Below are the requirements to transfer an Out-of-State vehicle to Florida. Visit [taxcollector.com](http://taxcollector.com) to schedule an appointment for your transaction!

### ORIGINAL TITLE

If newly purchased, both buyer and seller must properly complete the “Transfer of Title by Seller” section on the title. It must include printed names and signatures of buyer(s) and seller(s), odometer reading and date read, selling price, and date of sale.

If the vehicle was already titled in your name in the previous state, you will leave the title blank.

**NOTE:** Cross-outs, white-out, alterations, or erasures may void the title and require you to submit a Notarized or Perjury Clause Bill of Sale signed by the seller. If you make an error when filling out the title, this form can be obtained by visiting the forms section of [taxcollector.com](http://taxcollector.com). If your vehicle has a lien or if it is a lease and you do not have possession of the title you would need to refer to our Registration Only information.

### IDENTIFICATION

All purchasers* must be present with one of the following valid (unexpired) documents:

1. State-issued Driver License/ID Card (includes US Territories)
2. Passport from any country
3. Canadian Driver License/ID Card.

If a purchaser cannot be present, consider using a Power of Attorney form, which can be obtained from [taxcollector.com](http://taxcollector.com) or in our office. You will be required to submit a copy of the absent individual’s identification along with the completed form. The form must contain original signatures.

**NOTE:** It is not mandatory for buyer and seller to visit our office together but it may expedite the process.

**BUSINESSES** are required to submit documentation showing that they are a valid business. This can be done with a printout from:

- SunBiz ([sunbiz.org](https://sunbiz.org)) for a Florida business or
- rasi.com/resource-center/business-entity-search.asp for an Out-of-State business

The printout must show an “active” status. If the individual acting on behalf of the business is not listed on the printout, they must also submit, on letterhead, a letter that authorizes them to act on behalf of the business.
**VEHICLE IDENTIFICATION NUMBER (VIN) VERIFICATION**

The VIN must be verified on all vehicles being transferred to Florida from Out-of-State. To save time, consider printing a VIN Verification Form and having it completed before coming to our office. A Florida notary, licensed dealer, or a law enforcement officer may complete the VIN Verification Form. If it is not completed in advance, our office can verify the VIN as a courtesy, weather permitting. The vehicle must be brought to our office to have this completed.

**PROOF OF FLORIDA INSURANCE** (must state that it is a Florida policy)
- Cannot be expired or post-dated
- Must list at least one owner’s name that is listed on the new title
- Must list the specific information for the new vehicle you are titling (i.e. VIN, year, make, model)

**NOTE:** If you purchased or already had a truck that weighs more than 5,000lbs, visit the Heavy Truck section of taxcollector.com for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for the following: (1) Off-Highway Vehicles, (2) Trailers, (3) Motorcycles, (4) Boats, and (5) Mobile Homes.

**SALES TAX**

If you just purchased the vehicle, you will be required to pay sales tax, if applicable. The sales tax rate is based on the county in which you reside. The Manatee County sales tax rate is 6.5%. If you reside in another state, sales tax will be charged at the rate of your home state, not to exceed 6%.

If you have owned the vehicle for less than 6 months, proof of sales tax paid must be submitted with your transfer paperwork. A dealer invoice or title/registration, which specifically lists sales tax paid, are the most common ways to prove this. If you are unable to provide this proof, sales tax will be collected on the fair market value of the vehicle, as decided by the customer, at the rates listed above.

**ESTIMATED FEES**

**NO CREDIT CARDS.**

Titles must be transferred within 30 days of the purchase date to avoid late fees.
- Title Transfer......$95.75 - $115.75
- Registration......$300.00 - $325.00

Fees *may* be reduced if you previously had a license plate in your name in Florida. Estimate does not include sales tax.

**APPOINTMENTS**

Schedule an appointment and receive a free car wash coupon upon arrival to our office! Customers with appointments are given priority and are served before those that visit our office without one.

Appointments can be scheduled for vehicle, boat, and mobile home title transfers or purchases. Limit 4 transactions per appointment.

Visit taxcollector.com to schedule an appointment for your out-of-state title transfer today!