

BOAT TITLE PACKET CHECKLIST

For accuracy, this mail packet should be completed online before printing.

Please Note: It is mandatory that a Florida address must be provided in section 1 of the Application for C ertificate of Title (HSMV 82040). In order for the Manatee County Tax Collector's office to process your paperwork, you must provide proof that you reside in Manatee County either on a full-time basis or a part-time basis. (If you cannot provide proof of Manatee County residency, you cannot process your paperwork by mail in Manatee County.) Please submit a copy of one of the following items indicating a Manatee County address:

- Florida Driver license (must have a Manatee County address)
- Paid receipt for utility, telephone service, paid contract or turn-on order for utility service
- Proof of homestead exemption
- > Rental or lease contract agreement
- > Current year motor vehicle, mobile home or vessel certificate of registration
- > Copy of insurance policy for motor vehicle, mobile home or vessel
- Other documentary evidence that provides independent proof of a Manatee County address

In order to obtain a Florida title, please send the following:

1. IDENTIFICATION REQUIREMENTS:

- a. <u>All individual(s) must submit</u> a copy of one of the following with the application for title:
 - 1. A driver license or ID card w/photo issued by any **US state or territory** (Florida driver license must indicate a Manatee County address).
 - 2. A Canadian driver license or ID card
 - 3. A US passport
 - 4. An out-of-country passport
 - **5.** If transaction is being completed by <u>Power of Attorney</u> a copy of the driver license for both the applicant and the person appointed power of attorney is required.
- b. When a title is being transferred in to the name of a busi ness, proof of the validity of the business must be submitted and may be a copy of the following:

1. For a Florida registered business:

- a. Proof of Occupational License
- b. A current year IRS tax return showing the business name
- c. Active corporat ion or f ictitious n ame docu ments filed w ith t he Secretary of State

- d. Dept. of Business & Pr ofessional Regulation License or Dept. o f State License
- e. Proof of re gistration with the Depa rtment of Agri culture & Consumer Services
- f. Department of Revenue Sales Tax Registration/Exemption Certificate
- g. IRS Heavy Use Tax (for Dump Trucks and Heavy Trucks) Form 2290
- h. Current year Manatee County Personal Property Tax bill or receipt

2. For an out-of-state registered business:

- a. A **current** IRS tax return (o ne page that shows the business name). For example, if prior to April 15, 2006, a 2004 tax return would be acceptable. If after A pril 15, 20 06, a 200 5 tax return would be required. If an extension was filed, proof must be submitted.
- b. Valid State business document or Occupational License

The following are unacceptable types of verification for businesses:

- A bank or checking account with the business name on it
- > A bill in the name of the business
- Mail addressed to the business

NOTE: <u>Proof</u> of authorization of an *agent* is required for all vehicles going into a business name.

One of the following must be submitted:

- > If the agent is signing for a Flor ida registered business and the person is listed on www.sunbiz.org as an officer or director a screen print must be submitted.
- > If the agent signing or business is not listed on the Sun Biz website or the business is not registered in Florida, the agent signing must submit a letter on original business letterhead, which states that they are authorized to sign on behalf of the business. (The letter may be signed by any individual, provided s/he is someone other than the person signing the application.)

2. APPLICATION FOR CERTIFICATE OF TITLE. (HSMV 82040, ATTACHED).

- Complete sections 1, 2, 4 and 5.
- > All applicants MUST sign section 12.

3. ONE OF THE FOLLOWING TO SHOW PROOF OF OWNERSHIP: CAUTION COPIES CANNOT BE ACCEPTED AS PROOF OF OWNERSHIP

- ➤ <u>NEW BOAT</u>: Manufacturer's Statement of Origin
- <u>USED BOAT</u> (registered in another state): Out-of State Certificate of Title or F lorida Certificate of Title

* The title must be signed over on the purchaser and seller lines and the odometer disclosure statement & applicable dates must be completed when:

- Ownership is changing
- Adding/ removing a name
- Transferring to/ from a trust
- Name change

4. BILL OF SALE OR COPY OF DEALER INVOICE:

(Not required on boats titled or registered in the owner's name for 6 months or longer.)

If boat was purchased from a private indi vidual as a complete r ig BOAT, OUTBOARD MOTOR & TRAILER and you have an itemized Bill of Sale from seller, you only pay sales tax on the Boat & Trailer. Bill of sale must be notarized or have the perjury clause. (See attached Bill of Sale) If you purchased this from a boat dealer, you will need to submit a copy of the dealer's invoice for proof of purchase price. If owned less than 6 months you must supply our office with proof that sales tax was paid on the boat. If sales tax collected was less than our state sales tax, the difference will be due.

- **5. TRAILER REGISTRATION.** If this transaction includes a trailer you will be required to submit the current registration or proof of ownership for the trailer and a Bill of Sale (unless the boat was built by the owner) and one of the following:
 - Weight Slip
 - Previous owner's registration with the correct weight

Amount due will be d etermined by empty we ight of the trailer. To determine fees see "boat trailer fees" at the bottom of the computation page.

7. CHECK made payable to Ken Burton, Jr. Tax Collector. Your check is welcome provided it includes: Full Name, Street Address, Home Telephone # with area code, Driver License # and State of Issuance. Starter checks are not acceptable. If your check is returned, it may be re-presented electronically. By submitting your payment by check, you are authorizing service charges and processing fees, as permitted by F.S. 832, to be debited from the same account by paper draft or electronically, at the option of the Tax Collector. Amount will be line 8 on the reverse of this page.

8. **Mail** your paperwork to: Ken Burton Jr., Tax Collector

Attn: Customer Contact Center

819 301 Blvd, West

Bradenton, Florida 34205 Phone: 941-741-4800

www.taxcollector.com

Note: Please allow 10-14 business days for processing and mail time. If you would like expedited mail services, a prepaid overnight envelope must be supplied with your transaction. * Fast titles <u>cannot</u> be issued by mail.

Note: Title work must be mailed overnight mail or certified mail so that 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. Fed Ex, UPS. and USPS).

There is a 10 business day turnaround time upon receipt of title work. After 10 business days visit the following link to verify the title status https://www7.hsmv.state.fl.us/vehiclecheck/.

Status of title work will not provided by telephone.

COMPUTATION OF AMOUNT DUE FOR APPLICATION FOR FLORIDA TITLE AND REGISTRATION

The registration begins the day of purchase/ownership change until the first owners' birth month. (Exception: Most company owned vehicles use the month of June). If this is only a transfer from out-of-state and ownership is not changing, the effective date would be today's date.

To determine the number of months required, start with the month the vehicle was purchased and count through to the owner's birth month. (The maximum is 27 months.)

Example: Purchased in June, birth month in December. Purchase was 6 months away from birth month. Choose fee for 1-12 months or 18 months.

Number of months	1-12	13-24	25-27
1' to 11'11" and motorized canoes	\$15.50	\$31.00	\$46.50
12' to 15'11"	\$31.63	\$63.26	\$94.89
16' to 25'11"	\$50.38	\$100.76	\$151.14
26' to 39'11"	\$124.63	\$249.26	\$373.89
40' to 64'11"	\$198.88	\$397.76	\$596.64
65' to 109'11"	\$236.38	\$472.76	\$709.14
110' to 200'	\$291.88	\$583.76	\$875.64

1.	Во	at Registration Fee (from chart abo	(1) \$			
2 .	Tit	le Fee: (CHOOSE ONLY ONE)	0			
	Ne	at w/ Out-of-State Title w Boat w/ Manufacturer's Certificate of at Currently Titled in Florida	Origin	\$ 8.25	0	
3.		te Fee: (If completed application not receive from purchase date, add \$20.00.)	ived in our office	within 30	0	
4.		les Tax: (Enter Amount from (E) Below) t applicable if the boat has been owned	(4) \$	A		
	Α.	Purchase Price	(A) \$			
	В.	Florida Sales Tax	(B) \$			
		(State sales tax 6%, Manatee County local optic If (C) = Less than 5,000, multiply (C) by 6.5% If (C) = 5,000 or more, multiply (C) by $6\% + \$$		Н		
	C.	Less Sales Tax Paid in Another State	(C) \$	_(Attach Proof)		
	D.	Total Sales Tax Due	(D) \$	(B-C)		-
5.	Lie	en Fee: If you have a lien on the boat, add	\$1.00		(5) \$	
6.	Τo	tal Amount Due (Add Lines 1 through 5)):		(6) \$	

7.	Boat Trailer Fees: (If appli	cable)	(7) \$	
	Weight (In Pounds)	1-12 Months		
	Up to 500	\$59.90		
	501 and Up	\$1.00 per cwt (per ea	ch 100 lbs)+57.15	
	(i.e. weight = 800 lbs: calculate s	\$1.00 (8x1.00)+57.15 = \$65.15	; round up to next highest 100 poun	ıd)
8.	Adjusted Total Amount Du	e (Add Lines 6+7):	(8) \$	

The information contained in this packet is believed to be correct, but is not warranted and is subject to change.

Revised 10/29/09

FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES APPLICATION FOR CERTIFICATE OF TITLE WITH/WITHOUT REGISTRATION

SUBMIT THIS FORM TO YOUR LOCAL TAX COLLECTOR OFFICE

CHECK APPLICATION TYPE	PE: ORIGI	NAL TRANS	SFER <u>VEH</u>	IICLE T			smv.gov/office R VEHICLE	_	LE HON	ie 🗌 ves	SEL	OFF-HIGH	IWAY \	VEHICLE:	ATV	ROV MC
1					OWNER	R / AF	PLICANT INF	ORM/	TION							
Customer Number		neck this box if you e certificate of title			Are you a Fl	lorida r	resident?y	er es	no no		no no	Unit I	Numbei	r	Fleet	Number
OR AND NOTE	: When joint ow	nership, please indi	acto if "or" or '	"and" is								issued with "a	and "		1	
	state/Remainder I		cate ii or or Fenancy By th				when issued. If he Rights of Survivor		x is cried	_		of Residence				
Owner's Name As It Appears						******				r License	or FEID/Suffix #					
Co-Owner/Lessee's Name As It Appears on Driver License (First, Full Middle/Maiden, & Last Name) Co-Owner's/Lessee's Email Address Date of Birth Sex FL Driver License or FEID/Suffix #																
Owner's Mailing Address (M	landatory unless	a member of the	Military)				City						State	Zip		
Co-Owner's/Lessee's Mailin	g Address (Man	datory unless a me	ember of the	Military	/)		City							State	Zip	
Owner's/Lessee's Physical S	Street Address in	n Florida (Mandato	ory unless a i	membe	r of the Militar	ry)	City							State	Zip	
Mobile Home Physical Addr	ess (if applicable)	Check if in a mobile	home rental p	oark with	10 or more lots	S.	City							State	Zip	
Mail To Customer Name (If	different From A	bove Owner)	1	Mail To	Customer's E	Email A	Address				Date	e of Birth	Sex	FL Drive	r License	or FEID/Suffix #
Mail To Customer Address (If different From	Above Mailing Ad	dress)				City							State	Zip	
Vehicle/Vessel Identification	Number		MO	TOR \			ILE HOME OR Manufacturer		EL DE:	SCRIPTION Boo		Color		Florida Tit	le Numbe	or.
	1		. 1.													
Previous State of Issue		Vessel Registration N	umber	Weight	F	_ength =t.	In.		HP/CC		W/LO			VAN USE, I	NGER	OTHER
Cabin Motorboat Auxiliary Sailboat	TYPE Houseboat Pontoon Airboat Sailboat	Personal Watero Canoe Other Specify	Fit	ood berglass ood/Fibe	s 🗖 St	luminu teel	☐ Inboa	ard rd rd/Outb		Sail Air Propelled	_	Gas Diesel Electric Other_	Specif	iy .	(The dep vessel of FT*For all v	IFT OF VESSEL oth of water a draws) IN. essels 26' or more in d all sailboats
Recreational (Pleasure) Dealer/Manuf. Cor Exempt Hire Previously Federally Docume	e (Livery)	Commercial Ma	e Bait	☐ C	E OF VESSEL ommercial Sto ommercial Shr ommercial Shr	ne Cra rimp R	ecip. 🔲 Co		ent al Charte ial Oyste	er 🔲 Com	merci merci	al Sponge al Other al Spiney Lob	oster	OL	EVIOUS IT-OF-ST GISTRAT	ATE TION NUMBER:
U.S. Coast Guard Relea							Documentation Pa		li a a b l a		Time	pai Ose				
OUODT TEDM LEACE	Пом	TEDMITAGE			POLICE VE					TAXI CAB		FLOOD		□ ILE	,	CUSTOM
ASSEMBLED FROM PAR		E TERM LEASE DED TITLE	REBUIL KIT CAI	_	GLIDER KIT	Т	MANUF.	BUY B	ACK [REPLICA		AUTON	OMOUS		CTRIC	STREET ROD
IF ELT	FEID# DL	# and Sex and Da	ate of Birth	□ DN	//V Account #	Det	e of Lien	IA IIO		lder's Name						
Lienholder's Email Address			Lienholder's	's Addre	ess				City					State	Zip	
If Lienholder authorizes the Department to send the motor vehicle or mobile home title to the owner, check box and countersign: (Does not apply to vessels). If box is not checked, title will be mailed to the first lienholder. (Signature of Lienholder's Representative)																
5							RANSFER TYP	E								
IF OWNERSHIP HAS TRANSFER SALE GIFT	RRED, HOW AND W REPOSSES		CLE, MOBILE H OURT ORDER	HOME, O	R VESSEL ACQ OTHER (S							DATE ACC	QUIRED) /		/
6							TER DECLAR	ATIO	N							
WARNING: Federal and State law requires that you state the mileage in connection with an application for a Certificate of Title. Failure to complete or providing a false statement may result in fines or imprisonment. I/WE STATE THAT THIS																
1. REFLECTS ACTUAL MILEAGE. 2. IS IN EXCESS OF ITS MECHANICAL LIMITS. 3. IS NOT THE ACTUAL MILEAGE.																
7			DEALER S	SALES 1	TAX REPORT	AND \	VEHICLE TRADE	IN INFO	ORMATIC	ON (IF APPLI	CABL	E)				
FLORIDA SALES TAX REGISTR	ATION NUMBER	DATE OF SALE			DEALER LICE	NSE NU	JMBER	All	MOUNT O	FTAX		DEALER / AGE	NT SIGN	IATURE		
YEAR OF TRADE IN TITLE NUMBER					R OF T	RADE IN (IF KNOW	N)		VEHICLE	IDENT	IFICATION NU	MBER O	F TRADE IN			

8 MOTOR VEHICLE ID	DENTIFICATION NUMBER VERIFICATION
PRIOR TO 1955) OF THE MOTOR VEHICLE DESCRIBED ON THIS FORM BY A LICENSED DEALI EMPLOYEE OR TAX COLLECTOR EMPLOYEE. IF THE VIN IS VERIFIED BY AN OUT OF STATE	DENTIFICATION NUMBER (VIN) (OR THE MOTOR NUMBER FOR MOTOR VEHICLES MANUFACTURED ER, FLORIDA NOTARY PUBLIC, POLICE OFFICER, OR FLORIDA DIVISION OF MOTOR VEHICLES MOTOR VEHICLE DEALER, THE VERIFICATION MUST BE SUBMITTED ON THEIR LETTERHEAD LERS, (WITH ABBREVIATION OF "TL" WITH A WEIGHT OF 2,000 POUNDS OR MORE) NOT CURRENTLY identification number to be: (Vehicle Identification Number)
DATE SIGNATURE	PRINTED NAME
Law Enforcement Officer or Florida Dealer/Agency Name	Badge # or Florida Dealer # Notary Stamp or Seal
	Examiner/Inspector Badge or ID Number
COMMISSIONED NAME OF FLORIDA NOTARY:	RY'S SIGNATURE
(Print, Type or Stamp)	
9 SALES TA	AX EXEMPTION CERTIFICATION
THE PURCHASE OF A RECREATIONAL VEHICLE TO BE OFFERED FOR RENT AS LIVING ACCOMMODATIONS DOE BEEN PURCHASED AND IS EXEMPT FROM THE SALES TAX IMPOSED BY CHAPTER 212, FLORIDA STATUTES, BY:	S NOT QUALIFY FOR EXEMPTION. I CERTIFY THE RECREATIONAL VEHICLE, MOBILE HOME OR VESSEL DESCRIBED HAS
PURCHASER (STATE AGENCIES, COUNTIES, ETC.) HOLDS VALID EXEMPTION CERTIFICATE	CONSUMER'S CERTIFICATE OF EXEMPTION NUMBER
MOTOR VEHICLE MOBILE HOME VESSEL WILL BE USED EXCLUSIVELY FOR RENTAL	SALES TAX REGISTRATION NUMBER
I hereby certify that ownership of the motor vehicle, mobile home or vessel described on this appli	
DIVORCE DECREE TRANSFER BETWEEN HUSBAND AND WIFE EVEN TRADE OF OTHER: (EXPLAIN)	R TRADE DOWN (State the facts of the even trade or trade down and the transferor information, including the transferor's name and address, below under "Other: Explain.")
IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:	SSESSION DECLARATION
(VESSEL) A PHOTOCOPY OF THE LIEN INSTRUMENT FOR THE VESSEL IS REQUIRED AN I AM REQUESTING THAT AN ORIGINAL CERTIFICATE OF REPOSSESSION BE ISSUED FOR	
11 NON-USE	AND OTHER CERTIFICATIONS
IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:	
I CERTIFY THAT THE CERTIFICATE OF TITLE IS LOST OR DESTROYED.	
THE VEHICLE IDENTIFIED WILL NOT BE OPERATED ON THE STREETS AND HIGHWAYS O	DE THIS STATE LINTIL PROPERLY REGISTERED
THE VESSEL IDENTIFIED WILL NOT BE OPERATED ON THE WATERS OF THIS STATE UN	
	IL PROPERLY REGISTERED.
OTHER: (EXPLAIN)	
	ATTESTMENT AND SIGNATURES
I/WE PHYSICALLY INSPECTED THE ODOMETER/VIN AND FURTHER AGREE TO DEFEND THE TITL	E AGAINST ALL CLAIMS. (More than one form HSMV 82040 may be used for additional signatures.)
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING	OCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.
5	IIGN HERE SIGN HERE
SIGNATURE OF APPLICANT (OWNER) Date	SIGNATURE OF APPLICANT (CO-OWNER) Date
13 RELEASE O	F SPOUSE OR HEIRS INTEREST
The condension of a conser(a) state(a) as fallows. That	Pod se
The undersigned person(s) state(s) as follows: That(Nam:	e of Deceased) (Date)
	vill) and left the surviving heir(s) named below.
When applicable, the heir(s) (named below) certifies that the certificate of title is lost or	
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING I	
(More than one form HSMV	82040 may be used for additional signatures.)
Print or Type Name of Spouse, Co-owner or Heir(s)	Signature of Spouse, Co-Owner or Heir(s)
That at the time of death the decedent was owner of the motor vehicle, mobile home or vessel described in heir(s) at law, legatee(s), devisee(s), or otherwise to the aforesaid motor vehicle, mobile home or vessel to	n section 2 of this form. The person(s) signing above hereby releases all of his/her/their right, title, interest and claim as ::
Name of Applicant(s) (Prin	t or Tuno)

Name of Applicant(s) (Print or Type)

RESIDENTS OF FLORIDA AND ALL VESSEL OWNERS, RESIDING IN FLORIDA OR OUT OF STATE, SHOULD SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTATION TO A LOCAL FLORIDA TAX COLLECTOR'S OFFICE OR THE FLORIDA TAX COLLECTOR'S OFFICE LOCATED IN THE APPLICANT'S COUNTY OF RESIDENCE FOR PROCESSING.

Check your local phone book government pages or visit the following website for current mailing addresses: http://www.flhsmv.gov/offices/ www.flhsmv.gov

BILL OF SALE FOR A BOAT

I do hereby sell and convey this vessel to:

Printed Name(s) of Purch	naser(s)									
Street Address		C	ity	State	ZIP Code					
When used as a te	mporary registrat	ion, this Bill of Sale shall only be	valid for thirty (30)) days from the	date of sale.					
	** MUST ITEMIZE **									
Boat Info:	Year	Manufacturer	Hull Identification Number							
	State of Principal Use	Title Number	FL Number							
	Purchase Price		Date of Sale	Date of Sale						
D (175)			_							
Boat Motor:	** Check One		Other:							
	Year	Make	Serial Number							
	Purchase Price									
]							
Trailer:	Year	Make	Vehicle Identification Nun	nber						
	Purchase Price		Weight							
Affidavit										

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. I understand that a person who knowingly makes a false declaration is guilty of the crime of <i>perjury by false written declaration</i> , a <u>felony</u> of the third degree, punishable as provided in s. 775.082, s. 775.083 or s. 775.084.										
Seller's Signature		Seller's Printed Name	Seller's Printed Name							
Co-Seller's Signature		Co-Seller's Printed Name	Co-Seller's Printed Name							
Seller's Street Address		C	City							
Purchaser's Signature		Purchaser's Printed Name	Purchaser's Printed Name							
Co-Purchaser's Signature	2	Co-Purchaser's Printed Name	Co-Purchaser's Printed Name							

Any alteration or erasure makes this document null and void.