Basic Title and Registration Requirements for Automobile Dealerships

2022
The purpose of this training is to educate dealers on the proper title and registration procedures and to provide points of contact to assist them.
Standard Paperwork Required

- SC Credential or Other Identification Requirements
- Manufacturers Certificate of Origin (MCO) or Current Title with Reassignments
- Bills of Sale (BOS)
- Certified Odometer Statement
- Dealer’s Retail Sales Tax Identification Number
- Infrastructure Maintenance Fee (IMF)
- Gross Vehicle Weight (GVW)
- Affidavit & Notification of Sale of Motor Vehicle (Property Tax Override: PTO) (If purchasing a plate) – SC Licensed Dealers Only
- Liability Insurance Information (If purchasing or transferring a plate)
- License Plate Number (if transferring a plate)
- Title Application Form 400
Identification Requirements
3 Important Points

• Individuals who hold a South Carolina credential will not need to provide any additional identification requirements to title and register a vehicle.

• Obtain positive ID from **ALL** owners to verify names.

• For Business customers you must provide:
  • Business Name
  • Address
  • Federal Employer Identification Number (FEIN)
ID Requirements for Individuals

• When titling and/or registering a vehicle, each individual should present a valid South Carolina credential (DL, BP, or ID)

• If the individual does not have an SC credential, the individual must present one of the following:
  • Out-of-State credential
  • Passport
  • EAD
  • Permanent Resident Card
• Provide a clear copy of the individual’s identification documentation

• Indicate Operation Status
  • Activity Duty Military Service
  • School Enrollment
  • Vehicle Principally Garaged in South Carolina
  • Medical or Physical Impairment

• Current proof of the individual’s SC address
  • Refer to the MV-93 for a list of acceptable proof of address

• Some customers may complete the TI-006A – Affidavit of Vehicle Principally Garaged at South Carolina Residence as proof of address

Page 2 of the form provides any additional information on proper completion of the form
South Carolina Department of Motor Vehicles
STATEMENT OF VEHICLE OPERATION IN SOUTH CAROLINA

SECTION A: OWNER AND VEHICLE INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M</th>
<th>SUFFIX</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VEHICLE IDENTIFICATION NUMBER</th>
<th>MAKE</th>
<th>YEAR</th>
</tr>
</thead>
</table>

☐ I am a permanent resident of the State or U.S. Territory of
☐ I am a resident of the country of
☐ I am providing the following photo identification:
☐ U.S. issued Employment Authorization Document Number
☐ U.S. issued Permanent Resident Card Number

The applicant must select one of the statuses in section B and sign the statement in Section C. Please provide any additional documents required for the selected status. If mailing in application, please submit copies of the requirements and completed application to:

South Carolina Department of Motor Vehicles, Titles and Registration, PO Box 1488, Blythewood, SC 29016-0004

SECTION B: SELECT OPERATION STATUS

☐ Active Duty Military (see pg. 2 for additional requirements)
  I am on active military duty stationed in South Carolina.
  I am providing the following documents:
  ☐ Out-of-State Identification ☐ Military Orders ☐ Military ID Number ☐ Leave Earnings Statement

☐ School Enrollment (see pg. 2 for additional requirements)
  I am currently enrolled in a school in South Carolina.
  I am providing the following:
  ☐ School ID & School ID # ☐ Copy of Enrollment Form(s)

☐ Vehicle Principally Garaged in South Carolina (see pg. 2 for additional requirements)
  Vehicle listed above is principally garaged in the State of South Carolina and is located at (full address)
  I am providing the following proof of address:
  ☐ deed, mortgage, utility bill (<50 days old) ☐ letter from employer
  ☐ Affidavit from SC resident with whom I am currently residing (Resident must complete Form TI-006a Affidavit of Vehicle Housed)

☐ Medical or Physical Impairment (see pg. 2 for additional requirements)
  I am unable to obtain a South Carolina credential because of a medical or physical condition.
  The vehicle listed above will be principally garaged in South Carolina and will be driven by a driver who is not the owner. The vehicle is located at (full address)
  ☐ SC disabled plate or placard # ☐ Applying for new SC disabled plate (must meet additional requirements)

SECTION C: DECLARATION

I understand that this statement is required by law because I have applied for registration of my vehicle listed above and I do not have a South Carolina credential.

I understand that in accordance with SC Code of Laws Section 56-3-300 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct.

I understand that the information disclosed above to the SC DMV is subject to verification.

Signature __________________________ Date __________

Please print your name as shown on your vehicle ownership documents.

SECTION D: FOR DEPARTMENT/SC DEALER USE ONLY

I hereby acknowledge that I have verified the above documents presented to me.

CSR/SC Dealer Signature __________________________ Office/Dealer # ______ Date __________

8/1/2022
South Carolina Department of Motor Vehicles
Affidavit of Vehicle Principally Garaged at South Carolina Residence

This form can only be completed if ALL of the following conditions apply:

☐ An individual is seeking to title and/or register a vehicle in SC that is principally garaged in this state for at least six months out of the year;
☐ An individual seeking to title and/or register a vehicle in SC is a resident of another U.S. state or territory or a foreign country;
☐ An individual seeking to title and/or register a vehicle in SC has provided ALL out of state or foreign identification documents required to obtain a SC title and/or registration EXCEPT proof of SC address at which the vehicle is principally garaged;
☐ The applicant cannot provide any other acceptable form of proof of SC address as prescribed by the Department, at which the vehicle is principally garaged;
☐ The applicant lives with a SC resident 18 years of age or older holding a valid SC Identification Card, Beginner's Permit or Driver's License and the vehicle is principally garaged at that resident's address;
☐ The SC resident accompanies the applicant to the SCDMV office;
☐ The SC resident must present his or her SC credential. The address on the credential must match the applicant's address listed below;
☐ The applicant and the SC resident sign and date the form in the presence of a SCDMV employee or SC Dealer.

PLEASE NOTE: THIS FORM CAN ONLY BE USED TO CERTIFY THAT A VEHICLE IS PRINCIPALLY GARAGED IN SOUTH CAROLINA, WHEN THE VEHICLE OWNER IS RESIDING WITH A SC RESIDENT. THIS FORM CANNOT BE USED FOR ANY OTHER PURPOSE.

I, __________________________
(print name of South Carolina resident)

 certify under penalty of perjury that

(print name of applicant)

resides with me at the following address for at least six months of the year:

Street Address __________________________

City, State, ZIP __________________________

The resident and applicant understand that knowingly providing or accepting false information on this affidavit is considered fraud and may result in criminal penalties according to SC Code of Laws Sections 56-3-350 or 56-19-240 and in the cancellation, suspension or revocation of any registration card, license plate, revalidation sticker pursuant to Code Section 56-3-1330, or any title pursuant to Code Section 56-19-440.

Print Name of Resident __________________________

Print Name of Applicant __________________________

Print Name of SCDMV Employee or SC Dealer __________________________

Signature of Resident __________________________

Signature of Applicant __________________________

Signature of SCDMV Employee or SC Dealer __________________________

SC DL or ID # __________________________

SCDMV Office __________________________

Date __________________________

Date __________________________

Date __________________________
Requirements for Individuals

• For vehicles with more than one owner, only one co-owner must comply with the address requirements.

  Example: John and Trish buy a car and they both have Out of State licenses (*We only need the TI-006 for one of them*)

• Legible copies of the credential or passport are acceptable

• Individuals must comply with these requirements *each* time a vehicle is newly titled or registered in their name
Requirements for Business Customers

• For vehicles titled and/or registered in a business name, the following must be provided:
  • FEIN or SSN
  • Must indicate a bona fide place of operation in South Carolina

• For businesses located out of state, either the SC address of the driver or an SC housed address for the vehicle must be indicated

• If the vehicle is being leased, the lessee, who is the registrant, must comply with address requirements
Title Requirements
MCO or Current Title

• MCO must either be assigned to the dealer on the front or include the proper chain of transfers from dealer to dealer
  • This can be done using the assignments on the MCO/Title, Title Assignment Forms, or Bills of Sale

• Make sure to verify the VIN from MCO/Title with the vehicle being sold

• Use Form 5047: Power of Attorney for Odometer Disclosure if the trade-in vehicle’s title is with a lien holder or lost
5047 – POA for Odometer Disclosure

• This is a Limited Power of Attorney which will grant a dealer the ability to sign only the title on behalf of the customer and nothing else

• Should **only** be used when:
  • The owner’s title has been lost or
  • The owner’s lien holder is holding the title

• The purpose of this document is for the dealer to receive the odometer disclosure from the customer until the title is obtained

*Note: To be able to sign any other document on behalf of the customer you must have a non-secured power of attorney!
South Carolina Department of Motor Vehicles
POWER OF ATTORNEY FOR ODOMETER DISCLOSURE

NOTICE: This form may be used only when title is physically held by the holder or has been lost. This form must be submitted to the DMV by the person exercising Power of Attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION: Year_____ Make_____ Model Type_____ Body Type_____ VIN (Vehicle Identification Number)_____ (Please print)

PART A. POWER OF ATTORNEY TO DISCLOSE MILEAGE 49 USC 327 (580.13)
Federal and State law requires that you state the mileage upon transfer of ownership (49 CFR Chapter 327/SC 56-19-246). Providing a false statement may result in fines and/or imprisonment (49 USC 327/SC 56-19-246).

PLEASE PRINT: _____ (Seller/Transferor’s Name), appoint _____ (Buyer/Transferee’s Name), as my attorney-in-fact, to sign all papers and documents required to secure the title and further grant the authority to endorse and transfer the title therein and to disclose the mileage on the title for the vehicle described above, to the extent that was stated in my following disclosure.

I state that the odometer reads: _____ (to nearest tenth) miles and to the best of my knowledge it reflects the actual mileage of the vehicle described herein, unless one of the following statements is checked:

☐ I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
☐ I hereby certify that the odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY.

(Transferor’s Signature) (Printed Name) (Date of Statement) (Transferor’s Address) (Street, City, State, Zip Code)

(Transferor’s Signature) (Printed Name) (Date of Statement) (Transferor’s Address) (Street, City, State, Zip Code)

1. (Transferor’s Name), appoint (Transferor’s Dealer’s Name) as my attorney-in-fact, to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below:

(Transferor’s Signature) (Printed Name) (Date of Statement) (Transferor’s Address) (Street, City, State, Zip Code)

2. Federal and State law requires that you state the mileage upon transfer of ownership (49 CFR Chapter 327/SC 56-19-246). Providing a false statement may result in fines and/or imprisonment (49 USC 327/SC 56-19-246).

I state that the odometer reads: _____ (to nearest tenth) miles and to the best of my knowledge it reflects the actual mileage unless one of the following statements is checked:

☐ I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.
☐ I hereby certify that the odometer reading is NOT the actual mileage. WARNING: ODOMETER DISCREPANCY.

(Transferor’s Signature) (Printed Name) (Date of Statement) (Transferor’s Address) (Street, City, State, Zip Code)

PART B. POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE 49 USC 327 (580.14)
(PART B is invalid unless PART A has been completed)

PLEASE PRINT: _____ (Transferor’s Name), appoint _____ (Transferor’s Dealer’s Name) as my attorney-in-fact, to sign the following:

(Transferor’s Signature) (Printed Name) (Date of Statement) (Transferor’s Address) (Street, City, State, Zip Code)

PART C. CERTIFICATION – To be completed when Part A or Parts A and B have been used (49 USC 327 (580.15))

PLEASE PRINT: _____ (Person exercising powers of attorney) hereby certify that the mileage I have disclosed on the title document is consistent with that provided me in the above Power of Attorney. Further, upon examination of the title and any registration documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the Power of Attorney is greater than that previously stated on the title and registration documents. This certification is not intended to create any new or additional liability under Federal or State Law.

(Signature) (Printed Name) (Date of Certification) (Street Address) (City) (State) (Zip Code)

This document is void if any information entered herein has been annulled or altered by any means. Unauthorized printing or reproduction of this document is strictly prohibited. Photo copy may be made only as a completed document for record keeping purposes for the parties named herein.

8/1/2022
## When To Use a 5047

<table>
<thead>
<tr>
<th>TRANSACTION</th>
<th>Should Secured Power of Attorney (5047) be Used?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title is being held by lien holder or security interest at the time of transfer</td>
<td>YES, to disclose the odometer when the title is obtained.</td>
</tr>
<tr>
<td>Title (without lien) is lost, stolen or destroyed and a duplicate title is required to complete the transfer of ownership</td>
<td>YES, to disclose the odometer when the title is obtained; <strong>but, not to sign Form 400 to obtain the duplicate title.</strong></td>
</tr>
<tr>
<td>Title (without lien) is lost and there will be no transfer of ownership</td>
<td>NO</td>
</tr>
<tr>
<td>Transaction does not involve transfer of ownership</td>
<td>NO</td>
</tr>
<tr>
<td>Transaction does not require odometer disclosure</td>
<td>NO</td>
</tr>
</tbody>
</table>
Non-Secured Power of Attorney Rules

• There is no standard format, but the document must include:
  • Individuals Name
  • Attorney-In-Fact
  • Vehicle Description
    • VIN, Year, Make, and Model
  • Individuals signature
  • Witness Signature
• Attorney-In-Fact does not need to sign
• Copies are Acceptable
Sample POA

I, MARY SMITH, being of sound mind and legal capacity, do hereby appoint Any Auto Sales of 123 Street, Anytown, South Carolina as my true and lawful attorney in fact, to execute on my behalf applications for the registration of vehicles and to execute any statements or reports in reference to the registration, re-registration and titling for the following vehicle:

2014 Auto with VIN#ABC12345DEF678GH9.

This Power of Attorney shall be effective on the date of August 6, 2014 and remains in effect until the sale or transfer of said vehicle.

In Witness Whereof, I have signed this Power of Attorney of my own free will.

MARY SMITH

[Signature]

Witness Signature: [Signature]

Date: 8/6/14
Title Reassignments

• Required for each transfer of ownership

• The first assignment on an MCO/Title must be completed

• Title Reassignment Forms or Bills of Sale are acceptable once the first assignment is completed

• MCO/Title may have several spaces for reassignments from dealer to dealer

• Can be assigned from dealer to dealer without titling but must be titled once assigned to a customer
Affidavit & Notification of Sale of Motor Vehicle

• Only Licensed SC Dealers may use this form

• Make sure all information transfers through clearly to all copies

• If purchasing a plate advise the customer on Property Tax Deferment of 120 days

• Explain the difference between the Infrastructure Maintenance Fee and Property Taxes

• **Can not** be used as a Bill of Sale for the final transfer of ownership

• This form is commonly referred to as a Property Tax Override (PTO)
Errors on Title Reassignments

• The seller, from the assignment which included the error, must complete a TEA-1: Title Reassignment Error Acknowledgement Form

• Must provide either a secured bill of sale with the correct assignment information or complete the next reassignment on the title with the correct reassignment information (if the sales price is listed)

• Mark an “X” through the incorrect assignment on the back of the title/MCO

• If an individual changes their mind about the purchase, a statement from the individual must be submitted along with the TEA-1. This statement must state that they did not take possession of the vehicle and include the vehicle description (VIN, Year, Make, and Model)
If any error is made in the reassignment portion of the title, the seller must complete this form to void the reassignment. The seller must then complete a secured bill of sale or complete the second assignment on the back of the South Carolina title with the correct reassignment information and signatures.

Title Number: __________________________ State: __________________________
Year/Make: __________________________ Vehicle Identification Number: __________________________

☐ TYPOGRAPHICAL ERROR
☐ STIKEOVER IN PURCHASER’S NAME
☐ **CUSTOMER CHANGED HIS/HER MIND
  **A signed and dated statement from the buyer/wrong individual must accompany this form. The statement must indicate what happened and that they NEVER took possession of the vehicle.
☐ NAME IS MISSPELLED
☐ SIGNED IN THE WRONG PLACE
☐ SIGNED MY NAME INCORRECTLY
☐ **ASSIGNED TITLE TO WRONG INDIVIDUAL
  **A signed and dated statement from the buyer/wrong individual must accompany this form. The statement must indicate what happened and that they NEVER took possession of the vehicle.
☐ SIGNED TITLE TO SELF
☐ WRONG DATE OF SALE
☐ WRONG SALE PRICE
☐ MILEAGE WRITTEN INCORRECTLY/INCORRECT BLOCK CHECKED
☐ OTHER (PLEASE STATE REASON)

DATE _________________ SIGNATURE OF SELLER

DATE _________________ SIGNATURE OF CO-SELLER
Odometer Disclosure Requirements
Odometer Statement

• Per the **Truth in Mileage Act** enacted in 1989, an odometer disclosure is required at the time of sale or transfer

• The odometer must be disclosed for each transfer of ownership which includes dealer to dealer

• The odometer can **never** decrease.

• If the previous title did not indicate mileage, the new SC title must be listed as either “**Exempt**” or “**Not Actual**”
Odometer Statements

• **Odometer Exemption**
  • Vehicles 20 years old or older (depending on model year)
  • Vehicles with GVWR of over 16,000 lbs.
  • Vehicles that are not self-propelled
  • Low-speed vehicles without an odometer

• **Other odometer brands include**
  • Exceeds Mechanical Limits
  • Not Actual Mileage

<table>
<thead>
<tr>
<th>Vehicle Model Year</th>
<th>Date Vehicle May Become Exempt from the Odometer Disclosure</th>
<th>Applicability of Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>1/1/2010</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2001</td>
<td>1/1/2011</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2002</td>
<td>1/1/2012</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2003</td>
<td>1/1/2013</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2004</td>
<td>1/1/2014</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2005</td>
<td>1/1/2015</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2006</td>
<td>1/1/2016</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2007</td>
<td>1/1/2017</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2008</td>
<td>1/1/2018</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2009</td>
<td>1/1/2019</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2010</td>
<td>1/1/2020</td>
<td>10-year exemption</td>
</tr>
<tr>
<td>2011</td>
<td>1/1/2031 (continue to require odometer disclosure on model year 2011 until 1/1/31)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2012</td>
<td>1/1/2032 (continue to require odometer disclosure on model year 2012 until 1/1/32)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2013</td>
<td>1/1/2033 (continue to require odometer disclosure on model year 2013 until 1/1/33)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2014</td>
<td>1/1/2034 (continue to require odometer disclosure on model year 2014 until 1/1/34)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2015</td>
<td>1/1/2035 (continue to require odometer disclosure on model year 2015 until 1/1/35)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2016</td>
<td>1/1/2036 (continue to require odometer disclosure on model year 2016 until 1/1/36)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2017</td>
<td>1/1/2037 (continue to require odometer disclosure on model year 2017 until 1/1/37)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2018</td>
<td>1/1/2038 (continue to require odometer disclosure on model year 2018 until 1/1/38)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2019</td>
<td>1/1/2039 (continue to require odometer disclosure on model year 2019 until 1/1/39)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2020</td>
<td>1/1/2040 (continue to require odometer disclosure on model year 2020 until 1/1/40)</td>
<td>20-year exemption</td>
</tr>
<tr>
<td>2021</td>
<td>1/1/2041 (continue to require odometer disclosure on model year 2021 until 1/1/41)</td>
<td>20-year exemption</td>
</tr>
</tbody>
</table>

Click here to learn more
• Strikethroughs in the odometer reading on an assignment
  • No odometer reading listed on the PTO
  • No odometer reading listed on the reassignment
Odometer corrections must be sent to DMV Headquarters and must include the following:

- TI-008: Odometer Correction
- Service Records or other documentation supporting the correction – not less than 2 within the preceding 12 months
- Title Fees

*Request must be made by mail to SCDMV Headquarters*
South Carolina Department of Motor Vehicles

Odometer Correction Request

NAME OF PERSON REQUESTING CHANGE (LAST, FIRST, MIDDLE):

ADDRESS:

CITY: STATE: ZIP:

DAYTIME PHONE #: VIN:

YEAR: MAKE: MODEL:

DRIVER'S LICENSE (BP OR ID) NUMBER: CUSTOMER #:

South Carolina Title No. was issued with an odometer reading of (Actual, Exceeds, Exempt, Not Actual).

Please correct the odometer reading on the title as follows miles; (Actual, Exceeds, Exempt, Not Actual)

The incorrect reading was put on the title because:

(Use extra sheets as needed)

IMPORTANT NOTE: Original documents must be provided to prove to the Department's satisfaction that the odometer reading printed on the title was incorrect and that the new mileage accurately records the odometer reading on the original date of application. The following documents should be submitted, if available. (The lack of documentation will likely result in the Department's inability to change the title.)

- A series of repair records that show the vehicle mileage.
- A series of oil change records that show the vehicle mileage history.
- Statements from previous owners certifying mileage of the vehicle. These statements cannot be used to certify the actual mileage of the vehicle and will require an indication of "Warning — not actual mileage" be added to the title.

Please note that all odometer corrections will not indicate an odometer legend of "ACTUAL MILEAGE." If the request for correction does not prove to the department's satisfaction that an error was made, the title will be marked "WARNING — NOT ACTUAL MILEAGE".

Under penalties of perjury, I declare that I am the owner or acting on behalf of the owner and request that a corrected South Carolina Certificate of Title be issued. I further certify that the information on this request is correct to the best of my knowledge.

Requests for odometer corrections made because of Department error will be corrected and may be requested at any DMV Full Service Branch office.

Signature of person requesting change

Date:

Signature of DMV employee accepting this application

Date:

Request for odometer corrections made due to Customer error must be processed at the Headquarters Title Section and may take ten to fifteen business days.

SCDMV, PO BOX 1498, BLYTHEWOOD, SC 29016-0024, Attention: Title Section

1) $15.00 title fee
2) The incorrect title
3) Form TI-008 Odometer Correction Request
4) Documentation to support request for corrected title.
Infrastructure Maintenance Fee
Collection of IMF Fees

• 5% Infrastructure Maintenance Fee (IMF) (up to $500) is due when a vehicle is sold to a customer and must be paid to the DMV when the vehicle is titled and/or registered.

• Out of State Sales (selling a vehicle to a customer who lives out of state) Require the following:
  • A buyer’s order and the Form ST-385
  • Affidavit of Intent to License Motor Vehicle... Purchased in South Carolina in the Purchaser’s State of Residence
  • Maintain a copy in the dealer’s records to support any deduction taken on the sales tax return
  • Give a copy to the customer to submit to their local tax authorities

• Contact SCDOR at (803) 898-5000 for additional information on tax deductions

• Enter the retail sales tax number on the title application along with the vehicle sales price (including doc fees), trade in amount, and tax credit (if applicable).

ALL DEALERS MUST COLLECT IMF; IT IS NOT OPTIONAL!
Sales of motor vehicles or motorcycles to nonresident military personnel:

• Military personnel possessing an SC credential are not disqualified from this exemption

• The customer must furnish a leave and earnings statement (LES) from the appropriate department of the armed services that indicates his declared state of residence is a state other than SC

• This exemption only applies to motor vehicles primarily designed to carry passengers (e.g., cars, passenger vans, trucks that have an empty weight of 9000 lbs. or less and a gross weight of 11,000 lbs. or less, and sport utility vehicles)

• It does not include motor vehicles designed primarily to carry property such as trucks (with an empty weight of greater than 9000 lbs. and a gross weight of greater than 11,000 lbs.) or cargo vans. IMF is due on sales of property-carrying vehicles
Common IMF Exemptions

• Sales of motor vehicles or motorcycles by or to the federal government

• Sales of motor vehicles or motorcycles by or to federal credit unions

• Sales of motor vehicles to charitable hospitals, predominately serving children where care is provided without charge to the patient
License Plates
## Title and Registration Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Fee</td>
<td>$15.00</td>
</tr>
<tr>
<td>Infrastructure Maintenance Fee</td>
<td>5% of the purchase price (Maximum $500)</td>
</tr>
<tr>
<td>Basic Registration/Plate Fee</td>
<td>$40.00 or GVW rate (see chart)</td>
</tr>
<tr>
<td>Plate Transfer Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Expedite Fee (for over-the-counter requests)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Specialty License Plate Fee</td>
<td>Varies depending on plate type</td>
</tr>
<tr>
<td>Alternative Fuel Road Use Fee</td>
<td>$120.00</td>
</tr>
<tr>
<td>Hybrid Road Use Fee</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
Minimum GVW

• Required for all trucks and cargo vans

• Calculated as the empty weight of the vehicle plus the heaviest load carried

• Must be declared by the registered owner

• Can not be lower than the empty weight

• Determined in Units of 1,000 lbs.
  • For example, Empty Weight = 4,348, min. GVW = 5,000
  • Empty Weight = 5,892, min. GVW = 6,000
The name of the automobile insurance company, not the name of the agent, must be furnished on the Title Application (Form 400) if purchasing or transferring a plate.

The liability insurance company must be licensed to do business in South Carolina.
License Plate Transfers

- Plate type must stay the same

- At least one previous owner on the plate must match the new listed owners

- Individuals may place the plate they are transferring on the new vehicle at the time of purchase

- Plates may be transferred from a car to a truck if the empty weight of the truck is less than 9,000 lbs. and/or gross weight is less than 11,000 lbs.

- More than 3 months must be left on the plate to be able to transfer

- The fee to transfer a license plate is $10.00 + any fees for additional weight (if applicable)
License Plate Transfers

REMINDER: At the time of sale, if the customer does not want a 45-day temp tag, the authorized user must initiate the “Transfer Plate” transaction in their EVR system before the customer leaves the dealership.
Completing the Form 400
• All SC Title Transactions must include the Title Application

• Remember: No strikeouts, erasures, or white out is allowed

• Please verify the VIN on the vehicle, the VIN on the MCO/Title, and the VIN on the paperwork all match before submitting
• Be careful with odometer issues.

• Use the owner’s SC credential number to ensure the correct customer record is selected.

• If the lien holder is an ELT (Electronic Lien Holder), please list the ELT customer number provided by the lender on the form.
If a plate is being transferred from one vehicle to the newly acquired vehicle, enter the plate number in the section provided.
Title Application
Section B – Vehicle Information

Complete all applicable fields depending on the documentation provided.

<table>
<thead>
<tr>
<th>VEHICLE IDENTIFICATION NUMBER</th>
<th>MAKE</th>
<th>MODEL</th>
<th>YEAR</th>
<th>BODY STYLE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FUEL TYPE (GAS OR ELECTRIC)</th>
<th>EMPTY WEIGHT</th>
<th>GVW</th>
<th>MOPED – ENGINE CUBIC CENTIMETERS OR WATTAGE</th>
</tr>
</thead>
</table>

If the vehicle is a truck or cargo van GVW is required
In the odometer mileage field, enter the current mileage at the time of titling and/or registration. The mileage should be the current mileage and not the mileage listed at the time of sale.

Mileage is required unless marked “Exempt”.

Do not check one of the mileage options – “Exempt”, “Excess of Mechanical Limits” or “Not Actual Mileage” – unless it applies.
Title Application  
Section D – Owner Information

Enter each owner’s information from the documentation provided.

If “AND” is chosen, then the listed owners will hold the title to the vehicle together. The signatures of both will be required for future title transactions.

If “OR” is chosen, this type of ownership is called a joint tenancy with right of survivorship. Either owner may sign for future transactions.

Housed Address may be listed if the vehicle will be at a different location than the primary owner’s residential address.

<table>
<thead>
<tr>
<th>NEW PRIMARY OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)</th>
<th>Shared Ownership</th>
<th>SC CUSTOMER NO., DRIVER LICENSE NO., SOC. SEC., OR FEIN</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW CO-OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)</td>
<td></td>
<td>SC CUSTOMER NO., DRIVER LICENSE NO., SOC. SEC., OR FEIN</td>
<td>DATE OF BIRTH</td>
</tr>
<tr>
<td>PRIMARY OWNER/LESSEE RESIDENCE STREET ADDRESS (APT. NO. IF APPLICABLE)</td>
<td></td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>MAILING ADDRESS (IF DIFFERENT FROM ABOVE)</td>
<td></td>
<td>CITY</td>
<td>STATE</td>
</tr>
</tbody>
</table>

**Update Voter Registration**: Unless you indicate otherwise, the addresses above will be used by the State Election Commission to update your voter registration:

- [ ] Do not update my residence address.
- [ ] Do not update my mailing address.

<table>
<thead>
<tr>
<th>ADDRESS WHERE VEHICLE IS HOUSED (IF DIFFERENT FROM ABOVE)</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAYTIME PHONE NUMBER</td>
<td></td>
<td>SC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMPORARY ADDRESS (IF APPLICABLE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPIRATION OF TEMPORARY ADDRESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8/1/2022
If the vehicle is leased, enter the leasing company’s information

<table>
<thead>
<tr>
<th>LEASING COMPANY NAME</th>
<th>PHONE NO.</th>
<th>CONTACT PERSON</th>
<th>CUSTOMER NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
</tbody>
</table>

Complete only for a leased vehicle.

Must match the company listed on the lease agreement.
Title Application
Section F – Lien Information

Complete this section only if there is a lien on the purchased vehicle.

The lien information must match all supporting documents.

If the lien holder is an ELT, list the ELT customer number provided by the lender.

<table>
<thead>
<tr>
<th>CUSTOMER NO., OR FEIN</th>
<th>LIENHOLDER NAME (FIRST LIEN)</th>
<th>Write &quot;None&quot; if vehicle is paid in full</th>
<th>DATE OF LIEN</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
<td></td>
<td>STATE</td>
<td>ZIP CODE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CUSTOMER NO., OR FEIN</th>
<th>LIENHOLDER NAME (SECOND LIEN)</th>
<th>DATE OF LIEN</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAILING ADDRESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
<td></td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
</tbody>
</table>

If you are a lienholder, are you a SC ELT participant? □ Yes □ No
Title Application

Section G - Disclosure Statement

If the vehicle is over 26,000 lbs. and for bus common carriers, the Social security or FEIN must be indicated.

SECTION G – DISCLOSURE

Required for vehicles 26,000 lbs. or greater and bus common carriers only.

The Department must obtain the Federal Employer Identification Number (FEIN) or Social Security Number (SSN) when a vehicle is registered with a gross vehicle weight of more than 26,000 pounds or a bus common carrier (SC Code §56-3-240).

SSN ________________________________ OR FEIN ________________________________
Complete this section **only** if the individual is entitled to an IMF fee or sales tax exemption, as listed.

<table>
<thead>
<tr>
<th>SECTION H – IMF/SALES TAX</th>
<th>Complete this section if you are entitled to a sales tax exemption and sign in the space provided verifying the exemption.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles purchased from individuals and titled in South Carolina are subject to IMF/sales tax unless exempt. The fee is 5% of the sales price up to a maximum of $500.00. Mobile homes are calculated differently.</td>
<td></td>
</tr>
</tbody>
</table>

- [ ] The vehicle was transferred from:
  - [ ] MY PARENT
  - [ ] MY SPOUSE
  - [ ] MY CHILD
  - [ ] MY BROTHER/SISTER
  - [ ] MY GRANDPARENT
  - [ ] MY GRANDCHILD

- [ ] The vehicle was transferred to me as:
  - [ ] LEGAL HEIR
  - [ ] BENEFICIARY
  - [ ] DISTRIBUTEE

- [ ] I am active duty Military

- [ ] The vehicle was a bonafide gift

Consult with the DMV if any other exemptions may apply to the individual.
Complete all applicable fields in this section depending on the documentation provided.

<table>
<thead>
<tr>
<th>SECTION I – ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF PURCHASE</td>
</tr>
<tr>
<td>□ NEW or □ USED</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Dealers must indicate their Dealer Number, Sales Tax ID, the sales price (including fees), and trade-in amounts, along with the dealership’s address.

<table>
<thead>
<tr>
<th>SELLER OR DEALER NAME</th>
<th>SC DEALER/WHOLESALER NUMBER</th>
<th>SC SALES TAX NUMBER</th>
<th>SALES PRICE</th>
<th>TRADE-IN AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td></td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
</tbody>
</table>
Title Application
Section K – Insurance Certification

This section is only required to be completed if a plate is being purchased or transferred.

SECTION K - INSURANCE CERTIFICATION

A VEHICLE MUST BE INSURED WITH LIABILITY INSURANCE COVERAGE WHEN IT IS REGISTERED AND IT MUST REMAIN INSURED WHILE REGISTERED. THE UNINSURED MOTORIST FEE MUST BE PAID WHETHER OR NOT IT IS OPERATED. PENALTIES ARE SEVERE FOR VIOLATION OF THIS REQUIREMENT.

I (WE) DECLARE THAT THIS VEHICLE IS INSURED BY A LIABILITY INSURANCE POLICY ISSUED THROUGH AN INSURANCE COMPANY LICENSED TO DO BUSINESS IN SOUTH CAROLINA.

NAME OF INSURANCE COMPANY ____________________________
Indicate if the owner would like to contribute to Donate Life SC. This amount will be added to the registration and title fees.

Section M – Signature of Owner

The owner(s) signature is required, or a signature supported by a power of attorney. For joint ownership, remember that both signatures are required if “and” is selected in “Section D.”
Other Documentation
If a vehicle was previously repossessed, the title should be accompanied by Form 4034 completed by the repossessing lien holder.

The first assignment on the title should be completed by the lien holder to the acquiring dealer.

This process is used for SC titles and titles from out of state.
### South Carolina Department of Motor Vehicles

**AFFIDAVIT FOR REPOSSESSED MOTOR VEHICLE**

(Entire Form to be Typed or Printed)

Under penalties of perjury, I __________ certify that all facts set forth herein are true and correct and further certify that the holders of other unsatisfied liens recorded against this vehicle on the records, Department of Motor Vehicles, Blythewood, S.C., have been duly notified to protect their interest in the vehicle, if any, and this is to certify that the undersigned has repossessed the motor vehicle described below because of the failure of the former owner to meet this obligation for settlement of a lien or mortgage on said vehicle.

Name of Owner from Whom Vehicle Repossessed

Street City State Zip Code

Make Vehicle Identification Number (Serial) Title Number

<table>
<thead>
<tr>
<th>Year Model</th>
<th>Current License Number</th>
<th>License Year</th>
<th>Body Style</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Method of Repossession

☐ Terms of Lien or Mortgage
☐ Voluntary
☐ Public Sale

(IF BY PUBLIC SALE ATTACH BILL OF SALE OF SHERIFF OR AUTHORIZED SELLER)

Amount of Original Lien: $ __________

Date of Lien: __________

Lienholder’s Name: __________

Street, City, State, Zip Code: __________

Date of Repossession: __________

Signature of Lienholder: __________

Title: __________

Furthermore, this is to certify that for the value received $ __________ the above vehicle has been assigned to:

NAME for disposition or sale:

STREET

CITY

STATE ZIP CODE

By: __________

Date: __________

Sales Tax Number: __________

NOTICE: This form must accompany the Certificate of Title, which must be properly assigned to the new owner on the back of the title.

---

1. To register a repossession vehicle, the following forms are required:

2. The Form 400 should be completed by the applicant for registration and title. A license plate may be transferred from a vehicle of the same general classification owned by the same person to this newly acquired vehicle, otherwise, a paid tax receipt must be furnished and a new license plate purchased.

   a. S.C. title showing recorded lien
   b. Form 400 – Application for Title and Registration
   c. Form 4034 – Repossession Affidavit
   d. Form 4031 – Secured Bill of Sale

3. The Form 4034 must be completed in every detail, and submitted with the title. When resold, if the sales tax is collected, enter sales tax number in the space provided on reverse side of this affidavit. AN INCOMPLETE AFFIDAVIT WILL BE RETURNED.

   Particular attention is called to the paragraph beginning with “Under penalties of perjury”...

   This paragraph now requires certification that all other lienholders have been notified as well as that all facts stated are true and correct.

4. The Certificate of Title must be assigned and on S.C. Titles dated prior to June 19, 1989, the Form 4031 must be completed in detail indicating the sales price and odometer mileage of the vehicle.

5. To register a repossession vehicle registered in another state, the application must be accompanied by the out-of-state title or if from a non-title state, the registration of the former owner must accompany the application. Verification by the out-of-state Bureau of Motor Vehicles may be acceptable.

6. Value received is necessary in cases when infrastructure maintenance fee or sales tax must be collected by the South Carolina Department of Motor Vehicles.
Magistrate’s Bills of Sale/Court Orders

Can not be used in chain bills of sale.

When awarded to a dealership, the dealership must title the vehicle before transferring

Individuals with magistrate’s bills of sale or court orders must title these vehicles in their name before trading in
Electronic Signatures

At this time, the DMV does not accept electronic signatures on title reassignments and odometer disclosure documents – i.e. MCO, Title, PTO, Form 5047, Odometer Disclosure.

They are acceptable on the Form 400
SC EVR&T Program

Provides immediate, remote title and/or registration of vehicles

Eliminates the need to wait in line for vehicle registrations

Provides better and more efficient DMV service remotely

Provides access to the most up-to-date information for your customers

Provides the ability to update customer data instantly

Reduces the dependency on the DMV customer service center offices
SC EVR&T Program

• With EVR&T, everyone is a winner
  • Dealers and insurance agents save time and money
  • Customers get one-stop shopping without the wait for registration and title application processing
  • Customers can be served efficiently.
National Motor Vehicle Titling Information System (NMVTIS)

• SCDMV Encourages NMVTIS checks prior to used vehicle sales

• Prevents sale of vehicles that cannot be titled

• Official Government Records

• 96% of Registered US Vehicles Reported

• [http://www.vehiclehistory.gov/nmvtis_vehiclehistory.html](http://www.vehiclehistory.gov/nmvtis_vehiclehistory.html)
Out of State Titles

• For dealers that participate in EVR Program:
  • Use quick reference guide to entering title numbers

• NMVTIS Suspense Issues:
  • State Discrepancy
  • Brand Discrepancy
  • Odometer Discrepancy
  • Junk Vehicles
Dealers have been entering a lot of incorrect title numbers from North Carolina and Georgia titles. Users will often enter the previous title number listed instead of the current title number listed. Please be careful and enter the ENTIRE correct North Carolina or Georgia title number.
Identify title number for the state of NJ

- Dealers often enter the incorrect title numbers from New Jersey.
- Users will often enter the document control number for the title number.
- New Jersey title numbers (see circled below) includes two characters and the number to be used as the title number at the bottom right-hand corner of the document.
Identify and enter the title issuance date as the title number in for the states of CA, and NY

- Because California and New York do not use a title number or a similar number either on the title document or in the title database, California and New York fill in the Title Number field with the title issue date. **Place the title issue date in the title number field in the following format – 20060407 – using the data from the title as shown below.**
Senate bill 1083 required DMV to administer a program and regulate the process for issuing 45-day temporary plates for newly acquired vehicles.

Law enforcement must have the ability to obtain information via the current inquiry process. (Temporary Plate owner, vehicle data, plate expiration. This is required for all vehicle registered in SC.)

This law took effect November 11, 2019. Any customer that submits an application for a 45-day temporary plate will receive a traceable temporary license plate.

The 45-day temporary plate must be associated with the vehicle and new owner of the vehicle to be used for 45-days from the date of purchase.

Non-traceable 45-day temporary license plates are no longer issued.
Areas Impacted

Licensed Auto Dealers, SCADA, CIADA, EVR Providers

- 45-day temporary plates will be issued from Phoenix in branch offices for casual sales
- 45-day temporary plates will be issued via EVR process for dealer sales
- 45-day temporary plates will not be issued by county offices
- 45-day temporary plates will only be available to the buyer. Sellers will no longer be allowed to purchase 45-day temp plates for casual sales
YOUR NEXT STEPS AS A DEALER

Contact an SCDMV EVR Service Provider (see information on next slide)

You will submit the following to your selected EVR Service Provider

• Completed SCDMV form EVR-3 (Electronic Vehicle Registration Titling Program Auto Dealer Application)

• Complete the SCDMV Dealer Contract

The EVR Service Provider will forward the form EVR-3 and Contract to SCDMV. You are then responsible for signing up for the basic title and registration class with SCDMV. For more information, please visit our website at http://www.scdmvonline.com/Business-Customers/Dealers/Titling-Class-for-Auto-Dealers

Remember: When Completing the SCDMV Dealer Contract, please ensure that the Owner/principal information matches the listed owner/contact person associated with SCDMV Dealer License customer number.

Please ensure that all sections to be completed by SCDMV on contract and applications forms are left blank, this will help eliminate rejection applications
Current EVR Providers &
Association Contacts

**Computerized Vehicle Registration:** Patrick Murphy, CVR State & Inventory Operations Manager; Phone: 843-693-5010, Email: PMurphy@CVRConnect.com or Tony Tillis, Territory Manager for GA, NC, & SC: Phone: 404-655-5276, Email: TTillis@CVRConnect.com

**Decision Dynamics, Inc.:** Phone: 844-836-1621, Email: Sales@DDITechnology.com

**Title Tec:** Diane Zewalk, Area Sales Director; Phone: 919-909-7110, Email: Diane.Zewalk@titletec.com

**South Carolina Automobile Dealers Association (SCADA):** 803-252-0205

**Carolina Independent Automobile Dealers Association (CIADA):** 800-432-4232 or 704-455-2117
TO STAY UP-TO-DATE ON ANY LAW OR POLICY CHANGES FOR DEALERS

PLEASE CONTINUE TO VISIT OUR WEBSITE AT SCDMVONLINE.COM

“DEALER COMMUNICATIONS”
EVR DEALERSHIPS - (803) 896-5000, OPTION 3

YOU CAN SIGN UP FOR DEALER TITLE AND REGISTRATION CLASSES BY CONTACTING OUR TRAINING DEPARTMENT AT TRAINING@SCDMV.NET
Current EVR dealers when requesting customer numbers or have customer numbers to be combined please **e-mail** the following form(s)

EVR-1 (individual customer)

EVR-2 (business customer)

CM-002 (to combine multiple customer numbers)

To [evr@scdmv.net](mailto:evr@scdmv.net). We are moving away from these forms being faxed.
Doing Business at SCDMV

- Wednesday Morning Training – 8:30-9:30
- 3 Transactions per Day
  - Tuesday and Thursday
    - 8:30 - 11:00
    - 1:30 - 3:30
- 1 Transaction per Day
  - Monday and Friday
- Drop Offs – Processed within 3-5 Business Days
  - Packets of 15
  - Any Monday - Friday
  - Any DMV
- Wait Times Online
Mailing Paperwork to SCDMV

Mail all applications to:

SCDMV
10311 Wilson Boulevard
Post Office Box 1498
Blythewood, SC 29016

Please use zip extension:

0024 for Title Only
0008 for Title and Registrations
0025 for EVR Transactions

Do Not Mail to Local Branch Office
Contact

Customers may contact SCDMV at:
(803) 896-5000
help@scdmvonline.com

For questions relating to IMF please e-mail cartaxes@scdmv.net

Please use our website address is www.scdmvonline.com

EVR Title Transaction Questions: vehicle.compliance@scdmv.net

Dealership questions:
EVR Dealerships – Please contact your service provider
All other questions:
Dealer Licensing – (803) 896-2611
Thank You

training@scdmv.net