

**Note to Tax Payer:**

**You are responsible for filing this form with your lien holder or original state MV department. Please forward a copy of this completed form to the Woodson County Treasurer's Office so we can notify you when the title is received.**



# Woodson County

105 W Rutledge Room 105  
Yates Center, KS 66783

Michelle L. Zimmerman  
(Treasurer)

phone 620-625-8605ext 4  
fax 620-625-8651

Lienholder's Name \_\_\_\_\_

Lienholder's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dear Lienholder:

Kansas has received a request for application of title on the vehicle with the owner listed below. This is a request for surrender of the title now in your possession or in the possession of the State of registration. Upon receipt of the title, a Kansas electronic title will be issued and held by Kansas until the lien is released. A release of lien is not required for state transfer to Kansas. Release your lien only if the lien has been satisfied.

The requested title must be received as soon as possible. Our mutual customer will not be allowed to title or register this vehicle until/unless the title has been received. Once title has been received and processed, you will receive verification of a Kansas title and perfection of your lien.

Please enclose a copy of this letter with the requested title to the address below.

Woodson County Treasurer  
105 W Rutledge Room 105  
Yates Center, KS 66783

Client Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Loan Account # \_\_\_\_\_

VIN # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Thank you,

Michelle Zimmerman  
Woodson County Treasurer's Office