



Out of State Title Transaction Request

Our goal is to provide the quickest possible turn-around for your customer.
To help us best serve you, please complete and attach to each deal.

Titling State: _____ **Title Clerk:** _____

Last 8 of VIN/HIN: _____ **Title Clerk Email:** _____

Customer Last Name: _____ **Dealership:** _____

Customer Phone: _____ **Customer Email:** _____

VEHICLE TRANSACTION TYPE: (Selection Required)

- Title Only
- Duplicate Title
- New Plate and Title Transfer
- Correction
- Transfer Plate and Title *Copy of registration and plate required*

SALES TAX INSTRUCTIONS: (Selection Required)

- Pay all sales tax reported on Bill of Sale to customer's state.
- \$ _____ was paid directly to dealer's state and itemized on attached sales tax form and Bill of Sale. (State specific forms required for CA, FL, IN, IL, MI, and SC dealers)
 - Pay remainder of sales tax collected of \$ _____ to customer's state.
- Customer is claiming sales tax exemption for _____, all necessary documentation is included.

AUTHORIZATION: (Completion Required)

Dealer is authorizing the amount of \$ _____ for the selected transaction, which includes Opus VTR's processing fee.

ADDITIONAL FEES: (Selection Required)

*In the event dealer's estimate is short or late fees may apply.

Dealer agrees to preapprove any additional taxes/fees required by state for deal completion up to:

- \$25
- \$50
- \$100
- Other (\$ _____)
- Preapproval Required

All additional fees/taxes will be the customer's responsibility when transaction allows for customer to pay directly to the state. *Opus VTR does not collect funds directly from customer.

MAILING INSTRUCTIONS: (Selection Required)

- Mail to Dealership
- Mail to Customer
- Other: _____

Overnight all original documents to your Opus VTR processing center:

6470 NW 5th Way
FT Lauderdale, FL 33309
954.869.0030

12244 S Business Park Dr.
Suite 200
Draper, UT 84020
385.444.4086

1445 Brookville Way
Suite G
Indianapolis, IN 46239
317.322.0020