

Scrap Processor Monthly Report Instructions

Filling out the monthly report

1. **Column A-D:** Fill out yard number and vehicle information for each vehicle.
Column E: List all supporting documents that are attached to the report.
Column F: List the license plate number of the vehicle and the state where it was titled.
Column G: You **MUST** include the date the vehicle was purchased by you, and from whom you purchased the vehicle.
2. If no vehicles are received during the month, write "NONE". Report must still be signed and submitted.
3. Signature must be notarized.

Supporting documents

- Write the yard number assigned to each vehicle on the corresponding ownership document submitted with this report.
- Titles and releases of interest must be signed by the registered owner and legal owner, if any.
- All copies of original documents must be notarized.
- License plate numbers and vehicle identification numbers (VIN) must be legible on each document.

Submitting the report

1. Submit the completed report by the 10th of the following month. Send the report and supporting documents to:
Department of Licensing
ATTN: Wrecker Desk
PO Box 9038
Olympia, WA 98507
2. Keep a copy of the completed report for your files.

