ Number of tires \_\_\_\_\_ Fuel Type \_\_\_\_\_

CCs of motorcycle \_\_\_\_\_ Odometer \_\_\_\_\_

6. For vehicles coming from the states of AL, AK, MT, NH, NC, OR, & SC:

You must go to [NADAGuides.com](http://NADAGuides.com), enter your specific vehicle information, and print out the detailed spec sheet AND current clean retail value sheet.

7. Clear copy of the signed, dated bill of sale or purchase order, on a new purchase. Must show VIN, value, year, make and model of trade-in to receive tax credit.
8. Proof of taxes paid—For any title issued less than 6 months ago, provide either a bill of sale or DMV receipt showing sales tax.
9. Notarized Power of Attorney

NOTE: Some vehicles may require additional documents, which we will let you know about.

Please note, our service fee for processing your vehicle registrations will be taken from your postage and services fund and generally ranges from \$44.99 to \$64.99 plus tax.

**TRUST Checklist For Fifth Wheel, Travel Trailer or Coach (includes any trailer)**  
*All trustees will be required to sign the South Dakota title application we will send to you.*

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Must be completed FULLY to have us figure fees

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Please Provide:

1. Your original title OR Certificate of Origin (for new vehicle)
2. Copy of your current, valid driver's license
3. Social Security Card, W-2, or 1099, if you DO NOT have a SD driver's license
4. First and Last pages of Trust Agreement, with notarized signatures of all trustees
5. Basic Vehicle Information

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

Purchase date: \_\_\_\_\_

Is the paper title in your hands? \_\_\_\_\_ What state is it currently titled in? \_\_\_\_\_

Is there a lien? \_\_\_\_\_ IF YES: Have you sent the title request form to your lienholder? \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model & Model Package \_\_\_\_\_

Color \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Number of tires \_\_\_\_\_ Fuel Type \_\_\_\_\_

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

\*\*\*Required: PROOF of Empty, Unladen, Shipping or Curb Weight  
GROSS WEIGHT IS NOT ACCEPTABLE

6. For vehicles coming from the states of AL, AK, MT, NH, NC, OR, & SC:  
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