



MILITARY MOTOR VEHICLE/TRAVEL TRAILER TITLE PACKET CHECKLIST

Name: _____

Florida Phone#: _____

Out-of-State Phone#: _____

E-mail: _____

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:

All individual(s) must submit a copy of one of the following with the application for title:

- A driver license or ID card with photo issued by any US state or territory (Florida driver license must indicate a Manatee County address).
- A Canadian driver license or ID card
- A US or out-of-country passport
- **If transaction is being completed by Power of Attorney a copy of the driver license for both the applicant and the person appointed power of attorney is required.**

2. APPLICATION FOR CERTIFICATE OF TITLE:

You can fill in and print the [Application for Certificate of Title](#) here.

- Complete sections 1, thru 6. If company owned, **FEID** number **MUST** be included.

- It is mandatory that a Florida address be provided in section 1 of the Application for Certificate of Title under the "Owner's or Lessee's Physical Street Address in Florida (Mandatory)" section.
- If **out-of-state title**, section **8 MUST** be completed but *only* by a law enforcement officer, Military police - Provost Marshal, a commissioned or warrant officer in active military service, or a Legalman (non-commissioned officer in the rank of E-7 or higher) or a Florida certified notary. Owners may not verify their own VIN number.

Note: An out-of-state motor vehicle dealer may verify a VIN number on their letterhead signing and attesting to the fact that they have physically verified the VIN to be correct with a full description of the vehicle year, make and VIN; the letter must state that the dealer physically verified the VIN number. A [Dealer VIN Verification for Out-of-State Dealers](#) template may be copied onto the dealer's letterhead and completed. All signatures must be original. (An out-of state motor vehicle dealer may not complete section 8 of form 82040.)

- **All applicants MUST sign section 12.** (If signing as an agent of a business, the agent's position with the business must be noted.)

3. ONE OF THE FOLLOWING MUST BE SUBMITTED TO SHOW PROOF OF OWNERSHIP: (CAUTION: COPIES CANNOT BE ACCEPTED)

- NEW CAR: Manufacturer's Statement of Origin
Note: Odometer statement must be completed on the back of the MSO or an original odometer statement completed by DEALER & PURCHASER must be submitted.
- USED CARS: Florida Title or Out-of-State Certificate of Title (Registered in another state). Note: Used vehicles 10 years or newer require the odometer and the date read to be disclosed per Federal Odometer Laws.

***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 vehicles titled or registered in the owner's name for 6 months or longer. If owned less than 6 months you must supply our office with proof that sales tax was paid. If sales tax collected was less than our state sales tax, the difference will be due.

Note: An exemption may apply, if a member of the United States military, who is a permanent Florida resident, is stationed outside Florida, purchases a vehicle outside of Florida (*but in the United States*) and is applying for a Florida title and registration. The transfer of title and registration of the vehicle is not subject to Florida sales and use tax if the vehicle will not be brought into Florida within 6 months from the date of purchase. A copy of the military member's military orders indicating military member is stationed outside of Florida (not to expire for at least six months from the date of application for Florida title) and an affidavit

stating the vehicle will not be brought into Florida within six months. Please complete the [Military Affidavit](#) if this applies to you. A dealer invoice/bill of sale must also be submitted.

5. CURRENT REGISTRATION:

If you are transferring a Florida license plate that is registered to the same owner(s) of this vehicle, a copy of the current registration must be submitted OR list the plate number in section 2 of the Application for Certificate of Title.

6. MILITARY ORDERS:

A copy of your military orders must be submitted.

7. INITIAL REGISTRATION FEE EXEMPTION AFFIDAVIT:

The [Initial Registration Fee Exemption Affidavit](#) form is to exempt the Initial Registration Fee to qualified military members. The top section must be completed with the vehicle information. Military members must review page 2 of this application and select a qualifying exemption and enter that exemption number on page 1. The military member must sign, print and date at bottom of form.

8. PROOF OF INSURANCE:

Florida residents (including dependent spouses) outside of Florida due to military assignment must provide the following:

1. An out-of-state mailing address (which will be shown on the registration)
2. A Florida address of residence (which will be shown in the DMV database)
3. One of the following, which proves current military assignment out-of-state:
 - a. A copy of the military orders, *OR*
 - b. [Military Affidavit](#) completed by the military member's commanding officer that confirms the member's military orders and the date of assignment
4. An affidavit stating the motor vehicle is being maintained in the member's state of military assignment and will not be driven in Florida, except in a transient visitor status. This can be placed on the same Military Affidavit mentioned above.
5. Proof of insurance in the form of one of the following:
 - a. Florida insurance
 - b. Or, the customer can submit out-of-state insurance provided it is on the insurance company's letterhead stationery and it contains all of the following: (a faxed letter on letterhead stationery is permissible)
 - A statement that the military member or dependent spouse is currently insured in the state where s/he is actively stationed
 - Name of insured
 - Effective date of policy
 - Insurance company name
 - Policy number
 - Vehicle(s) covered

Non-resident military personnel stationed in Florida, who register their vehicles in Florida, **must have Florida insurance.** Complete the [Florida Insurance Affidavit](#). Insurance in Florida by an out-of-state insurer is not sufficient; insurance must be furnished from a company licensed in Florida.

Please note: This affidavit may only be completed if you have a current Florida insurance policy.

Please Note: For military personnel claiming a Florida Insurance exemption, an out of state address for mailing purposes is required in section 1 of the Application for Certificate of Title under the "Owner's Mailing Address (Mandatory)" section.

9. CHECK or money order in US funds 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 7 on page 6.

10. 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 cannot be issued by mail.

COMPUTATION OF AMOUNT DUE FOR APPLICATION FOR A FLORIDA TITLE

The 12 month registration period for automobiles and trucks weighing less than 5,000 pounds begins the first day of the owner's birth month. (Exception: Company owned vehicles use the month of June). The registration fee is determined by the first owner's birthday and empty weight of the vehicle.

To determine the number of months required, start with the month the vehicle is being registered in Florida and count through to the owner's birth month.

Look up the weight of your vehicle:

<http://www.autotrader.com/research/compare/index.jsp?restype=used>

Visit our website for information about heavy trucks over 5000 lbs.

[Heavy Truck Information and Fee Schedule based on GVW](#)

Visit our website for [title/registration fees](#) or refer to the chart.

LICENSE PLATE FEES

WEIGHTS		ORIGINAL PLATE ISSUANCES						RENEWALS	
AUTO/CAR	AUTO/PICKUP	1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
0 -> 2,499	0 -> 1,999	74.65	94.15	106.25	121.30	140.80	152.90	46.65	93.30
2,500 -> 3,499	2,000 -> 3,000	85.65	116.15	128.25	143.30	173.80	185.90	57.65	115.30
3,500 + Up	3,001 -> 5,000	99.15	143.15	155.25	170.30	214.30	226.40	71.15	142.30

WEIGHTS	ORIGINAL PLATE ISSUANCES						RENEWALS	
MOTORHOME	1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
Length - 4499	80.65	107.65	118.25	133.30	160.30	170.90	52.65	105.30
Length - 4500 + up	100.90	148.15	158.75	129.30	221.05	231.65	72.90	145.80

WEIGHTS	ORIGINAL PLATE ISSUANCES						RENEWALS	
MOTORCYCLE 50CC's & OVER (INCLUDES MOTOR SCOOTERS)	1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
----->	69.65	83.15	95.25	111.30	114.68	127.78	41.65	83.30

WEIGHTS	ORIGINAL PLATE ISSUANCES						RENEWALS	
TRAVEL TRAILER & 5 th WHEEL	1-12 MO	13 MO	14-15 MO	16-24 MO	25 MO	26-27 MO	1 YEAR	2 YEAR
Up to 35 ft.	80.65	107.65	118.25	133.30	160.30	170.90	52.65	105.30
Over 35 ft.	78.65	84.90	95.50	129.30	135.55	146.15	50.68	101.36

Sales Tax Chart

Taxable Items vs. Creditable Items (On Out-of-State Dealer Invoices)

Item	Charges		Credits	
	Taxable	Not Taxable	Credit for Sales Tax	Not a Credit for Sales Tax
Title Fee (Including Lien & Lemon Law Fees)		✓		✓
Registration Fee (License or Temporary Plate)		✓		✓
Service Warranty/Contract		✓		✓
Insurance (Including GAAP)		✓		✓
Notary Fees		✓		✓
Accessories or Administrative Fees	✓			✓
Freight, Shipping, Handling & Delivery Fees	✓			✓
Other Fees (Inspection, Road, etc.)	✓			✓
Dealer Discounts (Specifically listed)		✓		✓
Manufacturer Rebates	✓			✓
Documentation Stamp Tax (Specifically listed)		✓		✓
Documentation or Documentary Fee	✓			✓
Federal Tax (to a reciprocal state)		✓	✓	
Luxury/Excise Tax (to a reciprocal state)		✓	✓	
Use Tax, local tax, sales tax (to a reciprocal state)		✓	✓	

Does Florida give sales tax credit for sales tax paid in your prior state?

Check here. <http://www3.flhsmv.gov/dmv/Proc/TL/TL-08.PDF>

1. License Plate/Renewal Fee:

If you are renewing or need a new plate use the amounts listed on the License Plate Fees chart OR if you are transferring a current Florida registration:

Autos/Pickups.....\$7.85
All other transfers.....\$12.35 **(1)** _____

2. Initial Plate Fee: (for Motor Vehicles and Motor Homes only)

Charged on each vehicle unless transferring a *Florida* plate or if military exemption applies.

Complete Initial Registration Fee Exemption Affidavit.....\$225.00 **(2)** _____

3. Title Fee: (CHOOSE ONLY ONE)

Car or RV/Motor Home from another state.....\$88.25
Brand new car.....\$78.25
Vehicle currently titled in Florida.....\$78.25
Brand new RV/Motor home.....\$81.25 **(3)** _____

4. Late Fee:

If completed application is not received in our office within 30 days from purchase date.....\$20.00 **(4)** _____

5. Sales Tax:

Not applicable if the vehicle has been owned for more than six (6) months, sales tax was already paid, or if you are sales tax exempt because you are a permanent resident of Florida, stationed outside of Florida, purchased a vehicle out-of-state (*but in the United States*) and will not be bringing the vehicle into the state of Florida for six months or longer (applicable section on Miscellaneous Affidavit required to be completed). For [more information about sales tax](#) or to utilize our sales tax calculator, please visit our website.

A. Purchase Price (including add-on packages, destination charges and documentation/conveyance fees) (A) _____

B. Trade In (Sales tax is due on Manufacturer Rebates) (B) _____

C. Taxable Value (A-B) (C) _____

D. Sales Tax (6% of taxable value) (D) _____

(State sales tax 6%, Manatee County local option tax additional .5%)

If (C) = *Less than* 5,000, multiply (C) by 6.5%; enter on line (D)

If (C) = 5,000 or more, multiply (C) by 6% + \$25.00; enter on line (D)

E. Less Sales Tax paid in another state (attach proof) (E) _____

F. Total Florida Sales Tax (D - E)
Enter on Line 5

(F) _____

(5) _____

6. Lien Fee:

If you have a lien on the vehicle.....\$2.00

(6) _____

7. Total Amount Due: (Add Lines 1 through 6)

(7) _____

Acrobat Reader is required to view the linked documents. Download it [here](#) for free.

For more information about military services, please visit our Military Information page on our website at http://www.taxcollector.com/services_military_information.asp.

Did you include all required documents?

- ✓ Your contact information on the front page of the Mail Packet
- ✓ Proof of Manatee County Residency
- ✓ Proof of Identification
- ✓ Application for Certificate of Title
- ✓ Original Certificate of Origin

OR

Original Certificate of Title

- ✓ Bill of Sale and/or copy of dealer invoice
- ✓ Current registration information
- ✓ Copy of Military Orders
- ✓ Initial Registration Fee Exemption Affidavit
- ✓ Proof of Florida Insurance

OR

Military Insurance Exemption section of the Military Affidavit with letterhead details from your insurance company

- ✓ Sales Tax Exemption section of the Military Affidavit
- ✓ Check or money order in US funds made payable to Ken Burton, Jr., Tax Collector

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

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