DMV EMERGENCY OPERATIONS
REGISTERING A VEHICLE OR TRANSFERRING A REGISTRATION BY MAIL OR DROP BOX

Please note that due to the state of emergency and our limited capacity, this process can only be used for original registrations and plate transfers on vehicles. It cannot be used to register snowmobiles, boats, trailers, or motorcycles. This work will be returned unprocessed if received.

The following items are required to register a vehicle in New York State:

☐ A photocopy of your NYS Driver’s License or NYS Learner Permit
  If you do not have one, we can accept photocopies of other proofs of identity as long as it adds up to six points based on the values listed on form ID-82 (attached).

☐ Proof of ownership of the vehicle (NYS or out-of-state title). This must be signed by both buyer and seller. If you already have the vehicle titled in your name and only want to re-register the vehicle, or have already applied for a title in your name, we do not need proof of ownership. If multiple people are listed on the title and you are not the first party listed, please submit a copy of the title.

☐ A bill of sale showing your purchase price. A handwritten bill of sale must include: year, make, model, vin, name of buyer and seller, purchase price, and purchase date. You can use the DMV bill of sale, attached. Buyer and seller must sign the bill of sale.

☐ A completed and signed “Vehicle Registration/ Title Application” DMV form MV-82 (attached). Fill this out completely and sign the back. Please provide a phone number so that we can easily reach you. This is crucial for accurate mail processing.

☐ A completed Sales Tax Form DTF-802 (attached). Please note if the vehicle is a model year 2014 or newer, Section 6 must be completed by the seller.

☐ Proof of NYS Insurance on the vehicle in the name of the registrant. Check the effective date of the insurance card- we cannot process the transaction until the insurance is in effect.

☐ Payment option:
  o PREFERRED: Send in a blank personal check. We will call to confirm the total cost with you before completing and depositing your check. A photocopy of your completed check can be returned to you upon request.
  o Use the online DMV Registration Fee Calculator (https://process.dmv.ny.gov/regfeecalc/) to determine your total, then add 8% sales tax on the purchase price of the vehicle. Sales tax is not charged on DMV fees. If this fee is not correct, we will contact you to exchange the incorrect check for a correct check.

☐ If you are transferring plates, you must check the “Transfer Plates” checkbox at the top of the MV-82 and provide the plate number. If you do not, you will be issued new plates and charged a license plate fee. Do not move your plates to the new vehicle and operate it until you receive your new registration sticker and documents in the mail.
Mail all of these items to:

Schenectady County DMV
Attn: Mail-In Registrations
2025 State Street
Schenectady, NY 12304

You may also drop these items in the drop box located outside of the DMV for processing. Please put all items and payment in a sealed envelope addressed as above.

The office is closed to the public and we cannot assist you in person. If you have any questions, please email the Schenectady County Clerk's Office at CountyClerk@schenectadycounty.com

You will receive all registration documents, including window sticker, receipt and license plates (if applicable) in the mail via USPS. New titles are issued directly by NYS DMV and will arrive within 2 to 3 weeks. You can check the mailing status of your title at https://process.dmv.ny.gov/TitleStatus
# GENERAL REQUIREMENTS

- You must provide proof of your date of birth and proof of your name.
- The documents you submit to prove your name must have a total point value of 6 points.

   - A New York State photo driver license, learner permit, or non-driver ID card that is current or that is expired no longer than 2 years meets the proof of name and date of birth requirements. Refer to the table below for a list of other documents that you can show for proof of your date of birth and proof of your name.

You must provide the original documents or documents that are certified by the issuing agency. Your signature must be on at least one of the documents that you show for proof. DMV will not accept documents with any alterations or erasures. Electronic statements and e-bills must be printed.

If you send a person to DMV to submit your application for a registration or title, that person must provide his or her original New York State photo license, permit, or ID card and a photocopy of your most recently issued New York State photo license, permit, or ID card.

### ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE

Expired documents are NOT acceptable, unless specifically noted in the table below.

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Point Value</th>
<th>Name/Date of Birth?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Photo Driver License/Learner Permit/Non-Driver ID Card</td>
<td>6</td>
<td>YES</td>
</tr>
<tr>
<td>DMV Statement of Identity and/or Residence by Parent/Guardian (MV-45) - IF UNDER 21, Affidavit by parent or legal guardian, signed in the presence of a DMV representative. Refer to MV-45 for more information.</td>
<td>6</td>
<td>NO</td>
</tr>
<tr>
<td>DMV Statement of Identity and/or Residence - For Applicants Represented by Government or Government Approved Facilities (MV-45A). Refer to the MV-45A for more information.</td>
<td>6</td>
<td>NO</td>
</tr>
<tr>
<td>Proof of Incorporation, Proof of Partnership, DBA filing Receipt (Refer to MV-82.1 for details).</td>
<td>6</td>
<td>NO</td>
</tr>
<tr>
<td>Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport must be in English, or translated by an embassy.</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>Foreign Passport with a U.S. Visa and current I-94 attached. Passport must be in English, or translated by an embassy. NOTE: If your I-94 has status code A1, A2, G1 or G3 you must contact the Department of State to register your vehicle(s).</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>Passport or Passport Card issued by U.S. State Department. Must be current.</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>U.S. Military Photo ID Card (issued to Active, Reserve, and Retired military personnel only)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Certificate of Naturalization or Citizenship (N-550, N-560, N-561, and N-570)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Employment Authorization Card (I-688B or I-766) with photo</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Permanent Resident Card (I-551)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Re-entry Permit (I-327)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>Refugee Travel Document (I-571)</td>
<td>3</td>
<td>YES</td>
</tr>
<tr>
<td>New York State Benefit/Medicaid Card WITH Photo</td>
<td>3</td>
<td>NO</td>
</tr>
<tr>
<td>New York State Benefit/Medicaid Card WITHOUT Photo</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>New York State Interim License/Permit WITHOUT Photo</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>New York State or New York City Pistol Permit</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>New York State Professional License</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>New York State Registration Document (Vehicle or Boat only)</td>
<td>2</td>
<td>NO</td>
</tr>
</tbody>
</table>
### Acceptable Documents for Proof of Identity for Registration and Title

Expired documents are NOT acceptable, unless specifically noted in the table below.

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Proof of Name Point Value</th>
<th>Proof of Date of Birth?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Certificate of Title</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>Photo Driver License issued by another U.S. state, jurisdiction or possession, or Canadian province or territory. Must be current or expired no longer than 2 years.</td>
<td>4</td>
<td>YES</td>
</tr>
<tr>
<td>St. Regis Mohawk Tribal Photo ID Card</td>
<td>2</td>
<td>YES</td>
</tr>
<tr>
<td>U.S. Military Dependent ID Card</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. College ID Card With Photo and Official Transcript</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. High School Photo ID with Report Card or Official Transcript</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. Marriage or Divorce Record OR Court-Issued Name Change Decree</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. Social Security Card</td>
<td>2</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. Computer-Printed Pay Stub (must have your name)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. Employee ID Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. High School Diploma OR General Equivalency Diploma (GED)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. Supermarket Check Cashing Card (must have your signature and pre-printed name)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>U.S. Union Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Health Insurance Card/Prescription Card to show current proof of health insurance coverage</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Life Insurance Policy (in effect at least 2 years)</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Utility Bill with name and address. A utility bill is defined as a bill containing the applicant's name and address for any recurring service (e.g. home or cell telephone bill, electric bill, trash bill, water bill.) Only one utility bill per applicant can be accepted.</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Veterans Universal Access Photo ID Card</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Federal or New York State Income Tax W-2</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Only one of the following items, if issued by the same financial institution, can be submitted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Bank Statement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cancelled Check (with your pre-printed name)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cash Card (ATM) (must have your pre-printed name and your signature)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Valid Major Credit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Municipal ID Card with Photo</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Original or certified copy of U.S. Consular Report of Birth Abroad (FS-240, DS-1350, F-545)</td>
<td>0</td>
<td>YES</td>
</tr>
<tr>
<td>U.S. Birth Certificate or U.S. Territory Birth Certificate showing both first and last names issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department.</td>
<td>0</td>
<td>YES</td>
</tr>
<tr>
<td>Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card</td>
<td>0</td>
<td>YES</td>
</tr>
<tr>
<td>Valid Canadian Passport (without INS documentation)</td>
<td>0</td>
<td>YES</td>
</tr>
<tr>
<td>Tribal Birth Certificate from a federally recognized tribe, to prove birth in the U.S.</td>
<td>0</td>
<td>YES</td>
</tr>
</tbody>
</table>

**IMPORTANT:** Making a false statement, or submitting any documentation that is false, may be punishable as a criminal offense.

DMV will not accept any damaged or mutilated documents, or documents with any alterations or erasures. DMV will confiscate any document that appears to be fraudulent. If you submit a fraudulent document, you could be subject to criminal prosecution.
Clearly print or type all information, except signatures.

I, __________________________________________,

(Seller)

in consideration of $ ________________________, do hereby sell, transfer and convey to

______________________________________________

(Buyer)

the following vehicle:

**DESCRIPTION OF VEHICLE**

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Vehicle or Hull Identification Number

<p>| |</p>
<table>
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<th></th>
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<tbody>
<tr>
<td></td>
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</table>

**TERMS AND CONDITIONS (if applicable)**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**SELLER**

Name

Address *(optional)*

Signature

X

Date

**BUYER**

Name

Address *(optional)*

Signature

X

Date
### VEHICLE REGISTRATION/TITLE APPLICATION

**INSTRUCTIONS:**

A. Is this vehicle being registered only for personal use?  
[ ] Yes  [ ] No

If YES - Complete sections 1-4 of this form.  
Note: If this vehicle is a pick-up truck with an unladen weight that is a maximum of 6,000 pounds, is never used for commercial purposes and does not have advertising on any part of the truck, you are eligible for passenger plates or commercial plates. Select one:  [ ] Passenger Plates  [ ] Commercial Plates

If NO - Complete sections 1-5 of this form.

B. Complete the Certification in Section 6.

C. Refer to form MV-82.1 Registering/Titling a Vehicle in New York State for information to complete this form.

**I WANT TO:**

[ ] REGISTER A VEHICLE  [ ] CHANGE A REGISTRATION  [ ] REPLACE LOST OR DAMAGED ITEMS  [ ] TRANSFER PLATES

**NAME OF PRIMARY REGISTRANT (Last, First, Middle or Business Name)**

Name Change  
[ ] Yes  [ ] No

NYS driver license ID number of PRIMARY REGISTRANT

DATE OF BIRTH

Month  Day  Year

**GENDER**

[ ] Male  [ ] Female

**TELEPHONE or MOBILE PHONE NUMBER**

Area Code

**EMAIL**

**NAME OF CO-REGISTRANT (Last, First, Middle)**

Name Change  
[ ] Yes  [ ] No

NYS driver license ID number of CO-REGISTRANT

DATE OF BIRTH

Month  Day  Year

**GENDER**

[ ] Male  [ ] Female

**ADDRESS CHANGE?**  [ ] Yes  [ ] No

**THE ADDRESS WHERE PRIMARY REGISTRANT GETS MAIL**

(Including Street Number and Name, Rural Delivery or box number. This address will be on the document.)

Apt. No.  City or Town  State

**Counting of Residence**

Zip Code

**THE ADDRESS WHERE PRIMARY REGISTRANT RESIDES IF DIFFERENT FROM THE MAILING ADDRESS**

(DO NOT GIVE A P.O. BOX)

Apt. No.  City or Town  State

Zip Code

**VEHICLE IDENTIFICATION NUMBER**

**Body Type (mark one)**

- [ ] 2-Door  
- [ ] Convertible  
- [ ] Utility  
- [ ] Open Utility  
- [ ] Tractor  
- [ ] Trailor  
- [ ] 4-Door  
- [ ] Suburban/SUV  
- [ ] Motorcycle  
- [ ] Pick-up  
- [ ] Limousine  
- [ ] Tow  
- [ ] Van  
- [ ] Other

**Color**

**Type of Power (Fuel)**

- [ ] Gas  
- [ ] Diesel  
- [ ] Electric  
- [ ] Flex  
- [ ] CNG  
- [ ] Propane  
- [ ] None

**Maximum Gross Weight**

**Odometer Reading in Miles**

**Year Make Model**

**Vehicle Description**

**Office Use Only**

**For commercial vehicles**

Was this vehicle altered to increase the capacity beyond that provided by the manufacturer by method of extended chassis, lengthened wheel base, or a lengthened seating area?  
[ ] Yes  [ ] No

If YES, do you have the required Federal调节’s Safety Certification (normally found on the door jamb)?  
[ ] Yes  [ ] No

IMPORTANT: If your vehicle was altered/stretched to increase the passenger capacity, you must present to the DMV office a photograph or copy of all labels or plates (normally put on the driver’s side door). If the vehicle was altered and stretched now has an adult seating capacity of 11 or more (including the driver), you must show the original NYS DOT Inspection Receipt OR a NYS DOT Exemption Letter.

If the OWNER of the vehicle is DIFFERENT from the REGISTRANT, the OWNER must complete this section.

**PRIMARY OWNER NYS License Number**

**NAME OF PRIMARY OWNER (Last, First, Middle)**

**DATE OF BIRTH**

Month  Day  Year

**GENDER**

[ ] Male  [ ] Female

**THE ADDRESS WHERE PRIMARY OWNER GETS MAIL**

(Including the Street Number and Name, Rural Delivery or box number)

Apt. No.  City or Town  State

**County**

Zip Code

**NAME OF CO-OWNER**

**REGISTRATION AUTHORIZATION**  [ ] My signature authorizes the person(s) named in Section 1 to register this vehicle in his/her name. I have provided the current ownership document.

**X**

(Signature of ALL owner(s) and proof of ID required when first applying for a NYS title. See form ID-82 - Proofs of Identity for Registration and Title.)

(Date)

**OFFICE USE ONLY**

**New Plate**

**Sales Tax Status**

**Value ($)**

**Rate**

**Out of State**

**Jurisdiction**

**Audit**

**Lien**

**Lien Number**

**Lien Release**

**Reg/Tite**

**Approved By**

**State**

**Stop/Response/Scuff Law**

**Date**

**COMPLETE BOTH SIDES**

**PAGE 1 OF 2**
DAMAGE DISCLOSURE
Has the vehicle been wrecked, destroyed, or damaged to such an extent that the total estimate, or actual cost, of parts and labor to rebuild or reconstruct the vehicle to the condition it was in before an accident, and to make the vehicle legal to operate on the road or highways, is more than 75% of the retail value of the vehicle at the time of loss? □ Yes □ No
If you marked YES, the vehicle must have an anti-theft examination before it is registered. The title that is issued will have the statement “Rebuilt Salvage” on it.

VEHICLE MODIFICATIONS
Has this vehicle been modified from the original manufacturer specifications without extending the chassis or lengthening the wheel base? (Examples include: color changes, added seats, permanently mounted camping equipment, multi-stage vehicles.) If “Yes,” describe the modifications:

NON-PERSONAL VEHICLE USE
* Vehicles that transport passengers may require NYS DOT Operating Authority (see https://www.dot.ny.gov/divisions/operating/ossas/bus/passenger), NYS DOT Inspection (see https://www.dot.ny.gov/divisions/operating/ossas/bus/inspection) and/or be subject to Article 19-A requirements (see https://dmv.ny.gov/motor-carriers/information-and-forms-article-19).

Check one:
☐ A commercial tow truck with a gross vehicle weight rating of at least 8,600 pounds
☐ Ambulette*
☐ Operates as a taxi* (you must complete the “Taxis Only” section below)
☐ Used only as a farm vehicle (form MV-260F, Part 1 must be submitted)
☐ Hearse
☐ Rented without a driver (private rental)
☐ Used only as an agricultural truck or agricultural trailer
☐ Combination Hearse/Invalid Coach*
☐ Used to pick up passengers for compensation only in jurisdictions that do not regulate taxis*
☐ Ambulance
☐ Used to transport passengers* (Bus, Livery, School Bus, School Car)
☐ Other - describe the use:

INSURANCE REQUIREMENTS
☐ For Hire (direct or indirect compensation) - Submit an FH Certificate
☐ Not For Hire - Submit a current and valid NYS Insurance ID Card
☐ Vehicle is used for pick up in a jurisdiction that regulates taxis other than NYC, Westchester county, or Nassau county.

TAXIS ONLY (check one)
☐ Vehicle is used in New York City, Westchester, or Nassau counties.
☐ Vehicle is used as a contract carrier in NYC (commuter van with seating capacity between 9 and 14). You are eligible for LIVERY plates.

CERTIFICATION
I certify that the information I have given on this application and on any documentation provided in support of this application is true and complete. I certify that the vehicle is fully equipped as required by the Vehicle and Traffic Law, and has passed the required New York State inspection, or has qualified for a time extension (form VS-1077) and will be inspected within 10 days. I also certify that appropriate insurance coverage is in effect, and that the vehicle will be operated in accordance with the Vehicle and Traffic Law. If I am applying for replacement registration items, I certify that the registration is not currently under suspension or revocation. If I have plates in a series reserved for a special group, I certify that I am still eligible to receive them, and that I have only one set of these plates. If I am using a credit card for payment of any fees in connection with this application, I understand that my signature below also authorizes use of my credit card.

WARNING: Intentionally making a false statement or providing false or misleading information in connection with this application is a criminal offense that may subject you to prosecution under the law.

Print Name Here
(Print Name in Full - If registering for a corporation, print your full name and title)

Print Additional Name Here
(Print Name in Full)

Sign Here X
(Sign Here)

Additional Signature X
(Sign Here - Additional signature required for a partnership or if registering this vehicle in more than one name.)
**Statement of Transaction – Sale or Gift of Motor Vehicle, Trailer, All-Terrain Vehicle (ATV), Vessel (Boat), or Snowmobile**

**Instructions**
The new owner's social security number, taxpayer identification number (TIN), or federal employer identification number (EIN) is required.

Use this form when sales tax was not collected at the time of purchase or when the vehicle was received as a gift. If the donor/seller is not required to complete Section 6, the new owner must have a copy of the bill of sale signed by the seller.

The seller or donor must complete Section 6 if:
- the motor vehicle is a gift or is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild
- the trailer, ATV, boat, boat/trailer combination, or snowmobile is a gift, or is sold below fair market value

If for any reason you must obtain a registration or title before you can establish the amount of tax due based on the less than fair market value purchase price, you may obtain tax clearance by paying the tax due based on the fair market value as established by the Tax Department. If this results in an overpayment, you may apply to the Tax Department for a refund or credit of the amount overpaid.

**Note:**
- If you are claiming an exemption other than a gift, use Form DTF-803 instead.
- If you are claiming credit for taxes paid to another state, use Form DTF-804 instead.
- If you are registering more than one motor vehicle for the same taxing jurisdiction, use Form DTF-805 instead.

### Section 1 – Vehicle information

<table>
<thead>
<tr>
<th>Type of vehicle (mark one box)</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>ATV</th>
<th>Snowmobile</th>
<th>Boat (length in feet):</th>
<th>Vehicle or hull identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trailer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boat/Trailer combination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snowmobile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boats and trailer/combinations only – enter trailer information below</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Vehicle identification number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Delivery location (complete only for an ATV or snowmobile) | City | County |
|-------------------------------------------------------------|------+-------|
| Storage/usage location (complete only for an ATV or snowmobile) | City | County |

Do you have a residence in this county? (If Yes, see Tax rate note in Section 5) [ ] Yes [ ] No

### Section 2 – New owner information

<table>
<thead>
<tr>
<th>Last name, first name, middle initial or business name</th>
<th>Social security number/TIN/EIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and street address</td>
<td>City, state, and ZIP code</td>
</tr>
<tr>
<td>Business address (if commercial vehicle) (number and street)</td>
<td>City, state, and ZIP code</td>
</tr>
</tbody>
</table>

### Section 3 – Previous owner information

<table>
<thead>
<tr>
<th>Last name, first name, middle initial or business name</th>
<th>EIN (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and street address</td>
<td>City, state, and ZIP code</td>
</tr>
<tr>
<td></td>
<td>County</td>
</tr>
</tbody>
</table>

### Section 4 – Transaction information

<table>
<thead>
<tr>
<th>Date of transaction</th>
<th>Relationship of new owner to previous owner (mark one box)</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm dd yyyy</td>
<td>None</td>
</tr>
</tbody>
</table>

This transaction is a (mark one)
- Gift of a motor vehicle to a person other than spouse, parent, child, stepparent, or stepchild. (donor must complete Section 6)
- Purchase of a motor vehicle at below fair market value by a person other than spouse, parent, child, stepparent, or stepchild. (seller must complete Section 6)
- Gift of a trailer, ATV, boat, or snowmobile (donor must complete Section 6)
- Purchase of a trailer, ATV, boat, boat/trailer combination, or snowmobile at below fair market value (seller must complete Section 6)
- Gift or purchase of a motor vehicle to spouse, parent, child, stepparent, or stepchild
- None of the above

### For office use only

<table>
<thead>
<tr>
<th>Date</th>
<th>Initials</th>
<th>Office</th>
<th>Fair market value</th>
<th>Audit</th>
<th>Tax Rate</th>
<th>Tax paid</th>
<th>Term no.</th>
</tr>
</thead>
</table>
Section 5 – Purchase information

1. Purchase price
   a. Amount of cash payment .................................................................
   b. Balance of payments assumed ......................................................
   c. Value of property given, traded, or swapped, or services performed instead of cash payment ..................................................
   d. Purchase price (total of lines 1a, 1b, and 1c) ................................... 1d $

Boats and boat/trailer combinations: For purchases or uses on or after June 1, 2015, tax only applies to the first $230,000 of the purchase price. Do not enter more than $230,000 on line 1d.

2. Was this transaction the purchase or gift of a motor vehicle from your spouse, parent, child, stepparent, or stepchild?  
   a. Yes (enter on line 4; no tax is due)  
   b. No (continue to line 3)

3. Tax rate* (enter as a decimal) ............................................................... 3

4. Sales tax due (multiply line 1d by line 3) .......................................... 4 $

5. Is the amount on line 1d lower than fair market value?  
   a. Yes (seller/donor must complete Section 6)  
   b. No (sign certification below)  
   c. N/A (Sale of boat for more than $230,000)

   Tax rate note: For a motor vehicle, trailer, boat, or boat/trailer combination use the tax rate of the new owner's place of residence. If the purchaser is a resident in two or more counties in the state, use the rate in effect in the place where the motor vehicle, trailer, boat, or boat/trailer combination will be principally used or garaged. If the new owner is a business, use the tax rate of the place of business. If the business has locations in two or more counties in the state, use the rate in effect in the place where the motor vehicle, trailer, or boat will be principally used or garaged. For an ATV or snowmobile, use the higher rate of where the new owner took delivery, or where the vehicle is stored or used if new owner has a residence in storage/lease locality.

Purchaser certification — I certify that the above statements are true and complete; and I make these statements with the knowledge that willfully issuing a false or fraudulent statement with the intent to evade tax is a misdemeanor under Tax Law section 1817(b), and Penal Law section 210.45, punishable by a fine up to $10,000 for an individual and $20,000 for a corporation.

<table>
<thead>
<tr>
<th>Name/business name</th>
<th>Social security number, TIN, or federal EIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature _______________________________ Date __________________________

If this form is submitted by someone other than the new owner/lessee, provide the following:

Section 6 – Affidavit of sale or gift of a motor vehicle, trailer, ATV, vessel (boat), or snowmobile

The seller or donor must complete:

- the motor vehicle is a gift to a person other than a spouse, parent, child, stepparent, or stepchild
- the motor vehicle is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild
- the trailer, ATV, boat, or snowmobile is a gift
- the trailer, ATV, boat, boat/trailer combination, or snowmobile is sold below fair market value

6. Cash payment received ............................................................... 6 $

7. If, as a condition for the sale or gift of the vehicle or boat, the purchaser/recipient did any of the following in addition to, or in lieu of, a cash payment, mark an X in the appropriate box and indicate the value of the service or goods you received:

<table>
<thead>
<tr>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>7a</td>
</tr>
<tr>
<td>7b</td>
</tr>
<tr>
<td>7c</td>
</tr>
<tr>
<td>7d</td>
</tr>
</tbody>
</table>

8. Complete only if a corporation or business is the seller/donor:

   a. Was or is the purchaser/recipient an employee, officer, or stockholder of the company/corporation?  
      a. Yes  
      b. No

   b. Was the transaction part of any terms of employment, employment contract, or termination agreement?  
      a. Yes  
      b. No

9. If you answered Yes to any part of line 7 or line 8, provide an explanation: ________________________________

Seller/Donor certification — I have reviewed the information on Form DTF-802 and I certify that the statements are true and complete.

I make these statements with the knowledge that willfully issuing a false or fraudulent statement with the intent to evade tax is a misdemeanor under Tax Law section 1817(b) and Penal Law section 210.45 punishable by a fine up to $10,000 for an individual and $20,000 for a corporation.

Signature _______________________________ Name (printed or typed) _______________________________ Date __________________________

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