



Pennsylvania Fees/Check Sheet

Purchase Price (do not include doc. fee)	Add+	
All Aftermarket Warranties (except GAP)	Add+	
Trade Allowance	Minus-	
Rebates	Minus-	
Taxable Amount	Equals=	
Sales Tax (6% of the above amount-NOTE: Residents of Allegheny County must pay 7% sales tax and residents of the city of Philadelphia must pay 8%)	X 6%	
Title Fee - \$67	Add+ \$67	
Lien Fee - (if applicable) \$33	Add+ \$33	
What is the Financial Institution's ELT _____. This should be provided to you by the financial institution. Failure to fill in the ELT# will result in Maria's Tag and Title choosing the best match from PennDOT's website. Should the lienholder need to be corrected it will be at the expense of the dealer. See ELT list and FIN here: https://www.dot4e.penndot.gov/elt/AmsServlet.jsp#top?20200501175919828=20200501175919828		
Registration Fee - (car \$45 - truck \$77/\$105/\$202/\$262 etc. per year (1 or 2 years of registration) - See MV-70s for Truck Registration fees)		
New Tag/Transfer fee - New Tag Add \$38 Transfer \$10 (if tag expires w/in 12mo, Maria's will automatically extend 1 year)	Add+\$38 Add+\$10	
County Tax - New registration or plate transfers w/renewal - \$5 per year (see following the link to see if customer's county charges a county fee: https://www.dot.state.pa.us/public/DVSPubsForms/BMV/BMV%20Fact%20Sheets/fs-feeLocal.pdf)	Add+\$5 Per year	
Trivin Fee (15.15), DL Driver Verification Fee (2/verification) and Maria's Fee (75)	Add+	92.15
Total Check Payable to Maria's	Equals=	
What county does the purchaser live in? _____		
What is the fuel type of the vehicle? _____. 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.		

Documents Needed for Regular Title/Reg:

- MV-1 (Title App)
- BOS (if there is a trade on deal make sure trade shows on BOS and trade must be in the purchasers name and must be PA Title to get Trade Credit)
- Title/Lien Releases/Reassignments or MSO/MCO (Odom section on back of CO right above LH section must be filled out for every deal)
- Odometer Disclosure Statement
- PA DL (Back and Front)
- Current PA Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA for Marias

Documents Needed for Transfers:

- MV-1 (Title App)
- BOS (if there is a trade on deal make sure trade shows on BOS and trade must be in the purchasers name and must be PA Title to get Trade Credit)
- Title/Lien Releases/Reassignments or MSO/MCO (Odom section on back of CO right above LH section must be filled out for every deal)
- Odometer Disclosure Statement
- PA DL (Back and Front)
- Current PA Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA for Marias
- Transfer Reg

Documents Needed for Lease Deals:

- MV-1 (Title App)
- BOS (if there is a trade on deal make sure trade shows on BOS and trade must be in the purchasers name and must be PA Title to get Trade Credit)
- Title/Lien Releases/Reassignments or MSO/MCO (Odom section on back of CO right above LH section must be filled out for every deal)
- Odometer Disclosure Statement
- PA DL (Back and Front)
- Current PA Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA for Marias
- Attorney in fact Letter (Lessor POA for Dealer/Lesse)
- MV-1L (with Lessor and Lessee info, must be signed by Attorney in Fact)

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

- MV-1 (Title App)
- BOS (if there is a trade on deal make sure trade shows on BOS and trade must be in the purchasers name and must be PA Title to get Trade Credit)
- Title/Lien Releases/Reassignments or MSO/MCO (Odom section on back of CO right above LH section must be filled out for every deal)
- Odometer Disclosure Statement
- PA DL (Back and Front)
- Current PA Insurance Card (Showing Purchaser/s and VIN for purchased vehicle)
- POA for Marias

- Proof of Corp (Registration Certificate in the state of PA or Utility Bill w/Current add in company name. *Utility bill can only be Phone/Internet or Gas/Electric)
- If person signing for company is not a Corporate officer, we need their DL (Front and Back) and either Corporate POA signed by officer and with the "signature of grantee" line and their signature, must be wet signatures and notarized or a notarized letter on company letterhead granting permission.

Documents Needed for Title Only:

- MV-1 (Title App)
- BOS (if there is a trade on deal make sure trade shows on BOS and trade must be in the purchasers name and must be PA Title to get Trade Credit)
- Title/Lien Releases/Reassignments or MSO/MCO (Odom section on back of CO right above LH section must be filled out for every deal)
- Odometer Disclosure Statement
- PA DL (Back and Front)
- POA for Marias

Documents Needed for Duplicate Title:

- MV-380 (if no Lien on title) or MV-38L (title with Lien)
- BOS (if title being requested was traded in and title is being requested by dealer who received trade)
- Lien Releases if lien is coming off DT
- PA DL (Back and Front)
- POA for Marias
- Letter on dealer Letterhead stating Maria's has permission to process and receive DT