

INSTRUCTIONS

The information listed below is provided to assist you in preparing your monthly reports.

1. DUE DATE

- Please submit this report to the Department of Licensing by the 10th of the following month.
- To avoid delay and additional costs, please maintain a copy of all report sheets for each report in your files.

2. SUPPORTING DOCUMENTS

- The assigned number must be clearly marked and legible for all vehicles on all documents submitted with the report.
- Titles and releases of interest should be signed by the legal owner.
- All copies of original documents must be notarized.
- License plate numbers and vehicle identification (VIN) numbers should be clearly legible on each document.

3. FILLING OUT THE MONTHLY REPORT

- A-G:** Please fill out each section completely, for each vehicle you are reporting.
- E:** Please list all supporting documents that are attached to the report.
- F:** Please list the license plate number of the car and the state in which it was titled.
- G:** The date the car was purchased by you, and from whom you purchased this vehicle **MUST** be included.
- Your signature, witnessed by a notary, completes the form.
- *If no vehicles are received during the month, simply write "NONE", sign and send the report to the department.*

