



### NY Fees/Check Sheet

<b>Purchase Price</b> (Base Price)	Add+	
<b>All Aftermarkets and Warranties</b> (Include all lines such as Freight, Prep Fee, Service Contracts etc., exclude only GAP and Title fee )	Add+	
<b>Trade Allowance</b> (Trades can be OOS and in any name but must show Trade on BOS)	Minus-	
<b>Taxable Amount</b> (Taxes will be calculated based on County vehicle is being garaged in.)	Equals=	
<b>Title Fee</b>	\$50	
<b>Lien Fee</b> - (if applicable)	\$5	
Please Provide Full Name and Address of Lien Holder to ensure correct one is Registered to vehicle:  _____		
<b>Registration Fee</b> - (Is based on weight and starts at \$26-\$140 for 2 years, no 1 year option available) <a href="https://dmv.ny.gov/registration/registration-fees-use-taxes-and-supplemental-fees-passenger-vehicles">https://dmv.ny.gov/registration/registration-fees-use-taxes-and-supplemental-fees-passenger-vehicles</a>		
<b>New Tag/Transfer fee</b> - New Tag \$25, Transfer \$10 (if tag expires w/in 60 days you can choose to renew, renewals are for 2 years, no 1 yr renewals) <b>Would you like to Renew? YES or NO</b> *If transferring tag please include transfer reg. Tags cannot be transferred from one person to another, a new tag will be issued. If a second person needs to be added that can be done but we cannot take off a person they will have to do this at NY DMV themselves.	\$25 \$10	
<b>County Tax</b> - Some Counties have USE FEES that can either be \$10 (3500lbs or less) or \$20 (3501lbs or more) for 2 yrs.	\$10/\$20	
<b>Trivin Fee (20) and Maria's Fee (75)</b>	\$95	95
<b>What is the Color of the Vehicle?</b> _____		
<b>What is the fuel type of the vehicle?</b> _____. Failure to fill the fuel type will result in Maria's choosing "Gas". Should the fuel type need to be corrected it will be at the expense of the dealer.		

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### **Documents Needed for Regular Title/Reg:**

- MV-82
- MV-900 (If adding Lien)
- DTF-802 (leave fees blank)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- Title/Lien Releases/Reassignments or MSO/MCO
- Odometer Disclosure Statement
- NY DL (back and Front)
- Current NY Insurance Card (Showing Purchaser/s and VIN for purchased vehicle **has to be insurance card with barcode**)
- POA

### **Documents Needed for Transfers:**

- MV-82
- MV-900 (If adding Lien)
- DTF-802 (leave fees blank)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- Title/Lien Releases/Reassignments or MSO/MCO
- Odometer Disclosure Statement
- NY DL (back and Front)
- Current NY Insurance Card (Showing Purchaser/s and VIN for purchased vehicle **has to be insurance card with barcode**)
- POA
- Transfer Reg (Cannot be transferred from 1 person to another. If 2 people on reg we cannot take 1 off, new tags will be issued, if one and adding a second person that can be done.)

### **Documents Needed for Lease Deals:**

- MV-82
- MV-900 (If adding Lien)
- DTF-802 (leave fees blank)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- Title/Lien Releases/Reassignments or MSO/MCO
- Odometer Disclosure Statement
- NY DL (back and Front)
- Current NY Insurance Card (Showing Purchaser/s and VIN for purchased vehicle **has to be insurance card with barcode**)
- POA
- Attorney in fact Letter (Lessor POA for Dealer)
- Leasing Contract (has to include Lessor and Lessee(s), # of months on Lease and Amount of Loan)

### **Documents Needed for Regular Title/Reg - *Businesses* :**

- MV-82
- MV-900 (If adding Lien)

- DTF-802 (leave fees blank)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- Title/Lien Releases/Reassignments or MSO/MCO
- Odometer Disclosure Statement
- NY DL (back and Front)
- Current NY Insurance Card (Showing Purchaser/s and VIN for purchased vehicle **has to be ins card with barcode**)
- POA
- Proof of Corp
- If person signing for company is not a Corporate officer, we need their DL (Front and Back) and Corporate POA signed by officer and with the "signature of grantee" line and their signature, must be wet signatures and notarized.

### **Documents Needed for Title Only:**

- MV-82
- MV-900 (If adding Lien)
- DTF-802 (leave fees blank)
- BOS (if there is a trade on deal make sure trade shows on BOS)
- Title/Lien Releases/Reassignments or MSO/MCO
- Odometer Disclosure Statement
- NY DL (back and Front)
- POA

### **Documents Needed for Duplicate Title:**

- MV-902
- NY DL (back and Front)
- POA

If Dealership wants to get title delivered to them because customer traded vehicle in you will need:

- MV-902
- BOS (showing trade)
- NY DL (back and Front of current owner)
- POA
- Letter of Authorization - Letter on dealership Letterhead signed by Original owner Authorizing Dealership to Receive DT on their behalf. (see next page for Example).

\*Note when doing DT NY Title we cannot take Liens off, you will receive Title with Lien on it and when you resell the vehicle you must include Lien Release with that deal.

**Letterhead/Logo**

**Authorization for Dealer to Receive Certificate of Title on Behalf of Owner**

I hereby Authorize:

Name of Dealer: \_\_\_\_\_

Address of Dealer: \_\_\_\_\_

(State Abbreviation) Dealer License #: \_\_\_\_\_

To receive, on my behalf the Certificate of title for the vehicle described below:

Plate #: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_

VIN: \_\_\_\_\_ Model: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Owner: \_\_\_\_\_

**Signature and  
Notary Stamp**