

Title Work by Mail

Contact Information:

Full Legal Name:	
Address Title is to be mailed:	
Address Plate is to be mailed:	
Email Address:	
Telephone Number:	
Driver's License #:	

Documents Needed

Kansas Title or MSO	Out of State Title
Sales Tax Receipt if from a Kansas Dealership SIGN BACK OF TITLE	Bill of Sale/Invoice https://www.ksrevenue.org/pdf/tr312.pdf
Title and Registration Manual Application https://www.ksrevenue.org/pdf/tr212.pdf	Title and Registration Manual Application https://www.ksrevenue.org/pdf/tr212.pdf
Copy of Insurance	Copy of Insurance
Signed Affidavit to a Fact https://www.ksrevenue.org/pdf/tr12.pdf	Signed Affidavit to a Fact https://www.ksrevenue.org/pdf/tr12.pdf
Copy of Driver's License/ID	Copy of Driver's License/ID
Special Plates require more documentation	Inspection from Kansas Highway Patrol Please call Local #785 762 5616
If <u>Transferring a tag/plate</u>: You need the current Kansas Registration and a Title and Registration Manual Application from all owners on the new vehicle. Also, you may only add a parent, spouse, or child to the registration.	

If you have any questions, please email us at: treas@woodsoncounty.net

**Please mail all documents to:
Woodson County Treasurer
105 W Rutledge Room 105 – Yates Center KS 66783**

Payment Options: Check, Money Order, or Credit Card Authorization

Michelle Zimmerman
Woodson County Treasurer
105 W Rutledge Room 105
Yates Center, KS 66783
620-625-8605 Ext 4

CREDIT CARD AUTHORIZATION FORM

NAME: _____

BILLING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

DRIVER'S LICENSE: _____

I hereby affirm that I am the owner of the below referenced credit card and that my name is listed on the front of the credit card.

I hereby authorize Woodson County Treasurer's Office to charge my credit card (listed below) in the amount of \$_____ for payment of transactions processed.

Account Holder Signature: _____

CREDIT CARD INFORMATION

Credit Card Type (Please Circle): Mastercard Visa American Express Discover Card

Card Number _____

Expiration Month: ____ Expiration Year: ____ Security Code _____

Cardholder Signature x _____

There will be an additional 2.5% processing fee applied to the total of the transaction.

KANSAS

Department of Revenue
Division of Vehicles
PO Box 2505, Topeka, KS 66601 - 2505
<https://www.ksrevenue.org/>

**TITLE AND REGISTRATION
MANUAL APPLICATION**

Clear Form

County Name _____ **Plate Type** _____ **Application Date** _____
Owner's Name(s) (Last, First, Middle Initial) _____ **DL, FEIN, TIN, SSN (provide one)** _____

Address _____ City _____ State _____ Zip _____
VIN _____ Fuel type _____ Year _____ Make _____ Model _____
Purchase/Brought into KS Date _____ Mileage _____ Actual Exceeds Not Actual Exempt
Empty Weight _____ Declared/Gross Weight _____ Truck Class _____

Title Mailing Address

Name _____
Address _____ City _____ State _____ Zip _____

License Plate/ Registration Mailing Address

Name _____ Push Notification Phone or Email _____
Address _____ City _____ State _____ Zip _____

1st Lienholder Mailing Address

Name _____
Address _____ City _____ State _____ Zip _____

2nd Lienholder Mailing Address (Trk/Mbl Home only)

Name _____
Address _____ City _____ State _____ Zip _____

Transfer on Death

1st TOD Name _____
Address _____ City _____ State _____ Zip _____
2nd TOD Name _____
Address _____ City _____ State _____ Zip _____

Plate Transfer Information

Previous Vehicle's VIN _____ Year _____ Make _____ Model _____
Vehicle Sold to/Repossessed by _____
Adding Name to Title/Registration
Relationship Spouse Parent Child

Signature of Person Being Added

Insurance Co. Name

Insurance Policy No.

I hereby certify that I am a resident or have a bona fide place of business in this county and that I am an owner of and have in effect financial security for the aforementioned vehicle as required by Kansas Law. I further certify that all liens and/or encumbrances, if any, are listed and the information on this application is true and correct to the best of my knowledge.

FALSE CERTIFICATION CAN RESULT IN CRIMINAL PROSECUTION

Owner's Signature(s) _____

Date _____

Fee Summary

Title Fee	
Title Penalty	
Registration Fee	
Registration Penalty	
DMV Modernization Fee	
County Service Fee	
Law Enforcement Training Center Fee	
Reflectorized Plate Fee	
Property/Tax Due	
Property/Tax Penalty	
Previous Property/RV Tax Due	
Previous Property/RV Tax Penalty	
KHP Staffing and Training Fee	
Miscellaneous Fee	
Sales Tax	
GRAND TOTAL	

KANSAS DEPARTMENT OF REVENUE
AFFIDAVIT TO A FACT
www.ksrevenue.org

Complete vehicle information, check and complete appropriate statement(s) and the Affiant's Certification at the bottom of the form.

Vehicle Information:

Year _____ Make _____ ID # _____

Vehicle Gift Certification - Used when vehicle or trailer is given as a gift and the recipient is not a relative.

Gift is to: _____ Owner's hand printed name: _____

ONE AND THE SAME PERSON - Used when a person's name changed or is incorrect.

Name as listed on title _____ Legal Name _____

DISCLAIMING VEHICLE OWNERSHIP - Used when disclaiming ownership as shown on the assignment of title found on the backside of Certificate of Title, for the above referenced vehicle

TITLE OR MSO ASSIGNMENT - Used when adding a name(s) to the title assignment after the assignment was completed. All parties to be listed as purchasers must sign below.

Name of person being added to title _____

VEHICLE NON-USE - Used when registering or renewing vehicle registration and the vehicle was not operated for a full **registration** year. EX: A June expiration requires the vehicle to not be in operation from June of one year until after May of the following year.

Dates vehicle was not in use:

Beginning: Month _____ Year _____ **Ending:** Month _____ Year _____

RELATIVES OF A MEMBER OF THE MILITARY - Used when a family member is renewing the registration for a member of the U.S. military.

I am the (Must Check One): Spouse; Parent; Eldest Brother or Sister of _____.

ANTIQUE MODEL YEAR LICENSE PLATE - Used when registering an antique vehicle with a model year Kansas license plate.

License Plate Information: Year on Plate _____ Plate Number _____

All Letters and Numbers Must be Shown

AFFIANT'S CERTIFICATION

I certify under penalty of perjury that all information and statement(s) made above are true to the best of my knowledge.

Affiant's Signature _____

Affiant's Signature _____

Printed Name of Person(s) that Signed Above _____ Date _____

BILL OF SALE

www.ksrevenue.org

This Bill of Sale is an affidavit of the amount of money or value that was exchange between the seller(s) and buyer(s) for the vehicle listed herein. ONLY antique vehicles (vehicles 35 years old or older) can have the ownership transferred (sold) by bill of sales. All other vehicles sold by or purchased from a Kansas resident must have the ownership transferred (sold) by assigned title.

Seller Information

Printed Name _____

Address _____

City _____

State _____

ZIP _____

Buyer Information

Printed Name _____

Address _____

City _____

State _____

ZIP _____

Vehicle Information:

Year _____ Make _____ VIN _____

Purchase Price: \$ _____ **Date of Sale:** _____

By our signatures, we swear and affirm the above stated purchase price is true and accurate under penalty of perjury. I am aware that the law provides severe penalties for making false statements under oath.

Signature of Seller _____ Date _____

Signature of Buyer _____ Date _____

Antique Vehicle Transfer of Ownership

Complete only if no title is available.

This section of the bill of sale is to be used to transfer ownership of an antique vehicle (vehicle that is 35 model years old or older) when there is no Kansas title for the vehicle in the name of the owner / seller. All information in the bill of sale above and the antique vehicle transfer of ownership below MUST be complete for this to be a valid assignment of ownership. If a non-Kansas resident owns the antique vehicle and the vehicle is not maintained / garaged in Kansas, the ownership of the vehicle must be transferred according to the laws of the seller's home state of residence.

I, the undersigned, certify that I am the owner of this antique vehicle, which is listed above, and on this day I have sold and am transferring ownership of this vehicle to _____ listed above as buyer. To the best of my knowledge, no title has been issued in my name for this vehicle in any titling jurisdiction.

I further certify that I will guarantee this vehicle to be free and clear from all defects, liens or encumbrances of any nature whatsoever and that I will indemnify any subsequent purchaser of same for any loss sustained should anyone prove ownership of said vehicle superior to my title.

Date vehicle was sold and delivered: _____

Signature of Seller: _____

Notice to Buyer: All 1950 or newer antique vehicles sold on a bill of sale must obtain an MVE-1, (Motor Vehicle Examination) issued by the Kansas Highway Patrol or their designee and submit the MVE-1 with this bill of sale when applying for antique title. Application for title must be made within 60 days of the purchase date in the county treasurer's motor vehicle office in the county in which the vehicle will be located / garaged. Penalty will be assessed on and after the 61st day.