



WALTON COUNTY TAX COLLECTOR



MOTOR VEHICLE | VESSEL | LEASE | RECREATIONAL | MOBILE HOME

TITLE PACKET CHECKLIST / INSTRUCTIONS

850.892.8121 | WaltonTaxCollector.com

Name: _____ Phone #: _____ E-mail: _____

***** All signed documents must be Original, no photocopies. *****

No cross outs, white out, write overs or other alterations will be accepted on any form.

- Proof of Identification for all Applicants **(See Section 1)**
- Application for Certificate of Title – 2 Pages **(See Section 2)**
For Motor Vehicles: [HSMV 82040 MV](#) For Vessels: [HSMV 82040 VS](#) For Mobile Homes: [HSMV 82040 MH](#)
- Original or Certified Copy of Power of Attorney [HSMV 82053](#) (if applicable)
- Proof of Ownership **(See Section 3)**
- Separate Odometer Disclosure (New vehicle purchases & vehicles 10 years old or newer)
- Vehicle Identification Number & Odometer Verification [HSMV 82042](#) (Used or previous out-of-state title)
- Bill of Sale [HSMV 82050](#) or Dealer Invoice **(See Section 4)**
- Proof of Florida Vehicle Insurance **(See Section 6)**

LICENSE PLATE:
SEE SECTION 5

1. TRANSFER PLATE # _____ Have Plate Need Plate (surrendered/lost)
2. New License Plate (\$225 initial registration fee may apply.)

PLATE OPTIONS:
CAN BE FOUND HERE

1. Standard: Walton County Sunshine State State Motto (In God We Trust)
2. Specialty: _____ (Additional \$20-\$30 Annual Fee)

- Payment by Check or Money Order in U.S. Funds made payable to **Walton County Tax Collector** or the signed attached credit card agreement.

SUBMIT PAPERWORK BY MAIL TO:

Mailing Address

Walton Tax Collector
Attn: Titles & Tags
P.O. Box 510
DeFuniak Springs, FL 32435

Overnight Physical Freeport Address

Walton County Tax Collector
Attn: Titles & Tags
842 State Hwy. 20 E. Ste. 122
Freeport, FL 32439

Overnight Physical DeFuniak Springs Address

Walton County Tax Collector
Attn: Titles & Tags
571 U.S. Hwy. 90 E.
DeFuniak Springs, FL 32433

Overnight Physical Santa Rosa Beach Address

Walton County Tax Collector
Attn: Titles & Tags
31 Coastal Centre Blvd. Ste. 100
Santa Rosa Beach, FL 32459

Note: We recommend title work be sent overnight mail or certified mail so it may be tracked by the sender. The sender is responsible to confirm delivery of title work to our office with mail provider. (i.e. USPS, FedEx, UPS)

Please allow **5 – 7 business days** for processing once received by our office. If you would like overnight delivery of your completed transaction, please provide a **prepaid** envelope or label with your paperwork.

1 IDENTIFICATION REQUIREMENTS

All individual(s) to be listed on the title must submit a copy of one of the following:

- ❖ A valid driver license or I.D. card issued by Florida, another U.S. State or U.S. Territory
- ❖ A valid U.S. or out-of-country passport or passport card
- ❖ A valid Canadian driver license, I.D. card, passport, or passport card
- ❖ If transaction is being completed by a [Power of Attorney \(HSMV 82053\)](#), a copy of the driver license for both the applicant and the person appointed power of attorney is required.

Transfer title to a business name:

1. One of the above referenced Identification Requirements for the agent/officer of the business.
2. A copy or printout of the "Active" status corporation or fictitious name documents filed/recorded with [Florida's Division of Corporations \(sunbiz.org\)](#) OR from the state's Division of Corporations where the business is registered.
3. If the business is registered out-of-state OR the person signing on behalf of the business is not listed as a registered agent/officer, **then an original signed letter on business letterhead must be submitted** stating that the person signing the application is authorized to do so. The letter must be signed by an agent/officer of the business who is someone OTHER than the person signing the application. A copy of the driver license is required for BOTH the officer of the business and the person appointed to sign on behalf of the business.

2 APPLICATION FOR CERTIFICATE OF TITLE (HSMV 82040)

1. The Application for Certificate of Title has been updated into three separate forms:
 - ❖ [Application for Certificate of Motor Vehicle Title \(HSMV 82040 MV\)](#): For motor vehicles, travel trailers, trailers over 2,000 pounds and off-highway vehicles.
 - ❖ [Application for Certificate of Vessel Title \(HSMV 82040 VS\)](#): For vessels/boats.
 - ❖ [Application for Certificate of Mobile Home Title \(HSMV 82040 MH\)](#): For mobile homes.
2. **Please note all fields are required unless otherwise stated or not applicable.**
3. **Lease Vehicles**: Complete sections 1 through 6 with Leasing company information.
4. **Section 8**: Motor Vehicle Identification Number Verification (VIN) for an out-of-state title can **ONLY** be completed by a law enforcement officer, military police or a Florida certified notary. All out-of-state vehicles **MUST** have the VIN physically verified, this includes trailers with a net weight 2,000 pounds or more.
 - ❖ The vehicle being titled may be brought to a tax collector's office for a VIN and odometer reading verification.
 - ❖ If the vehicle cannot be driven to a tax collector's office, a law enforcement officer, military police, Florida certified notary public or a licensed Florida dealer may complete the [Vehicle Identification Number and Odometer Declaration \(HSMV 82042\)](#).
 - ❖ If the vehicle is currently out-of-state, **ONLY** law enforcement or military police can complete the HSMV 82042 Form.**New vehicles, mobile homes, vessels, off-highway vehicles, trailer type recreational vehicles or trailers with a net weight 1,999 pounds or less are not required.**
5. **Section 9 (Lease)**: Must have a Florida sales tax exemption number. If the Lease company does not have an exemption number, sales tax will be collected on the purchase price – a dealer bill of sale/invoice needs to be submitted.
6. **All Applicants MUST Sign Section 12 for motor vehicles and vessels** ([HSMV 82040 MV](#) & [HSMV 82040 VS](#)). **All Applicants MUST Sign Section 9 for mobile homes** ([HSMV 82040 MH](#)).

If signing as an agent/officer of a business, the agent/officer's position with the business is required to be notated. (i.e., *John Doe*, Vice President)

Lease Vehicles: MUST be signed by the person appointed as Power of Attorney by Leasing company and the original or the certified copy of the signed Power of Attorney is required.

3 PROOF OF OWNERSHIP

CAUTION: COPIES CANNOT BE ACCEPTED AS PROOF OF OWNERSHIP!

1. **New Vehicles/Vessels: Manufacturer's Statement / Certificate of Origin (MSO/MCO)**
 - ❖ Odometer disclosure statement must be completed on the back of the MSO or a separate odometer disclosure statement completed by the dealer and purchaser must be submitted.
2. **Used Vehicles/Vessels: Florida Title / Out-of-State Title / Out-of-State Registration**
 - ❖ Used vehicles 10 years or newer require the odometer and the date read to be disclosed on the title assignment per Federal odometer laws.
 - ❖ The title must be signed over on the purchaser and seller lines, the odometer disclosure statement and applicable date must be completed when:
 - Ownership is Changing
 - Adding/Removing a Name
 - Transferring to/from a Trust
 - Name Change
 - ❖ If the vehicle/vessel is already titled in the owner's name leave the title blank.
 - ❖ Out-of-State Registration is required, if the previous state does not require the vehicle/vessel to be titled.
 - ❖ Out-of-State Registration or other official document showing ownership is required with an original signed bill of sale, if purchased from a non-titling state or foreign country.
3. **Lease Vehicles:**
 - ❖ Manufacturer's Statement/Certificate of Origin (MSO/MCO), Florida or Out-of-State Title.
 - ❖ Copy of the Lease Agreement with the vehicle's year, make & vehicle identification number.
4. **Vessel/Utility Trailers:**

All trailers with a net weight of 1,999 pounds or less ARE REQUIRED to be registered.
All trailers with a net weight 2,000 pounds or more ARE REQUIRED to be titled and registered.

 - ❖ **New Trailers:** Manufacturer's Statement / Certificate of Origin (MSO/MCO) showing the complete chain of ownership and a **Bill of Sale (HSMV 82050)** or payment receipt if purchased from the manufacturer, a retailer or dealer.
 - ❖ **Used Trailers:** Florida/Out-of-State Title or Florida/Out-of-State Registration and a Bill of Sale with the trailer's year, make, and trailer identification number.
 - ❖ If it has never been registered in Florida, a certified weight slip is required unless the documentation submitted shows a net weight.
 - ❖ Amount due will be determined by the empty/shipping weight of the trailer.

Note: See next page for an example how to complete the Florida Title.

4 BILL OF SALE OR COPY OF DEALER INVOICE (HSMV 82050)

REQUIRED:

- ❖ New or used vehicle/vessel purchases from an out of state dealership.
- ❖ Vehicle/Vessel(s) already titled or registered in the owner's name for less than 6 months as proof of sales tax paid from previous state.
- ❖ New, used, manufactured or homemade trailer purchases from a manufacturer, retailer, dealership, or an individual (sale payment receipt will be accepted).
- ❖ Vehicle, vessel or trailer purchased from a non-titling state with previous state's registration.
- ❖ If a vessel is sold with an outboard/inboard motor and trailer as a package from an individual, an itemized bill of sale is required. Florida sales tax will be collected on price of the boat and the trailer, not the motor. (The sales tax exemption only applies to outboard motors and accessories, not vessels equipped inboard motors.)

NOT REQUIRED:

- ❖ Vehicle, vessel or trailer(s) titled or registered in the owner's name for 6 months or longer.



HOW TO COMPLETE FLORIDA TITLE

(VIEWING FRONT OF TITLE – BOTTOM SECTION)



TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: **1** Address: **2**

Seller Must Enter Selling Price: **3** Seller Must Enter Date Sold: **4**

We state that 5 or 6 digit odometer now reads **6** (no tenths) miles, date read **7** and I hereby certify that to the best of my knowledge the odometer reading:

8 1. reflects ACTUAL MILEAGE. 2. is IN EXCESS OF ITS MECHANICAL LIMITS. 3. is NOT THE ACTUAL MILEAGE.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: **9** CO-SELLER Must Sign Here: **11**

Print Here: **10** Print Here: **12**

Selling Dealer's License Number: Tax No.: Tax Collected:

Auction Name: License Number:

PURCHASER Must Sign Here: **13** CO-PURCHASER Must Sign Here: **15**

Print Here: **14** Print Here: **16**

NOTICE: \$10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 62250 (REV. 12/05) STATE OF FLORIDA

Sections to Be Completed By The SELLER:

- 1 – Purchaser's Name
- 2 – Purchaser's Full Address
- 3 – Selling Price
- 4 – Date Sold

Odometer Disclosure which includes:

- 5 – Choose/Check 5 or 6 Digits (Digital Odometers are usually 6 digits)
- 6 – Odometer Reading
- 7 – Date Read
- 8 – Choose/Check a Status of Actual, In Excess, Not Actual Mileage

- 9 – Seller's Signature
- 10 – Seller's Printed Name
- 11 – Co-Seller's Signature (as needed)
- 12 – Co-Seller's Printed Name (as needed)

Sections to be Completed By The PURCHASER:

- 13 – Purchaser's Signature
- 14 – Purchaser's Printed Name
- 15 – Co-Purchaser's Signature (as needed)
- 16 – Co-Purchaser's Printed Name (as needed)

*** **Note:** It is advisable that the seller provides a bill of sale to the purchaser. (HSMV 82050) ***

5 LICENSE PLATE

1. If transferring a current Florida license plate that is registered to at least one of the owners of the vehicle, please provide:
 - ❖ A copy of the current Florida registration OR
 - ❖ Enter the plate number on the 1st page of this packet.
2. If a new plate is to be issued, in addition to the standard issued license plates, Florida offers specialty plates. For more information please visit the [Florida Highway Safety and Motor Vehicles specialty license plate website](#).

6 PROOF OF FLORIDA INSURANCE

For any vehicle with at least 4 wheels in Florida proof of Personal Injury Protection (PIP) and Property Damage Liability (PDL) automobile insurance issued by an insurance company licensed Florida to sell policies is required before a registration (license plate) will be issued.

- ❖ A copy of the insurance card or binder is required and must include: The policy number, the 5-digit Florida Insurance Company Code Number and the vehicle's year, make, and VIN.
- ❖ The attached insurance affidavit may only be completed if the vehicle has current/active Florida vehicle insurance policy.
- ❖ Proof of Insurance is NOT required for the following: (1) mobile homes, (2) motorcycles, (3) vessels, (4) off-highway vehicles, (5) recreational travel trailers, (6) utility/boat trailers.

7 SALES TAX & CALCULATION OF FEES

7% sales tax on purchase price \$4,999 or less

6% sales tax + \$50.00 on purchase price \$5,000 or more

- ❖ Sales tax is calculated on the purchase price less credit for trade-in at a dealership.
- ❖ If the state the vehicle, vessel or trailer has collected sales tax, that tax will be credited towards the Florida sales tax. A Bill of Sale with proof of sales tax paid is required.
- ❖ For more information of sales tax, please review the: [Florida Department of Revenue's Motor Vehicle Sales Tax & Use Tax Rates by State](#).
- ❖ For fees see the attached Walton County Tax Collector Fee Chart.

COMMON SCENARIO ESTIMATES (BEFORE SALES TAX)

FEES

| | |
|--|----------------------------------|
| TRANSFER FLORIDA TITLE (DOES NOT INCLUDE LICENSE PLATE) | \$78.25 + SALES TAX |
| TRANSFER OUT-OF-STATE TITLE (DOES NOT INCLUDE LICENSE PLATE) | \$88.25 + SALES TAX |
| TRANSFER FLORIDA TITLE & TRANSFER LICENSE PLATE | \$85.00 TO \$100.00 + SALES TAX |
| TRANSFER OUT-OF-STATE TITLE & PURCHASE LICENSE PLATE | \$390.00 TO \$416.00 + SALES TAX |

8 MILITARY MEMBERS

The required forms to apply for a Florida title, purchasing or transferring a Florida license plate for a Florida resident active-duty member of the U.S. Armed Forces stationed outside of the state of Florida can be found [HERE](#).

Note: Only Florida resident active-duty military members currently stationed out-of-state with the vehicle can provide proof of out-of-state vehicle insurance, please follow the instructions found in the Military Insurance Exemption Information of the Military Packet.

WALTON COUNTY TAX COLLECTOR FEE CHART

TITLE FEES

| | <u>VEHICLE</u> | <u>VESSEL</u> |
|---|----------------|---------------|
| MANUFACTURER'S CERTIFICATE/STATEMENT OF ORIGIN (MCO / MSO) | \$78.25 | \$8.25 |
| MANUFACTURER'S CERTIFICATE/STATEMENT OF ORIGIN – LEASE | \$57.25 | - |
| FLORIDA TITLE TRANSFER | \$78.25 | \$8.25 |
| FLORIDA TITLE TRANSFER WITH LIEN | \$75.75 | \$7.75 |
| FLORIDA TITLE TRANSFER – LEASE | \$54.75 | - |
| OUT-OF-STATE TITLE TRANSFER | \$88.25 | \$12.25 |
| OUT-OF-STATE TITLE TRANSFER WITH LIEN | \$87.75 | \$10.75 |
| OUT-OF-STATE TITLE TRANSFER – LEASE | \$67.25 | - |
| LATE FEE (30 DAYS OR MORE FROM PURCHASE DATE) | \$20.00 | \$10.00 |
| FAST TITLE FEE (TITLE PRINTED SAME DAY – NOT AVAILABLE IF FINANCED) | \$10.00 | \$5.00 |

A \$225.00 INITIAL REGISTRATION FEE IS IMPOSED UPON THE FIRST TIME A LICENSE PLATE IS ISSUED TO A VEHICLE. THIS APPLIES TO PRIVATE AUTOMOBILES, MOTOR HOMES & PICKUP TRUCKS 5,000 LBS. OR LESS.

REGISTRATION FEES

| <u>VEHICLES (FIRST TIME)</u> | <u>FEES</u> | <u>HEAVY TRUCKS (GVW)</u> | <u>FEES</u> |
|--|----------------------|---|-------------|
| CARS 2,499 LBS. OR LESS | \$56.10 | 5,001 – 5,999 LBS. | \$100.85 |
| PICKUP TRUCKS 1,999 LBS. OR LESS | | 6,000 – 7,999 LBS. | \$127.85 |
| CARS 2,500 – 3,499 LBS. | \$64.10 | 8,000 – 9,999 LBS. | \$143.10 |
| PICKUP TRUCKS 2,000 – 3,000 LBS. | | 10,000 – 14,999 LBS. | \$168.10 |
| CARS 3,500 LBS. & MORE | \$74.10 | 15,000 – 19,999 LBS. | \$227.10 |
| PICKUP TRUCKS 3,001 – 5,000 LBS. | | 20,000 – 25,999 LBS. | \$301.10 |
| ANTIQUE VEHICLES * 30 YRS. OLD OR MORE | \$49.10 | 26,000 – 34,999 LBS. * Certificate of Liability Required | \$374.10 |
| MOTORHOMES THRU 4,499 LBS. | \$67.10 | 35,000 – 43,999 LBS. | \$455.10 |
| MOTORHOMES 4,500 LBS. & MORE | \$87.35 | 44,000 – 54,999 LBS. | \$823.10 |
| TRAVEL TRAILERS OVER 35 FEET | \$65.10 | 55,000 – 61,999 LBS. * IRS HVUT 2290 Required | \$966.10 |
| MOTORCYCLES | \$52.60 | 62,000 – 71,999 LBS. | \$1,130.10 |
| UTILITY/BOAT TRAILERS < 500 LBS. | \$46.85 | 72,000 – 80,000 LBS. | \$1,162.10 |
| <u>MISCELLANEOUS</u> | <u>FEES</u> | <u>VESSELS</u> | <u>FEES</u> |
| TRANSFER CURRENT PLATE | \$4.60 – \$9.20 | 11 FEET OR LESS | |
| METAL LICENSE PLATE ISSUANCE | \$28.00 | CANOES WITH MOTOR | \$10.75 |
| REPLACE LICENSE PLATE & DECAL | \$36.90 | 12 FT. – 15 FT. | \$21.50 |
| REPLACE DECAL ONLY | \$34.10 | 16 FT. – 25 FT. | \$34.00 |
| DUPLICATE VEHICLE REGISTRATION | \$3.00 | 26 FT. – 40 FT. | \$83.50 |
| MAIL FEE LICENSE PLATE | \$5.45 | 41 FT. – 64 FT. | \$133.00 |
| MAIL FEE DECAL | \$0.90 | 65 FT. – 109 FT. | \$158.00 |
| | | REPLACE VESSEL DECAL | \$4.25 |
| <u>COMMON SCENARIO ESTIMATES (BEFORE SALES TAX)</u> | <u>FEES</u> | | |
| TRANSFER FLORIDA TITLE (DOES NOT INCLUDE LICENSE PLATE) | \$78.25 + SALES TAX | | |
| TRANSFER OUT-OF-STATE TITLE (DOES NOT INCLUDE LICENSE PLATE) | \$88.25 + SALES TAX | | |
| TRANSFER FLORIDA TITLE & TRANSFER LICENSE PLATE | \$85.00 TO \$100.00 | | |
| TRANSFER OUT-OF-STATE TITLE & PURCHASE LICENSE PLATE | \$390.00 TO \$441.00 | | |

SALES TAX: 7% SALES TAX ON PURCHASE PRICE \$4,999.99 OR LESS

6% SALES TAX + \$50.00 ON PURCHASE PRICE \$5,000.00 OR MORE



FLORIDA INSURANCE AFFIDAVIT

Under of penalty, I _____, certify that I have that I have
(Name of Insured)

Personal Injury Protection, Property Damage Liability and when required, Bodily Injury Liability

Insurance in effect on: _____ with _____
(Date) (Name of Insurance Company)

_____ covering the following motor vehicle:
(Policy Number) (5 Digit Company Code)

_____ (Vehicle Year) _____ (Vehicle Make) _____ (Vehicle Identification Number)

The insurance company is licensed to issue policies in Florida. I understand that my driver license, license plate(s) will be suspended effective from the registration date if the insurer denies that this policy is in force.

X _____
(Signature of Insured)

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN A VEHICLE REGISTRATION CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO PROSECUTION.

WALTON COUNTY TAX COLLECTOR INSURANCE NOTICE

Proof of Florida insurance must be verifiable as of this date to avoid suspension of your driver license, license plate(s), and registration(s). Insurance purchased or binders issued later will not prevent a sanction on your driver license. Insurance purchased online or by phone must be bound on or before today's date. Insurance courtesy coverage for replacement vehicles should not be relied upon to sign this statement.

I am insured in the state of: _____ Tag #: _____

Please Initial: _____ Date: _____



CREDIT CARD TRANSACTION AGREEMENT

Please complete the information below to authorize a credit card transaction:

Customer Name on Documents: _____

Card Holder Name (As it appears on the Card): _____

Billing Address of Card: _____

City: _____ State: _____ Zip Code: _____

Card Type (Select One): Visa MasterCard American Express Discover

Card Number: _____

CVV Security Code (3 or 4 digit # on Card): _____ Exp. Date: Month _____ / Year _____
(MM) (YY)

A 2.5% convenience fee or a minimum charge of \$1.95 (whichever is greater) will be charged for the administration for the electronic process on the transaction total for using my credit/debit card.

BY SUBMITTING THIS INFORMATION, I ACCEPT THIS CHARGE AND WARRANT THAT ALL THE INFORMATION PROVIDED IS TRUE AND ACCURATE.

Cardholder Signature: **X** _____ Date: _____

E-mail Address for Electronic Receipt: _____

Daytime Phone Number with Area Code: _____

(We are unable to provide an exact amount until we receive and begin processing your request. Our office will contact you with the total prior to your credit/debit card being charged. We thank you and appreciate your patience and understanding.)

If transferring or renewing a Florida License Plate #(s): _____

If paying Real Estate or Tangible Personal Property Taxes Enter the Account #'s below:

In Office Use Only: Clerk's Initials

Office Location: NW Freeport SW