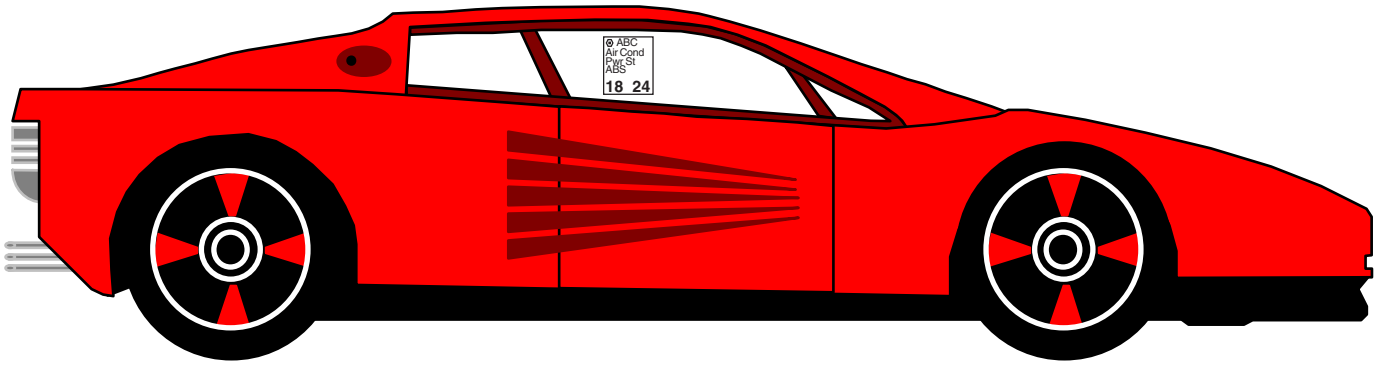
WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle Dealer & Manufacturer Manual



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IMPORTANT

THROUGHOUT THIS MANUAL, "HOTLINKS" TO OTHER LOCATIONS ARE IN **RED**.

TO ACTIVATE THE LINK JUST "CLICK" IN THE **RED** AREA OF THE TEXT.

EXAMPLE: **WAC 308-66-152**

If there is more than one reference to a linked location on one page, the second reference will be in **GREEN.**

EXAMPLE: **WAC 308-66-152**

The Department of Licensing has a policy of providing equal access to its services.
If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.

SECTION 1

REFERENCES

GENERAL REFERENCE LIST - FEDERAL LAWS AND REGULATORY AGENCIES

Laws administered by the United States Department of Transportation:

Federal Odometer Disclosure Requirements, Federal Odometer Law (Truth in Mileage Act of 1986) Public Law 99-579/15 U.S.C. 1901

U.S. Department of Transportation
National Highway Traffic Safety Administration (NHTSA)
400 Seventh Street S.W.
Washington, D.C. 20590
(202) 366-4761

U.S. Department of Transportation
National Highway Traffic Safety Administration (NHTSA)
Region 9, 211 Main Street
Room 1100
San Francisco, CA 94105
(415) 744-2639

Laws administered by the Federal Trade Commission:

Federal Warranty Law/Magnuson-Moss Warranty Act/15 U.S.C. 2301

Federal Trade Commission Used Car Rule (Buyers Guide)/16 CFR Part 455

Regulation M. Consumer Leasing/12 CFR 213; effective April 1, 1981

Regulation Z. Truth in Lending/12 CFR 226; effective April 7, 1981

Federal Trade Commission (Federal Rules on Advertising)

Federal Disclosure of Automobile Information/Manufacturer's Suggested Retail Price (MSRP)/U.S.C. Chapter 28

Federal Trade Commission Headquarters
6th and Pennsylvania Avenue N.W.
Washington, D.C. 20580
(202) 376-2805

Federal Trade Commission
915 2nd Avenue
Seattle, WA 98174
(206) 220-6363

Dealer Services Offices

Headquarters is located in Olympia with regional offices located throughout the state. Contact the nearest field office for assistance.

Western Region:
Olympia / Headquarters

2424 Bristol Court S.W.
Olympia, WA 98502
Phone (360)664-6475
FAX (360) 586-0479

Counties / Cities:
Clallum, Jefferson, King (cities of Auburn, (Zip Codes 98002 and 98092), Black Diamond, Burien, Enumclaw, Kent, Maple Valley, Ravensdale, Renton, SeaTac and Vashon Island)), Kitsap, Lewis, Mason, Pierce and Thurston

Vancouver

1301 N. E. 136th Avenue
Vancouver, WA 98684
Phone (360 260-3769
FAX (360) 260-6310

Counties:
Clark, Cowlitz, Grays Harbor, Pacific, Skamania and Wahkiakum

West Seattle

8830 25th Avenue S.W.
Seattle, WA 98106
Phone (206) 764-4279
FAX (206) 764-4146

Counties:
King

Greenwood

320 North 85th
Seattle, WA 98103
Phone (206) 706-4260
FAX (206) 764-4146

Counties
King

North-Eastern Region:
Spokane

6517 North Lidgerwood
Spokane, WA 99208
Phone (509) 482-3886
FAX (509) 482-3880

Counties / Cities:
Asotin, Pend Oreille, Spokane, Stevens and Whitman
Cities of Davenport, Harrington, Reardon, Ritzville and Sprague

Union Gap

2727 Rudkin Road
Union Gap, WA 98903
Phone (509) 575-2777
FAX (509) 454-7283

Counties / Cities
Grant, Kittitas, Klickitat and Yakima
Cities of George, Mattawa, Royal and Schwana

Coulee Dam

300 Lincoln, Suite 2
Coulee Dam, WA 99116
Phone (509) 633-7031
FAX (509) 633-0842

Counties / Cities
Chelan, Douglas, Ferry, Grant (except cities of George, Mattawa, Royal and Schwana), Lincoln (except cities of Davenport, Harrington, Reardon and Sprague) and Okanogan

Kennewick

3311 West Clearwater, Ste. B142
Kennewick, WA 99336
Phone (509) 734-7138
FAX (509) 734-7137

Counties
Adams (except city of Ritzville), Benton, Columbia, Franklin, Garfield, Grant (except cities of Ephrata, Quincy, Moses Lake and Soap Lake) and Walla Walla

Mount Vernon

1920 South 3rd Street
Mount Vernon, WA 98273
Phone (360) 416-7021
FAX (360) 428-1339

Counties / Cities
Island, San Juan, Skagit and Whatcom
Cities of Stanwood and Darrington

Everett

5313 Evergreen Way
Everett, WA 98203
Phone (425) 290-3255
FAX (360) 570-4964

County
Snohomish (except cities of Stanwood and Darrington)

SECTION 2

GLOSSARY OF TERMS

ACCOUNTABILITY OF DEALER FOR EMPLOYEES - Reference **RCW 46.70.027**

A vehicle dealer is accountable for the dealer's employees, sales personnel, and managerial personnel while in the performance of official duties.

ADVERTISING - Reference **RCW 46.70.180**, **WAC 308-66-152**, - Federal Trade Commission - Advertising Manual Washington State Attorney General's Office

It is important that all licensees become familiar with these regulations. One of the more frequent violations has been failure to disclose the name of the dealership, the word "dealer," or the abbreviation "dlr" in the advertisement. Additionally, failure to make complete disclosures when advertising credit sales or leases is a violation. These rules also include alternatives to methods for identifying each vehicle in an advertisement.

AIDING AND ASSISTING UNLICENSED DEALERS - Reference **RCW 46.70.101**(1)(b)(ix)

Any dealer who aids or assists an unlicensed dealer in unlawful activity through active or passive participation in sales, allowing use of facilities or dealer license number, or by any means, is subject to the possibility of a monetary penalty, a suspension, or revocation of the dealer license.

BANKRUPTCY - Reference **RCW 46.70.183**

Any dealer or manufacturer who has filed a petition in bankruptcy court shall, within 10 days, notify the department of the proceeding, including the identity and location of the court where the proceedings are pending.

BONDS - Reference **RCW 46.70.070**

Every vehicle dealer must file a surety bond with the department. These bonds are in the amount of $5,000 for a miscellaneous dealer, $30,000 for a motor vehicle dealer, $30,000 for a travel trailer dealer, and $30,000 for a manufactured mobile home dealer. Additionally, manufacturers of habitable units must file a bond in the amount of $40,000 in the manufactured (mobile) home classification and $20,000 for travel trailers.

If a dealer has more than one license classification, he/she needs only to file a bond for the highest classification of license held.

Any retail purchaser who is damaged by a violation of the dealer regulations may file a claim against the bond in order to recover damages. A retail vehicle dealer may make a claim against a wholesale dealer bond or manufacturer bond.

BUSHING - Reference **RCW 46.70.180**(4)

This section prohibits certain acts defined as "bushing" which include taking a written order from a buyer:

1. And failing within four consecutive days, excluding Saturdays, Sundays, and holidays to provide either an accepted agreement or return any security to the purchaser,
2. Which permits the dealer to renegotiate the dollar amount negotiated on the trade-in allowance for any reason except substantial physical damage or latent mechanical defect

occurring before the dealer took possession and which could not have been reasonably discovered at the time of the taking of the order, offer, or contract; or the buyer fails to disclose the trade-in vehicle certificate of ownership has been branded for any reason.

3. And failing to comply with the obligation of any written warranty or guarantee given by the dealer requiring the furnishing of services or repairs within a reasonable time.

It is the policy of the department that once a dealer has delivered a vehicle to the customer and/or given the customer a copy of the purchase order for future delivery, whether the order is signed by the dealer or not, these are the terms and conditions set forth and are not subject to renegotiation or change in any way after the 96 hour bushing period without subjecting the dealer to the penalty of "bushing."

BUYERS GUIDE - Reference Federal Trade Commission (**16 CFR Part 455**)

Federal law requires that a Buyers Guide be displayed on all used motor vehicles offered for sale by a dealer, with the exception of motorcycles and motor vehicles over 8,500 gross vehicle weight. For more information, contact the Federal Trade Commission at 915 Second Avenue, Seattle, Washington 98174; phone number (206) 220-6363.

BUYER'S AGENT - Reference **RCW 46.70.011**(18) **RCW 46.70.180**(11), (12) and (13)

A buyer's agent works as a representative of the buyer. He/she does not take ownership interest in the vehicles. The compensation that the buyer's agent receives is derived from the buyer and not from the sale of the car.

CONSIGNMENTS - Reference **RCW 46.70.028**, **WAC 308-66-110**(15), (16) and(17)
WAC 308-66-155.

In order to sell a vehicle on consignment a dealer must meet certain conditions; these conditions are:

1. Prior to accepting a consignment, it is the duty of the dealer to verify and confirm the title location.
2. The terms of the consignment agreement must be in writing.

   The minimum information contained on the agreement is as follows:
   a. names of the parties to the agreement, including the identity of the legal owner
   b. location of the title and guarantee of clear title by seller
   c. payoff due on the vehicle
   d. date of the agreement
   e. duration of the agreement
   f. the agreed upon price that the consignor will receive for the vehicle
   g. a description of the vehicle including make, model, vehicle identification number, and plate number
   h. signatures of all parties to the agreement
   i. if no price is specified, then the minimum retail price and the commission, fee, or compensation to which the dealer will be entitled upon sale of the consigned vehicle

3. In the event the dealer and the consignor agree to change the terms of the agreement, then the dealer shall obtain written authorization from the consignor prior to sale.

4. When the vehicle is sold, the dealer must perform the following:
    a. The dealer must pay off the consignor immediately when title is delivered to the purchaser and in all cases, shall be paid within 10 days.
    b. The dealer shall immediately give to the consignor a copy of the purchase order used to complete the sale.
    c. The dealer has the same duty to transfer title as would be appropriate in any other sale.

5. Upon selling a consigned vehicle, a motor vehicle class dealer:
    a. Must account in trust for all funds received prior to delivery of the consigned vehicle.
    b. May have only a trust account balance that equals customary deposits, after delivery of the consigned vehicle and prior to satisfaction of the consignor (including any lienholder).
    c. Does not need to account for any funds in the trust account if the consigned vehicle is delivered and all purchase funds are immediately (by close of banking on the day following receipt of funds) disbursed to satisfy the consignor (including any lienholder).

CONVERSION VANS - Reference **RCW 46.70.041**(1)(j), **RCW 46.70.101**(1)(a)(vii)

Any dealer who sells new conversion vans must have a service agreement with the manufacturer if a warranty is offered and service work is required of the dealer, and must meet all other requirements of a new vehicle dealer. For example, if the van is titled as a Chevrolet, the dealer selling the van must have a service agreement with Chevrolet. If the van conversion company has altered the vehicle sufficiently to change the series and body type (on the title), the company can be issued a manufacturer's license under which the retailing dealers can be franchised.

CURBSTONING - Reference **RCW 46.70.011**(3), **RCW 46.70.021** and **RCW 46.70.115**

This term refers to illegal vehicle sales activity by unlicensed dealers.

CUSTOMER DEPOSITS - (See TRUST ACCOUNTS.)

DEALER/MANUFACTURER LICENSE FEES - Reference **RCW 46.70.061**

Original fees:
a. Vehicle dealers' principal place of business for each and every classification: $750
b. Vehicle dealers, each subagency: $100
c. Temporary subagency: $100
d. Vehicle manufacturers: $500
e. Vehicle dealers change of address: $25
f. Vehicle dealer plates: $33
g. Vehicle manufacturer plates: $33

Renewal fees:

a. Vehicle dealers' principal place of business for each and every classification: $250
b. Vehicle dealers, each subagency: $25
c. Vehicle manufacturers: $250
d. Vehicle dealer plates: $33
e. Vehicle manufacturer plates: $33
f. Vehicle dealer replacement plates: $5.50

DEALER LICENSING - Reference **RCW 46.70.021**

This section requires any person engaged in dealer activity to have a current vehicle dealer license.

DEALER PLATES - Reference **RCW 46.70.090**, **WAC 308-66-160**, and **WAC 308-66-165**

The intent of the dealer plate law is to allow dealers to use plates on dealer inventory vehicles that are held and are, in fact available for sale. The Department of Licensing will issue up to three (3) vehicle dealer license plates to a vehicle dealer. After the third dealer plate is issued, the department will limit the number of dealer plates to 6 percent of the vehicles sold during the preceding license period.

The Director may waive the dealer plate issuance restrictions for a vehicle dealer if it serves the purposes of the law and is essential to the continuation of the business.

Dealer plates may not be used on service vehicles or on loaner vehicles. Employees must have identification cards in their possession when operating a vehicle that has vehicle dealer plates. A dated demonstration permit must be issued not to exceed 72 hours to a prospective customer if not accompanied by a representative of the dealership.

DEALER TEMPORARY PERMITS - Reference **RCW 46.70.180**(8), **RCW 46.16.045** and **WAC 308-56A-420**

Permits may be purchased at any of the county auditors' or vehicle licensing subagent offices. Permits may be used on sold vehicles that do not have current valid Washington license registration and on out-of-state licensed vehicles. (The out-of-state plates have to be removed from the vehicle when it is sold unless sold to a resident of the state issuing that plate.) The permits cost $5.00, but will be credited when the title application is made. The title must be applied for within 45 days of the date of sale. The permit will be valid for 45 days from the date of issuance.

A dealer may only issue a second temporary permit on a vehicle if the following conditions are met:

1. The lienholder fails to deliver the vehicle title to the dealer within the required time period.
2. The dealer has satisfied the lien and
3. The dealer has proof that payment of the lien was made within two calendar days — exclusive of Saturdays, Sundays or legal holidays — after the sales contract has been executed by all parties and all conditions and contingencies in the sales contract have been met or otherwise satisfied.

Examples of improper uses of a dealer temporary are:

a. Used to demonstrate
b. Used on a vehicle not sold
c. If the date of sale or other fact is misrepresented on the application
d. If the application is not properly filled out and signed by the purchaser and dealer
e. If a title application is substituted for the dealer permit application in order to purchase a license in a month or year subsequent to the actual date of the sale
f. If the actual license fees have not, in fact, been collected from the customer
g. To issue a dealer permit in lieu of a trip permit

Note: Temporary permits are not transferable from one dealer to another.

DETAILS OF CHARGES - Reference **RCW 46.70.130**

Before the execution of a contract of consummation of a sale, the dealer must provide to a purchaser an itemization of the agreement signed by the seller which includes, but is not limited to, the finance charge, insurance costs, taxes, and any other charges which are to be paid by the purchaser.

ESTABLISHED PLACE OF BUSINESS (Retail Dealer) - Reference **RCW 46.70.023**

This statute establishes certain minimum standards that must be met by dealers in order to have their business location certified by the department as an established place of business.

The minimum standards for a retail vehicle dealer are:

1. Enclosed commercial building located within the state and attached to utilities.
2. The building must be easily accessible and open to the public and representatives of the department at reasonable times.
3. The required books and records must be kept at the place of business.
4. There must be a sign permanently attached to the land or building which is clearly visible from the major avenue of traffic. The sign must contain the name and the nature of the business, such as Auto Sales.
5. The dealer must maintain normal business hours at least five days a week from 10 a.m. to 4 p.m.
6. There must be a business telephone listing in the local directory.
7. The dealer must provide evidence of leasehold, rental, or ownership of the property where the place of business is located.
8. If more than one dealer is at one location, all records, office facilities, inventory, and signs must be separate.
9. The place of business must comply with local zoning and other land use regulatory ordinances.

A retail dealer must be in compliance at all times with the established place of business requirements while licensed as a dealer.

ESTABLISHED PLACE OF BUSINESS (Wholesale Dealer) - Reference **RCW 46.70.023**

The minimum standards for a wholesale vehicle dealer are:

1. Enclosed commercial building located within the state and attached to utilities.
2. All storage facilities for inventory shall be listed with the department and shall conform with

all local zoning and other land use regulatory ordinances.
3. Maintaining a telecommunication system.
4. An exterior sign visible from the nearest street which shall identify the business name and nature of the business.
5. Records must be stored at the business location.
6. If there is more than one dealer at the location, then all records, office facilities, and inventory, if any, must be physically segregated and clearly identified.
7. The dealer must provide evidence of leasehold, rental, or ownership of the property where the place of business is located.
8. The place of business must comply with local zoning and other land use regulatory ordinances.

A wholesale dealer must be in compliance at all times with the established place or business requirements while licensed as a dealer.

ESTABLISHED PLACE OF BUSINESS (Auction Company) - Reference **RCW 46.70.023**(1), (2), (3), (6), and (7).

The minimum standards for an auction company are:
1. Maintaining office facilities within the state with a sign permanently attached to the land or building.
2. Maintaining at the office, books, records and files necessary to conduct business at the office.
3. Storage facilities for inventory must be listed with the department and meet local zoning and land use ordinances.
4. Maintaining a telecommunications system.
5. Posting the vehicle dealer license at each auction where vehicles are offered.
6. Providing the department with the address of any remote auction at least three (3) days before the auction.
7. Auction companies which maintain their own vehicle inventory at the principal place of business must maintain all established place of business requirements unless a waiver is granted by the department.

LISTING DEALER - Reference **RCW 46.70.029** and **WAC 308-66-157**

A listing dealer is a used manufactured (mobile) home dealer who obtains listing agreements with sellers who will compensate the dealer for obtaining a willing purchaser for the seller's manufactured (mobile) home. These dealers must meet all the requirements of a retail vehicle dealer.

A listing dealer has the following responsibilities:
a. Negotiating the agreement between the seller and the purchaser.
b. All written offers shall be presented to the seller for acceptance or refusal.
c. A copy of the agreement shall be delivered to the purchaser immediately following the purchaser's signing of the agreement.
d. A copy of the agreement shall be delivered to the seller immediately following the seller's signing and acceptance of the purchaser's offer.
e. A copy of the agreement to purchase, signed by all parties, shall be delivered to the purchaser as proof that the purchaser's offer was accepted.
f. A legible copy of the agreement to purchase shall be retained in the listing dealer's file.

g. A copy of any agreement between purchaser and dealer to disburse any funds from the trust account to pay liens against the used manufactured home shall be retained in the dealer's files.
h. At the time the sale is closed, the listing dealer may pay outstanding liens, out of the trust account, prior to paying the sale proceeds to the seller.

MANUFACTURED HOMES (MOBILE HOMES) - **RCW 46.70.290**

MANUFACTURED HOMES (MOBILE HOMES) - **ADVERTISING DIMENSIONS** - Reference **RCW 46.70.135**(6)

If a dealer or manufacturer advertises the length and width of a manufactured (mobile) home, they cannot use the length of the draw bar assembly in computing this listed dimension. If they advertise these dimensions, then they must list the square footage of the actual floor area.

MANUFACTURED HOMES (MOBILE HOMES) - MOVEMENT - Reference **RCW 46.44.170**, **RCW 46.44.173** and **RCW 46.44.175**

Any person who moves a manufactured (mobile) home must obtain a special permit from the Department of Transportation and local authorities. This special permit shall not be valid until the County Treasurer of the county where the manufactured (mobile) home is located endorses and attaches a certificate thereto that all property taxes due in that calendar year and all delinquent taxes have been satisfied.

MANUFACTURED HOME (MOBILE HOME) TITLING - Reference **RCW 46.12.105**, **RCW 46.70.122**, and **RCW 46.12.290**

In order to transfer title to a manufactured (mobile) home, three items are required by law:
1. **RCW 46.12.105** requires proof that taxes due on the manufactured (mobile) home have been paid.
2. **RCW 46.70.122** requires that the title be transferred promptly.
3. **RCW 46.12.290** requires that in order to lawfully transfer title to a manufactured (mobile) home, all registered owners of record must sign the title certificate.

MANUFACTURED HOME (MOBILE HOME) WARRANTIES, WALK THROUGH INSPECTIONS - Reference **RCW 46.70.135**

Dealers who sell new manufactured (mobile) homes in the state of Washington must comply with the following requirements:
1. The purchaser must be provided a manufacturer's written warranty for construction of the home that complies with the Magnuson-Moss Warranty Act.
2. The purchaser must be provided a dealer's written warranty for all installation services provided by the dealer.
3. The above two warranties shall be valid for a minimum of one year from the date of sale and will not be invalidated by resale. The dealer must provide the purchaser copies of the warranties at the time of sale. The dealer must provide an explanation of remedies available to the purchaser under state and federal law for breach of warranty and the name and address of the Federal Department of Housing and Urban Development, as well as the Departments of Licensing and Labor and Industries.
4. Warranty service will be completed within 45 days of the dealer receiving written notice of

the defect unless there is a bona fide dispute among the parties.

5. Warranty service affecting health or safety shall be completed within 72 hours of receipt of written notice.
6. Warranty service shall be performed on site and a written work order describing labor performed and parts used shall be completed and signed by the service agent and the owner. If the owner's signature cannot be obtained, the reason shall be described on the work order. Work orders shall be retained by the dealer or manufacturer for a period of three years.
7. Before delivery of possession of the home to the purchaser, the dealer or his/her agent, and the purchaser or his/her agent, shall conduct an inspection which shall include a test of all systems of the home to insure proper operation. At this time the dealer must complete all documents required by state and federal agencies to be supplied by the manufacturer with the home which have not previously been provided. The dealer shall complete any required purchaser information card and forward the card to the manufacturer.

MISCELLANEOUS DEALER - Reference **RCW 46.70.011**(3)(c)

Any dealer who sells new or used motorcycles and/or any vehicles other than motor vehicles, manufactured (mobile) homes, and travel trailers.

MISREPRESENTATION - Reference **RCW 46.70.180** & **WAC 308-66-152**

It is unlawful to misrepresent the terms of the sale or financing of a vehicle. The above referenced statute and WAC list acts or practices that are unlawful. It is important that dealers familiarize themselves with the advertising rules and these statutes.

MOTOR HOME DEALER (See MOTOR VEHICLE DEALER.) - Reference **RCW 46.70.011**(3)(a)

MOTORCYCLE DEALERS (Miscellaneous Dealer) - Reference **RCW 46.70.011**(3)(c)

Motorcycle utility trailer dealers are each classified as a miscellaneous dealer.

NEW VEHICLES - Reference **RCW 46.70.041**(1)(j) and **RCW 46.70.101**(1)(a)(vii)

A Washington dealer cannot sell new vehicles with warranties attached in the state of Washington unless the dealer has a service agreement with the manufacturer of the new vehicle.

NON-RESIDENT VEHICLE SALES - Reference **WAC 458-20-177**

This rule requires that an affidavit of out-of-state delivery be completed on all out-of-state sales of motor vehicles, campers, and trailers to non-residents of Washington. The enforcement of this section is with the Department of Revenue. However, dealers should be aware that if they fail to have this document in their possession, they could be subject to paying the sales tax for the unit.

ODOMETER LAW - Reference **RCW 46.37.540**, **RCW 46.37.550**, **RCW 46.37.560**, **RCW 46.37.570**, and **RCW 46.70.180**(5)

These laws outline the specific offenses relating to odometers. Dealers are required to obtain odometer statements on vehicles which are less than 10 years old.

PAY-OFFS TO LIEN HOLDERS - Reference **WAC 308-66-195**(2)

If there is a lienholder on any vehicle acquired by the dealer, the dealer shall obtain possession of the title by paying off any balance due to the lienholder no later than the close of the second business day following the date of acquisition of the vehicle by the dealer.

PENALTY FOR VIOLATION OF THE DEALER REGULATIONS - Reference **RCW 46.70.101**

Any dealer or manufacturer who commits a violation of any of the provisions of **RCW 46.70** may have his/her license suspended or revoked or in lieu thereof, or in addition thereto may be assessed a penalty of up to $1,000 per violation.

POSSESSION OF TITLE - Reference **RCW 46.70.124** and **WAC 308-66-195**

Certificates of ownership or other evidence of ownership approved by the Department of Licensing must be in the possession of a dealer on all used cars in his/her inventory.

REAL ESTATE LICENSES AND MANUFACTURED (MOBILE) HOME SALES - Reference **RCW 46.70.011**(4)(f)

A Real Estate Broker licensed pursuant to **RCW 18.85** is exempt from being licensed under **RCW 46.70** if the sale of a used manufactured (mobile) home is in conjunction with the purchase, sale, exchange, rental or lease of the land upon which the used manufactured home is located.

Note: A vehicle dealer license, with service agreement, is required for the sale of new manufactured (mobile) homes.

REBUILDS - Reference **RCW 46.37**, **RCW 46.70.180**, **RCW 46.70.101**(1)(b)(xi), **WAC 308-56A-460**, **WAC 308-58-040**

Prior to the sale of the vehicle and placing it back on the roadway, it must be inspected by the Washington State Patrol, and a title must be issued. If a dealer sells a vehicle with the knowledge that it has “REBUILT” on the title or has been declared totaled out by an insurance carrier and then rebuilt, the dealer must clearly disclose that fact in writing on the purchase order.

RECERTIFICATION INSPECTION OF THE ESTABLISHED PLACE OF BUSINESS Reference **RCW 46.70.083**

The dealer’s established place of business shall be regularly certified by a representative of the department. The certification will verify compliance with the requirements for an established place of business. Failure by the dealer to comply at any time is grounds for license suspension or revocation, denial of the renewal application, or monetary penalty. (See ESTABLISHED PLACE OF BUSINESS.)

RECORD OF TRANSACTIONS - **RCW 46.70.120**, **WAC 308-66-180**

This statute and rule require the dealer to maintain certain records of the purchase and sale of vehicles for a period of five years. They also require dealer records to be available for inspection by Department of Licensing representatives. It is important for all dealers to read and become familiar with this section.

REPOSSESSIONS - Reference **RCW 62A.9**

The conditions under which a repossession may occur must be disclosed on the contract negotiated by and signed by the purchaser and the dealer.

Enforcement of the section is with the Office of the Attorney General, Consumer Protection Division.

SALVAGE - (See REBUILDS.)

SERVICE AGREEMENTS WITH MANUFACTURERS OR DISTRIBUTORS - Reference **RCW 46.70.041**(1)(J) and **RCW 46.70.101**(1)(a)(vii) (See NEW VEHICLES.)

SOLVENCY - Reference **RCW 46.70.101**(1)(a)(viii)
In order to maintain a dealer or manufacturer license, a dealer or manufacturer must be solvent. For the purpose of this law, solvency means that a dealer or manufacturer meets his/her obligations as they mature and his/her assets exceed his/her liabilities.

SUBAGENCIES - Reference **RCW 46.70.011**(11), **RCW 46.70.023**(4), (6), (11) and (12), & **WAC 308-66-140**(2)(5) and (8)

A subagency is a place, other than the principal location, where the dealer does business. The subagency must comply with all the requirements of an established place of business, and there must be a separate bond on file with the department for any subagency at a separate location. All other locations and names, other than the principal location, shall be designated and licensed as subagencies of that dealership. There are no restrictions regarding the number of subagencies a dealer may have.

A motor vehicle dealer that is unable to locate the used vehicle sales facilities adjacent to or at the established place of business does not need to obtain and hold a subagency license if the vehicle sales lot is:

a. contained within the same city block
b. directly across the street
c. within sight

Additionally, the location must be properly zoned, and the dealer bond must cover the sales lot. If the sales lot is within sight of the principal place of business, no sign is required.

TEMPORARY SUBAGENCIES - Reference **RCW 46.70.011**(12), **RCW 46.70.023**(7), & **WAC 308-66-140**(4)

A temporary subagency license must be issued when a dealer is going to conduct business at a location other than the principal place of business or licensed subagency, such as a car show or shopping center promotion. The temporary subagency license is issued for a period not to

exceed 10 days. No more than six temporary subagency licenses may be issued to a licensee in any twelve-month period. Auctioneers are exempt from this requirement.

The temporary subagency location shall meet all local zoning and land use regulatory ordinances. Application for the temporary subagency needs to be filed at least three weeks prior to the event. The dealer must obtain bond coverage for the location which shall also be filed with the department in Olympia. The subagency license certificate shall be posted at the location. No other requirements of an established place of business apply to a temporary subagency, and the temporary subagency need not be inspected by the local investigator.

TIRES - Reference **RCW 46.37.420**, **RCW 46.37.423**, **RCW 46.37.424**, & **RCW 46.37.425**

No person shall sell, offer for sale, or display any vehicle in this state if the tire has:

- any ply or cord exposed
- any bump, bulge or knot
- any break repaired with a boot
- a tread depth of less than 2/32 of an inch measured in any two major tread grooves at three locations, equally spaced around the circumference of the tire

Please note this statute applies to all vehicle sales.

TITLE TRANSFER - Reference **RCW 46.70.122**, **RCW 46.16.045** and **WAC 308-66-190**(1), **WAC 308-56A-420**(5)

A dealer is required to transfer title within 45 days of sale if the vehicle either has a current registration or is delivered on a dealer temporary permit. A dealer may issue a second temporary permit on a vehicle only if the following conditions are met:

1. The lienholder fails to deliver the vehicle title to the dealer within the required time period.
2. The dealer has satisfied the lien, and
3. The dealer has proof that payment of the lien was made within two calendar days — exclusive of Saturdays, Sundays or legal holidays — after the sales contract has been executed by all parties and all conditions and contingencies in the sales contract have been met or otherwise satisfied.

We recommend that dealers read and familiarize themselves with the title application section of this manual. The obligation of a dealer to transfer title to a purchaser is the single most important function performed by a licensed vehicle dealer.

If you have any questions concerning title applications, you should contact the County Auditor's Office, your license agent, or your Dealer Services investigator.

TRADE-INS, SELLING PRICE, SALES TAX MEASURES - Reference **WAC 458-20-247**

The amount of sales tax due is computed by subtracting the trade-in value from the sale price of the vehicle.

The common meaning of qualifying trade-in is "like kind."

This regulation is administered by the Department of Revenue.

TRAVEL TRAILER DEALERS - Reference **RCW 46.70.011**(3)(b)

TRIP PERMITS (See NON-RESIDENT VEHICLE SALES.) - Reference **RCW 46.16.160**

Permits may be purchased at any of the county auditors' or vehicle licensing subagent offices. The permits are used on vehicles that are not licensed in this state. Permits will be used on vehicles being delivered to a resident of another state. Any foreign license plates are to be removed, unless the vehicle is going to be licensed in that state.
Permits can also be used when inventory vehicles are demonstrated and dealer plates are not available for use.

TRUST ACCOUNT (Deposits) - Reference **RCW 46.70.180**(9)

A dealer must set up a separate trust account for deposits taken prior to delivery of a vehicle. To commingle this money with assets of the dealer, salesperson, or manufactured (mobile) home manufacturer, instead of holding this money as trustee in a separate trust account until the purchaser has taken delivery of the vehicle, is a violation of this statute.

A new motor vehicle class dealer may keep a separate trust account which equals customary total customer deposits for vehicles for future delivery.

The trust account must meet the following conditions:

1. It must be designated as a trust account.
2. Any fees charged to the dealer for setting up or maintaining this trust account must be paid by the dealer and are considered to be a cost of doing business.
3. Trust accounts must be set up in a financial institution located and doing business in the state of Washington.
4. A new manufactured (mobile) home dealer must have and use a trust account when in receipt of funds advanced from a purchaser before ordering a home. These funds must remain in a trust account until the dealer completes the sale, set up, and walk through inspection or within 15 days following the transport of the home to the site. Loan proceeds or money paid on an installment contract need not be deposited in trust.

USED VEHICLES - Reference **RCW 46.04.660** and **WAC 308-66-110(16)**

A used vehicle is one which has been titled into the name of a retail purchaser (final consumer) and so used as to have become what is commonly known as "second-hand."
New vehicles remain "new" regardless of the number of transfers of interest in the vehicle prior to the purchase of the vehicle at retail.

Prior sales between dealers or titling in the names of dealers is not enough to render the vehicle "used" within the meaning of the statute.

An automobile does not become a "used" car simply because several potential buyers have driven it solely for the purpose of demonstration.

USED VEHICLE ASKING PRICE - Reference **RCW 46.70.125**

Any dealer who sells used vehicles is required to either display in writing on the vehicle or disclose in writing upon request the asking price of the vehicle offered for sale as of that time.

VEHICLE EMISSIONS

Certain areas within the state require that an emissions test be done prior to titling or licensing a vehicle. Dealers, even though they are exempt, should be familiar with the requirements in their area. Purchase orders in emissions areas must have a disclosure statement on used vehicles no longer under the manufacturer's warranty indicating that an owner of a vehicle may be required to spend up to $150 for repairs if the vehicle does not meet the vehicle emissions standards. The disclosure reference is administered by the Department of Ecology.

VEHICLE EQUIPMENT STANDARDS - Reference Chapter **RCW 46.37** and **RCW 46.70.101**(1)(b)(viii) (See specific sections covering brakes, seat belts, tires, and windshields.)

It is illegal to drive or move (or for the owner to cause or knowingly permit to be driven or moved on any highway) any vehicle which is in an unsafe condition. A vehicle must comply with standards set by the state of Washington or the federal government pertaining to the construction or safety of a vehicle.

VEHICLE INSPECTION - Reference Chapter **RCW 46.32** & **RCW 46.12.030**

Vehicle inspections are required for insurance destroyed and rebuilt vehicles, and for other circumstances provided for in law. Also, see Rebuilds definition.

WAIVERS - Reference **RCW 46.70.025** & **WAC 308-66-145**

The Director may waive the established place of business requirements if the waiver serves the purposes of the law and is necessary due to unique circumstances.

WARRANTIES - Reference MANUFACTURED HOMES, used car buyer's guides, and state and federal regulations.

WHOLESALE VEHICLE DEALERS - Reference **RCW 46.70.011**(13) and **RCW 46.70.023**(8)

This section of the statute creates a specific type of vehicle dealer and limits the dealer's business activity to buying and selling other than at retail.

Specific requirements concerning the business location are covered in the above referenced statutes.

WINDSHIELDS - Reference **RCW 46.37.410**

All motor vehicles operated on the public highways of this state shall be equipped with a front windshield. Additionally, the windshield on every motor vehicle shall be equipped with a device for cleaning rain, snow, or other moisture from the windshield.

If a windshield is damaged in such a way as to obstruct the driver's clear view of the highway, the vehicle cannot be sold.

SECTION 3

VEHICLE TITLING

What's in This Section?

This section gives instructions on filling out the forms used for vehicle certificate of ownership (title) applications and dealer temporary permits. It also contains information on proof of ownership, signatures, sales tax, and odometer disclosure.

A Certificate of Ownership Application, **TD-420-001**, can be obtained from your local auditor, agent, subagent or online at **http://www.dol.wa.gov/forms/forms.htm**

Note: a Washington Dealer temporary permit can not be downloaded from the internet.

The Dealer Temporary Permit, **TD-420-005**, can only be used by a licensed vehicle dealer.

Complete an application for vehicle certificate of ownership (title) on either one of the following forms:

TD 420-001 - Vehicle Title Application
TD 420-005 - Dealer Temporary Permit

Vehicle Applications

Complete all applications carefully. You are supplying information that will cause DOL to issue a certificate of ownership (title) to a vehicle.

It is to your advantage to develop a strong working relationship with your local auditor, agent or subagent. They will be very valuable in assisting you with certificate of ownership (title) work.

RCW 46.12.030
WAC 308-56A-020

WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle Dealer Temp Permit
Certificate of Fact for Address

Permit **E**
Number **7**

Please Type or Print Plainly

PLATE OR TPO	COLOR #1 Top or Front Color	COLOR #2 Bottom or Rear Color	VEHICLE IDENTIFICATION (VIN) NUMBER

MOD YR	PWR	USE	MAKE	SERIES/BODY TYPE	MODEL ID	VALUE CODE	YEAR

CYCLE ENGINE OR MOTOR HOME NUMBER	FLEET CODE	EQUIPMENT#	MO REG	REG EXP DATE	SCALE WEIGHT	SEATS

DECLARED GWT	MONTH GWT	GWT EXP	MILEAGE	CODE	PREVIOUS TITLE #	STATE

SPECIAL OPTIONS
- ☐ DAV
- ☐ NRM
- ☐ Native American
- ☐ Joint Tenants With Rights Of Survivorship
- ☐ Leased
- ☐ Bonded
- ☐ Reg Only
- ☐ No Title Issued
- ☐ NON-ROADWORTHY
- ☐ _____

COUNTY OF RESIDENCE	PURCHASE PRICE	TAX JURISDICTION	TAX RATE

☐ **USE TAX EXEMPT**: Private automobile was purchased and used by me in another state for a minimum of 90 days while I was a bonafide resident, before I entered Washington on _____
(Must be used in WA for personal and family transportation only.)
- ☐ **GIFT**: Donor previously paid Washington State sales/use tax.
- ☐ **INHERITANCE**: Washington sales/use tax paid by testator.
- ☐ Transfered to **SPOUSE**.
- ☐ Sale to **INDIAN IN INDIAN COUNTRY.** Notarized statement is attached.

Washington State primary residence street address or Washington State principal place of business street address is required on the vehicle record (WAC 308-56A-030). For exceptions to this rule, see form TD-420-004.

For more than two Registered or Legal Owners, please attach additional applications.

NEW REGISTERED OWNER

NAME Last First Middle Initial

NAME Last First Middle Initial

Washington State primary residence Street Address (IF AN INDIVIDUAL) OR Washington State principal place of business Street Address (IF A BUSINESS)

ADDRESS CONTINUED

MAILING ADDRESS (IF DIFFERENT THAN RESIDENCE ADDRESS) OR EXCEPTION ADDRESS

FIRST OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER | SECOND OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER

NEW LEGAL OWNER

NAME Last First Middle Initial

NAME Last First Middle Initial

ADDRESS

ADDRESS CONTINUED

FIRST OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER | SECOND OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER

F E E S

FILING
SCALE WEIGHT
RTA EXCISE TAX
LICENSE
APPLICATION
INSPECTION
VIN ASSIGNMENT
GROSS WEIGHT
GWT CREDIT (ATTACH PROOF)
ARBITRATION
SALES/USE TAX
LICENSE SERVICE
PLATE
LPG
AQUATIC WEED
TRAUMA
REPLACEMENT TAB
PENALTY
OUT OF STATE
OTHER
TOTAL FEES & TAX
SUBAGENT FEE (DO NOT INCLUDE IN TOTAL)

DEALER'S REPORT OF SALE
I certify that this information is correct. The vehicle is clear of encumberances except as shown. Any required sales tax has been collected.

WA DLR NO.	DEALER NAME	DATE OF SALE
DATE OF DELIVERY	VEHICLE IS: (X) ☐ NEW ☐ USED ☐ PREVIOUSLY TITLED	DEALER'S AUTHORIZED SIGNATURE

Anyone who knowingly makes a false statement may be guilty of a felony under state law and upon conviction shall be punished by a fine, imprisonment or both. I declare under penalty of perjury under the laws of the State of Washington that the information I have provided on this form is true and correct.

X _____ Registered Owner Signature | Date Signed | Place Signed (such as City or County) | Position, if signing for a business

X _____ Registered Owner Signature | Date Signed | Place Signed (such as City or County) | Position, if signing for a business

NOTARY SEAL OR STAMP

NOTARIZATION / CERTIFICATION

State of Washington
County of _____ Signed or attested before me on _____

by _____ Signature _____
Printed Name of Person Signing Document — Notary / Agent Signature

Notary's Name **(PRINTED or STAMPED)** _____

Title _____ Notary / Agent **AND:** Dealer No. **OR** County / Office No. **OR** Notary Expiration Date _____

EXAMPLE

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.

STATE OF WASHINGTON TEMPORARY VEHICLE PERMIT

MONTH DAY YEAR

EXPIRES EXPIRES

USE WIDE BLACK MARKING PEN ONLY EXPIRATION DATE MUST BE SHOWN IN BLOCK NUMBERS OF SIZE ALLOTED ABOVE

TITLE MUST BE TRANSFERRED BY DATE SHOWN ABOVE

E

6

If dealer has not provided plates by the time this permit expires, notify the dealer first, to discuss the late title transfer, before contacting the Department of Licensing Dealer/Mfg Services at:

Coulee Dam	(509) 633-7031
Kennewick	(509) 734-7138
Olympia	(360) 664-6475
Seattle	(206) 706-4255
Spokane	(509) 482-3886
Union Gap	(509) 575-2777

FOR USE BY LICENSED WASHINGTON DEALERS ONLY ON SOLD VEHICLES. THIS IS NOT A DEMONSTRATION PERMIT.
IT IS NOT TO BE USED ON OUT OF STATE DELIVERIES OR ON DEALER OR EMPLOYEE OPERATED VEHICLES.

FOLD HERE **FOLD HERE**

EXAMPLE

After completing the form (on the front):

1. Remove this entire cardboard permit from the other parts, and
2. Fold the permit at the perforation above, with expiration and permit number showing, and
3. Tape in the rear window of the vehicle, so date and permit number can be seen through the rear window of the vehicle.

EXPIRATION DATE AND PERMIT NUMBER MUST BE CLEARLY VISIBLE IN REAR WINDOW OF THE VEHICLE. THE PERMIT MUST BE RETURNED TO THE DEALER WHEN PLATES ARE DELIVERED.

TAPE TO INSIDE BACK WINDOW

WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle Certificate of Ownership Application
Certificate of Fact for Address Verification

Please Type or Print Plainly

PLATE OR TPO	COLOR #1 Top or Front Color	COLOR #2 Bottom or Rear Color	VEHICLE IDENTIFICATION (VIN) NUMBER

MOD YR	PWR	USE	MAKE	SERIES/BODY TYPE	MODEL ID	VALUE CODE	YEAR

CYCLE ENGINE OR MOTOR HOME NUMBER	FLEET CODE	EQUIPMENT#	MO REG	REG EXP DATE	SCALE WEIGHT	SEATS

DECLARED GWT	MONTH GWT	GWT EXP	MILEAGE	CODE	PREVIOUS TITLE #	STATE

SPECIAL OPTIONS
- ☐ DAV
- ☐ NRM
- ☐ Native American
- ☐ Joint Tenants With Rights Of Survivorship
- ☐ Leased
- ☐ Bonded
- ☐ Reg Only
- ☐ No Title Issued
- ☐ NON-ROADWORTHY
- ☐ _____

COUNTY OF RESIDENCE	PURCHASE PRICE	TAX JURISDICTION	TAX RATE

☐ **USE TAX EXEMPT**: Private automobile was purchased and used by me in another state for a minimum of 90 days while I was a bonafide resident, before I entered Washington on _____
(Must be used in WA for personal and family transportation only.)
- ☐ **GIFT**: Donor previously paid Washington State sales/use tax.
- ☐ **INHERITANCE**: Washington sales/use tax paid by testator.
- ☐ Transfered to **SPOUSE**.
- ☐ Sale to **INDIAN IN INDIAN COUNTRY.** Notarized statement is attached.

Washington State primary residence street address or Washington State principal place of business street address is required on the vehicle record (WAC 308-56A-030). For exceptions to this rule, see form TD-420-004.

For more than two Registered or Legal Owners, please attach additional applications.

NEW REGISTERED OWNER

NAME Last | First | Middle Initial

NAME Last | First | Middle Initial

Washington State primary residence Street Address (IF AN INDIVIDUAL) OR Washington State principal place of business Street Address (IF A BUSINESS)

ADDRESS CONTINUED

MAILING ADDRESS (IF DIFFERENT THAN RESIDENCE ADDRESS) OR EXCEPTION ADDRESS

FIRST OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER | SECOND OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER

NEW LEGAL OWNER

NAME Last | First | Middle Initial

NAME Last | First | Middle Initial

ADDRESS

ADDRESS CONTINUED

FIRST OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER | SECOND OWNER'S WASHINGTON DRIVERS LICENSE, ID CARD OR UBI NUMBER

FEES	
FILING	
MONORAIL	
RTA EXCISE TAX	
LICENSE	
APPLICATION	
INSPECTION	
VIN ASSIGNMENT	
GROSS WEIGHT	
GWT CREDIT (ATTACH PROOF)	
ARBITRATION	
SALES/USE TAX	
LICENSE SERVICE	
REPLACEMENT PLATE	
LPG	
AQUATIC WEED	
LOCAL OPTION	
TRAUMA	
REPLACEMENT TAB	
PENALTY	
OUT OF STATE	
OTHER	
TOTAL FEES & TAX	
SUBAGENT FEE (DO NOT INCLUDE IN TOTAL)	

DEALER'S REPORT OF SALE
I certify that this information is correct. The vehicle is clear of encumberances except as shown. Any required sales tax has been collected.

WA DLR NO.	DEALER NAME	DATE OF SALE

DATE OF DELIVERY | VEHICLE IS: (X) ☐ NEW ☐ USED ☐ PREVIOUSLY TITLED | DEALER'S AUTHORIZED SIGNATURE

Anyone who knowingly makes a false statement may be guilty of a felony under state law and upon conviction shall be punished by a fine, imprisonment or both. I declare under penalty of perjury under the laws of the State of Washington that the information I have provided on this form is true and correct.

X _____ Registered Owner Signature | Date Signed | Place Signed (such as City or County) | Position, if signing for a business

X _____ Registered Owner Signature | Date Signed | Place Signed (such as City or County) | Position, if signing for a business

NOTARY SEAL OR STAMP

NOTARIZATION / CERTIFICATION

State of Washington
County of _____ Signed or attested before me on _____

by _____ Signature _____
Printed Name of Person Signing Document | Notary / Agent Signature

Notary's Name **(PRINTED or STAMPED)** _____

Title _____ Notary / Agent **AND:** Dealer No. **OR** County / Office No. **OR** Notary Expiration Date _____

TD-420-001 (R/6/06) W

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.

VEHICLE CERTIFICATE OF OWNERSHIP APPLICATION

Plate or TPO
Enter the vehicle's license plate, decal, or Title Purpose Only (TPO) number. (A TPO number is used in lieu of a license plate number when a vehicle is titled but not licensed).

Color #1, Color #2
Enter the primary exterior color of the vehicle. If the vehicle has a secondary color, enter that as well. If there are more than two colors, you may enter "multi-colored" (option "U").

CODE			
A.	ALU=ALUMINUM	P.	DGR=GREEN, DARK
B.	BGE=BEIGE	Q.	LGR=GREEN, LIGHT
C.	BLK=BLACK	R.	IVR=IVORY
D.	BLU=BLUE	S.	LAV=LAVENDER
E.	DBL=BLUE, DARK	T.	MAR=MAROON
F.	LBL=BLUE, LIGHT	U.	MUL=MULTI COLORED
G.	BRZ=BRONZE	V.	ONG=ORANGE
H.	BRO=BROWN	W.	PNK=PINK
I.	BUR=BURGUNDY	X.	PLE=PURPLE
J.	COM=CHROME	Y.	RED=RED
K.	CPR=COPPER	Z.	SIL=SILVER
L.	CRM=CREAM	1.	STL=STAINLESS STEEL
M.	GLD=GOLD	2.	TAN=TAN
N.	GRY=GRAY	3.	TRQ=TURQUOISE
O.	GRN=GREEN	4.	WHI=WHITE
		5.	YEL=YELLOW

COLOR #2: If the color has changed since the vehicle was last titled, please indicate the current color on the application.

Vehicle Identification Number (VIN)
This information is required on the title application. A vehicle's VIN is the most reliable piece of information that we can use to locate the vehicle record and history. It is very important that this number is correct on the application. Enter the vehicle identification number (VIN) or serial number exactly as it appears on the supporting documents.

NOTE: No physical inspection is required for used vehicles coming in from out of state. The VIN is checked against NCIC for a stolen report at the time of application. Fee is $15.00. If the vehicle is a rebuilt salvage that has not yet been retitled, or is coming in from out of state on a salvage certificate, a physical inspection performed by the Washington State Patrol (WSP) is required. A $50.00 fee is due at the time of application.

If the supporting documents contain an error, a Washington State Patrol inspection may be required. The VIN on the application and on the inspection form must be the same. Write the complete VIN on the application.

NOTE: Mobile homes or manufactured homes may be single, double or triple wide units. A double-wide mobile home has a "B" character designator and a triple-wide's third unit has a "C" character designator. Since only one certificate of ownership is issued, enter the VIN

minus the “A”, “B”, “C”, etc.. (The characters designating the units may not always be ABC, but could be other sequential letters, e.g. XYZ, FG, etc.).

When a vehicle has no VIN, WSP will assign or reassign one. Charge a $5 VIN assignment fee on the certificate of ownership application in addition to the inspection fee of $50.

Model Year
Enter the model year as a four-digit number.
Model year may be determined by:

- Manufacturer’s Statement of Origin (MSO/MCO)
- Factory invoice
- Foreign certificate of ownership or registration
- WSP inspection

Assembled and Homemade Vehicles
The model year is determined by WSP.

Kit Vehicles
Model year is what is shown on the MCO/MSO for the kit. The model year cannot be earlier than the year the kit was manufactured. If the kit’s model year is unknown or unavailable, the vehicle must be inspected by the WSP to determine the model year.

Street Rods
The year the vehicle was first manufactured. A WSP inspection is required to determine whether or not the vehicle qualifies for the Street Rod brand.

New vehicles RCW 46.12.030
Use the model year on the Manufacturer’s Statement/Certificate of Origin (MSO/MCO) or similar documents provided by the manufacturer.

Power RCW 82.38.075
Enter the single letter code for the type of fuel that powers the vehicle. Leave the space blank for non-powered vehicle. The single letter codes and their meanings are:

G - Gas	**P - Propane**
D - Diesel	**N - Natural Gas**
B - Butane	**E - Electric**
S - Steam	**O - Other (such as alcohol)**
Y - Hybrid (see note)**	

If a vehicle is powered by more than one type of fuel (i.e. gas and an LPG fuel), the LPG fuel must be shown as the fuel type. The fees calculated include a propane fee based on the vehicle’s scale weight, and propane handling fee.

Note**
To qualify for the hybrid power code, the vehicle must be powered by both electricity and gas and get at least 50 miles per gallon, in the city, as determined by the Environmental Protection Agency (EPA). The customer must provide documentation from the EPA or the manufacturer as proof that the vehicle qualifies. Attach the documentation to the application for title.

Use Class

The "use class" is a two- or three-letter abbreviation that describes how the vehicle is used. A list of use class abbreviations can be found in this training material. Choose from the following list:

CAB Taxicab
C/G Converter Gear (Converter gears are titled, but not licensed)
CMB Truck with declared gross weight of 42,000 pounds or more that tows a trailer, or trailers being towed by a truck with CMB use class
CMP Camper
COM Commercial vehicle (single unit or towing a trailer) with a declared gross weight up to 40,0000 pounds, or a single unit vehicle (does not tow a trailer) with declared gross weight up to 105,000 pounds. Commercial trailer
COM Powered vehicle carrying 14,000 pounds or more gross weight or vehicles licensed in a business' name regardless of declared gross weight
CYC Motorcycle
EXC County exempt
EXD City exempt
EXX Motorcycle Exempt
EXE State exempt
FAR Farm
FED Federally owned or leased (passenger plates)
FTR Federally owned or leased (truck plates)
FTL Federally owned or leased (trailer plates)
FCB Farm vehicle with a declared gross weight of 42,000 pounds or more that tows a trailer
FCY Federally owned or leased (motorcycle plates)
FMT Federally owned or leased (motorcycle trailer plates)
FEX Farm Exempt (Not licensed for road use)
FIX Fixed Load Truck
F/H For Hire Vehicles
H/C Horseless Carriage (a restricted- use collector's vehicle that is 40 years old or older)
H/D House Moving Dolly
LOG Powered and non-powered vehicles used exclusively for hauling logs
MH Motor Home
MOB Mobile Home / Manufactured Home
ORV Off Road Vehicle
PAS Passenger Vehicle
PED Moped
RES Restored Vehicle/Collector Vehicle (a restricted-use collector's vehicle over 30 years old). This use class is used for collector's vehicles displaying Collector Vehicle plates or restored license plates.
SCH Private School
SNO Snowmobile
SNX Exempt Snowmobile
STA Stage
TLR Private-use trailers
TOW Tow Truck
TRK Personal use truck up to 12,000 pounds declared gross weight
TVL Travel Trailers

Make **RCW 46.12.030**
Enter the abbreviation or the full name of the vehicle manufacturer. It is abbreviated on the title to save space and can only be up to 5 letters. Abbreviations are listed in the Motor Vehicle Excise Tax MSRP Schedule. These abbreviations are specific and are limited to five letters. Use the first five letters if unable to find abbreviations.

Enter "HM" when the vehicle is homemade.

Kit vehicles designed to look like older vehicles are called "replicas". The make for replica vehicle is always "KITV", regardless of the kit's manufacturer. Using "KITV" as the make ensures the notation "REPLICA" appears on the title and registration as part of the series/body. In addition, the series/body for replica vehicles must describe what the vehicle looks like (for example, 57 MG, 65 Cobra, etc.)

For Kit vehicles that are NOT replicas, the make is as shown on the MCO/MSO or as determined by a WSP inspection (dune buggy, roadster, etc.).

For Street Rods, the make is the same as the vehicle was originally manufactured, (Chevy, Ford, etc.).

NOTE: Street Rod is not a make but a brand on the vehicle record.

Series/Body Type
This is an abbreviation for the model and body style of the vehicle. For passenger vehicles, it is the first 2 or 3 letters of the model name plus a two-letter body style. The two-letter body style abbreviations are:

2D	**2-door sedan**	**4T**	**4-door hardtop**	**PU**	**Pickup**
2T	**2-door hardtop**	**CV**	**convertible**	**3D**	**3-door hatchback**
CP	**coupe**	**HB**	**hatchback**	**5D**	**5-door hatchback**
4D	**4-door sedan**	**SW**	**station wagon**		

Enter the letter/number code established for each specific model of vehicle. When the series and body is not listed in the schedule, call a licensing agent or subagent. The series and body indicates body style, number of doors, and the unique features of the vehicle.

The following circumstances affect the series and body abbreviation:

Assembled Vehicle: Include "ASM" at the end of the series and body type if the vehicle is assembled. (i.e. an assembled pickup would show the series/body as PUASM)

Cabulance: Enter "CABULANC" as the series and body type if the vehicle is a Cabulance.

Glider Kit: Include "GL" at the end of the series and body type when a glider kit is added to a truck. **WAC 308-56A-450**

Kit Vehicle (replicas): Must describe what the vehicle looks like, e.g. Bradley GT, 57 MG, etc.

Kit Vehicle (not replicas): Must list what is shown on the MCO/MSO or describe what the vehicle looks like, e.g. Gazelle, dune buggy, roadster, etc. **RCW 46.04.251, RCW 46.12.440, RCW 46.12.450, RCW 46.16.680**

Moped: Enter "MOPED" for the series and body if the vehicle is a moped.

Street Rods: Must describe what the vehicle looks like, e.g., coupe, sedan, roadster, etc. **RCW 46.12.420, WAC 308-56A-150, WAC 308-56A-160**

Wheelchair Conveyance: Enter "WHLCHRC" for the series and body of such a vehicle.

Model ID
Some vehicle manufacturers provide a model ID that can be helpful when trying to determine the MSRP. But if you can't find it on the title or the MSO, just leave it blank.

Enter the model identification number from supporting documents. (This is not the Vehicle Identification Number.) The model identification number can be found under the model description field on the MSO/MCO, on the Dealer Factory invoice and in the Kelly Blue Book New Car Manual. Usually consists of 2-14 characters.

The model identification number is useful in further Identifying the correct type of vehicle for the proper assessment of excise tax.

NOTE: Nissan, Toyota and Subaru do not list the model identification number on the MSO/MCO.

Value Code /Yr
The value code is the same as the Manufacturer's Suggested Retail Price (MSRP). The year the vehicle is first sold retail is the value year. The value code and value year remain the same throughout the life of most vehicles. Only commercial trucks and mobile homes require the latest purchase price and year to update the record. The purchase price and purchase year is recorded on the Washington title under "comments/brands" but is not identified. For example: 42577 2003.

MSRP
Base Manufacturer's Suggested Retail Price. For trucks with a scale weight over 6,000 lbs and trailers use the original purchase year as the MSRP value. If the original year of purchase is not known, assume it is the model year. If the MSRP is not available, it may be obtained from the Department of Licensing Fee Services Unit in Olympia by calling **(360) 902-3833.**

NOTE: Purchase year may not exceed model year.

Cycle Engine or Motor Home Number
Enter the motorcycle engine number or motor home body (coach) number.

Motorcycles
Motorcycles have a separate number for the engine than the Vehicle Identification Number (VIN) stamped on the frame. If the motorcycle has a separate engine number, enter it.

Motor homes
Motor homes sometimes have a separate Vehicle Identification Number for the coach (body) and the chassis (frame). If so, please provide both numbers when titling a motor home for the first time in Washington.

Fleet Code
The fleet code identifies a fleet, which is a group of 5 or more vehicles titled in the exact same name. All fleet vehicle registrations expire on December 31. If your customer has at least 5 vehicles they renew annually, and would like to put them in a fleet, they may apply for a fleet code with the department. If they have a fleet and are adding a vehicle, enter their fleet code (two or three letters or numbers).

Equipment Number (#)
Any customer can request to have an equipment number put on the vehicle title and registration. But, fleet owners and rental car companies' use it most often to help them identify their vehicles, especially if they have several of the same year, make, model and color.

***Note**
The restored license plate on a collector's vehicle is also entered into the equipment number field.

Months of Registration
This identifies the months of registration the customer is purchasing. Passenger vehicles and personal use trucks are normally registered for a year at a time so you are not required to fill in this information. Enter the number of months for which the licensing fee is being charged. (Must be 12 months unless vehicle is part of a fleet.)

Registration Expiration Date
This is the date the registration expires. You may obtain this information from the vehicle registration certificate, however it is not required.
NOTE: Registration = validating tabs

Expiration Dates:
For a vehicle with expired license: Date of delivery + one year when application is on a dealer temporary permit. For a vehicle that is new: Date of delivery + one year when application is on a dealer temporary permit.

NOTE: New vehicles delivered with plate and registration or those with expired licenses - expiration date is date of application when submitted on a Vehicle Title Application (**TD-420-001**).

For a vehicle that is currently registered: Same as on record. Enter "0000" if the Use Class is farm exempt (FEX), horseless carriage (H/C), Restored (RES), or exempt (EX), or if the vehicle is titled without license, Title Purpose Only (TPO). Enter "PERM" if the plates are DAV, POW, MOH, or if vehicle is part of a **permanent fleet.**

Scale Weight **RCW 46.16.070**
This is the **empty weight** of the vehicle. Scale weight is required on the following use classes: **CAB, CMB, COM, CYC, EX, FAR, FCB, FED, FIX, F/H, LOG, PAS, STA, TLR, TOW, and TRK.** Scale weight is also required on vehicle powered by propane, butane, or natural gas.

If the scale weight is not available, the vehicle may have to be weighed and the scale weight slip submitted with the application, or you may obtain the scale weight from one of the following sources:

- Manufacturer's Statement/Certificate of Origin (MSO/MCO)
- Dealer's declaration of factory shipping weight – completed vehicles only;
- Previous certificate of ownership or registration;
- Weight slip (obtained at most fuel yards or other businesses that have public scales);
- The NADA or Kelly Blue Book - use a Certificate of Fact form to indicate when you used one of these sources.

Seats
Only vehicles licensed as For Hire (F/H) or Stage (STA), such as limousine or bus, must identify the number of seats.

Declared Gross Weight
Gross weight license is required on motor vehicles licensed with the following use classes: **CMB, COM, FAR, FAR, FCB, FIX, F/H** (more than 6 seats), **LOG, STA** (more than 6 seats), and **TRK**.

Gross weight license is sold in 2,000-pound increments, starting at 4,000 pounds. Declared gross weight cannot be less than the vehicle's scale weight or more than the vehicle maximum legal limit**.**

If the vehicle's scale weight is 6,001 pounds or more, the declared gross weight must be 150% of the scale weight. It is up to the vehicle owner to determine the declared gross weight.

Enter the declared gross weight (for GWT purchased for year). When using a dealer temporary permit, be sure to enter enough gross weight to cover the load the vehicle may carry during the permit period. Gross weight cannot be increased or additional gross weight purchased until the dealer temporary permit is cleared and application for certificate of ownership is processed.

Note: Several manufactures of sport utility vehicles (such as a Ford Explorer) are adding beds to their standard models (as an option), which can carry a load. These vehicles are required to be licensed as a truck and are subject to gross weight.

Personal use pickup trucks purchase gross weight by the year.

Month Gross weight
Enter the number of months of gross weight license desired. Vehicle owners declaring 4,000 to 12,000 pounds gross weight must buy twelve months' gross weight license.

Owners declaring 14,000 pounds or more have the option of buying their gross weight license by the month.

When buying less than twelve months gross weight, a monthly gross weight license fee applies. This fee is calculated as follows:

- $2.00 gross weight permit fee plus
- $2.00 per month of gross weight license purchased.

(Remember, you must enter a minimum of two months when vehicle is on a department temporary and gross weight is 14,000 or more.)

Gross weight Expiration
Enter month and year gross weight expires. (Gross weight expiration date corresponds to the day of the registration expiration.)

Mileage, Code
An odometer statement is required on all original, transfer, and lease buy out applications, for vehicles less than 10 years old. Enter the mileage from the odometer disclosure statement followed by the appropriate code:

Odometer Code	What it means	When it's used
A	**Actual Mileage**	Used when the mileage of the vehicle and the odometer reading are the same
N	**Not Actual Mileage**	Used when the mileage is different than the odometer (the odometer does not indicate the actual mileage of the vehicle). This code cannot be changed by any transaction (or until the vehicle is no longer subject to odometer disclosure, when the odometer code appears as "E").
X	**Exceeds Mechanical Limits**	Used when the actual mileage of the vehicle exceeds the limits of the odometer (the odometer has "rolled over"). This code cannot be changed by any transaction (or until the vehicle is no longer subject to odometer disclosure, when the odometer code appears as "E").
E	**Exempt Odometer Requirements**	Used for vehicles 10 or more years old, and non-powered vehicles.
P	**Prorated Vehicle**	Used when the vehicle will be prorated (licensed under IRP).
G	**Gross Weight**	Used for vehicles with a declared gross weight over 16,000 pounds (18,000 pounds or more).

Note: A seller (transferor) cannot authorize or give power of attorney to the selling dealer or buyer (transferee) for the purpose of odometer disclosure. Likewise a buyer cannot authorize or give power of attorney to the selling dealer or seller for the purpose of odometer disclosure.

Previous Title number and State (Previous State)
The title number and the state located on the title if the vehicle is coming in from out-of-state.

Special Options

DAV
Disabled American Veterans get one free vehicle registration per year. Choose this option if your customer wants to transfer their free license to this vehicle.

NRM
Non-Resident Military are exempt from excise tax. The customer must complete and submit the Affidavit for Exemption of Excise Tax Non-Resident, form **TD-420-044**. The form can be found on our website.

Native American
A tribal member of a Washington tribe living in Indian Country is exempt from excise tax. The tribal member must complete and submit the Vehicle/Vessel Excise Tax Exemption Affidavit for Enrolled Tribal Member Living in Indian Country, form **TD420-023**. The form can be found on our website. **The vehicle must be delivered on the reservation.**

JTWROS
This means if two or more people own a vehicle in joint tenancy with rights of survivorship, and one of the owners dies, ownership goes to the surviving owner(s). The department will issue a certificate of ownership in the name of the surviving owner(s) upon application supported by a copy of the death certificate.

If the application for certificate of ownership has a check box with the Abbreviation, **JTWROS** next to it, you must spell out Joint Tenants With Rights of Survivorship on a separate line between the last registered owners name and the first address line. You must do this even if you check the box with the abbreviation of **JTWROS** next to it.

If the application for certificate of ownership has Joint Tenants With Rights Of Survivorship spelled out next to the check box there is no need to spell out this phrase below the registered owners names.

Leased
Leased vehicle and vessel title applications must be completed with "LSE" (lessee) after the registered owner's name and "LSR" (lessor) after the lessor's name. The lessee must appear as the registered owner; the lessor must appear as the legal owner. If a separate legal owner will appear on the title, both the lessee/s and the lessor/s must appear in the registered owner section, and both must sign the title application.

Bonded
If a dealer or individual cannot obtain an ownership document for a vehicle, they may purchase a bond and get what is referred to as a bonded title. The bond must be for one and a half times the value of the vehicle. A Washington State Patrol inspection is also required. If, after 3 years no ownership claims are made, the registered owner can apply for a clear title.

Registration Only
If an individual cannot obtain an ownership document for a vehicle and does not need a title, they may want to follow the registration only procedures. The vehicle can be registered. After 3 years if no ownership claims are made, the owner can apply for a clear title. To secure a loan you must obtain a title so this would not be an advisable option for a lender; a bonded title would be appropriate.

No Title Issued
An out of state lien holder is holding an out-of-state title or the owner is registering a vehicle in Washington and another state.

Non-Roadworthy
The term used to describe a vehicle that is "Not Eligible for Road Use". It indicates that the vehicle was manufactured for off-road use.

County Of Residence WAC 308-56A-040
County Code - Enter the code number for the county where the registered owner resides and receives mail.

00 Out of State	**14 Grays Harbor**	**27 Pierce**
01 Adams	**15 Island**	**28 San Juan**
02 Asotin	**16 Jefferson**	**29 Skagit**
03 Benton	**17 King**	**30 Skamania**
04 Chelan	**18 Kitsap**	**31 Snohomish**
05 Clallam	**19 Kittitas**	**32 Spokane**
06 Clark	**20 Klickitat**	**33 Stevens**
07 Columbia	**21 Lewis**	**34 Thurston**
08 Cowlitz	**22 Lincoln**	**35 Wahkiakum**
09 Douglas	**23 Mason**	**36 Walla Walla**
10 Ferry	**24 Okanogan**	**37 Whatcom**
11 Franklin	**25 Pacific**	**38 Whitman**
12 Garfield	**26 Pend Oreille**	**39 Yakima**
13 Grant		

Purchase Price
The selling price of the vehicle before the dealer (seller) deducts for trade-in value or rebate, or adds sales/ use tax.

a) Use original sale price for vehicles without the Manufacturer's Statement/Certificate of Origin (MSO/MCO).
b) Use latest sale price for trucks with scale weight over 6,000 lbs.
c) Use latest sale price for commercial trailers with use classes of CMB, COM, CG, or LOG.
d) Use the latest sale price on all manufactured homes.

NOTE: The value of any modification made to a vehicle to accommodate the handicapped should not be included in the value of the vehicle for excise tax purposes. All tax codes have been converted to mid-point values on the computer system. Use tax code conversion charts provided by the Department to establish mid-point value. Use the model year with the mid-point value or tax code on 1985 and older vehicles except large trucks and commercial trailers.

Tax Jurisdiction
Four-digit jurisdiction code of the customer's residence (or business if being titled in a business name).

Tax Rate
Tax rate for that jurisdiction. If you paid sales tax directly to DOR, we need a copy of the bill of sale or lease buy-out with this same information so we can key it into our system.

Use Tax Exemptions
Five use tax exemptions are listed on the title application.

- **Private-use**. Vehicle used by the owner in another state (while a bona fide resident of that state) at least 90-days before entering Washington. Customer must provide proof such as a copy of their title or registration.
- **Gift**. Donor previously paid Washington sales/use tax. The donor must provide a statement of gift to the recipient. Gifted vehicles carry the comment "GIFT" on the title and registration.
  Note: If the recipient will be taking over payments or refinancing the balance owed on the gifted vehicle, use tax is due on the fair market value.
- **Inheritance.** Will require supporting documents based upon how the deceased's estate is handled.
- **Transfer to spouse**. Must be verified by the person certifying the title application. Look at the customer's ID or marriage certificate.
- **Sale to an Indian in Indian Country**. Form **REV 32 2502e** Retail Sale/Use Tax Exemption Certificate for Vehicles sold to Enrolled Tribal Member must be completed and submitted with the application. **Attach a notarized statement**.

Registered Owner's Names
Two registered owners can be recorded on one title application–one owner per line. If there are more than two registered owners, complete an additional application and indicate that the application is 1 of 2.

- Individuals- Enter the last name first, the first name and middle initial.
- Businesses- Enter the name of the business as it appears on their license.
- When more than one person is shown on the certificate of ownership application as registered owners, they are owners in common. Washington does not use words "and" or "or".

Enter the registered owner(s) name and address.

Note: Please include the registered owner's names. Must include Washington driver license number and expiration date on the title application.

Registered Owner's Address
WAC 308-56A-030 requires specific address information. For "natural persons" enter the actual Washington State residence street address. For businesses, enter the Washington State street address of their principle place of business. Business with multiple locations in Washington may use the street address where the vehicle is garaged. Owners may provide an additional (optional) mailing address. If there is more than one owner and they don't share the same address, they need to decide whose address they are going to use. Only one person's address may be recorded. There is a maximum of two lines available for the address.

Mailing Address
There is now a line for an optional mailing address or an Exception address.
See address verification section of this document.

City, State, Zip Code
All three pieces of information are required to complete the address, especially the zip code. We don't need the zip + 4, however, it is helpful in certain situations.

First and Second Registered Owners Washington Drivers License Number, ID Card or UBI Number.
Please record the WASHINGTON driver's license (or ID card) number and expiration date for an individual or the Unified Business Identifier (UBI) number for a business whenever possible.

Legal Owner's Name(s)
The title can accommodate up to two lien holder names. The primary lien holder is entered first. If the lien holder is an individual, the last name goes first, followed by the first name and middle initial. If it is a business name, it must agree with the name on the business license. If vehicle is leased, LSE (lessee) must appear after the registered owner's name and LSR (lessor) must appear after the lessor's name on the title application.

Mailing Address of First Legal Owner
We can only accommodate the address of one legal owner. The primary lienholder's address is what we need. You can use up to two lines for the address.

City, State, Zip Code
All three pieces of information are required to complete the address, especially the zip code. We don't need the zip + 4, however, it is helpful in certain situations.

Dealer Report of Sale
If a Washington dealer sells the vehicle, all portions of the dealer report of sale must be completed and signed by the dealer.

Signature Area
Each registered owner must sign the application for title on an original, transfer application, or when adding a lienholder when there isn't one on the current title.

The registered owner is not required to sign a title application when a lien is being released or when the lien holder is changing and the current title has a lien holder.

If the registered owner is a business rather than an individual, they need to sign the name of the business, followed by their signature and their position with the business.

Please be sure to fill out all information in the signature area.

Must be signed by purchaser(s) of vehicle or by properly executed power of attorney. Must be properly notarized or certified by employees authorized by the dealership, provided that the vehicle/vessel is being sold by that dealership. **The employee's signature must be followed by their printed name, their title and dealer number.**

Notarization Area
All registered owners' signatures must be notarized or witnessed by a license agent. If sold by a dealer the selling dealer must witness the signature. If witnessed by a license agent, the signature must include their county, agent and operator numbers. If witnessed by a Washington dealer, the signature must include their dealer name, title and number.

Fees
See the fees section of this booklet for applicable fees to complete this section.

Important: Excise tax can be calculated via the Internet. The system will let you know if the buyer's Zip Code is within the Sound Transit (RTA) boundary. The system can be accessed at: **https://fortress.wa.gov/dol/dolprod/rtacalc/Default.asp**

Basic License Fee
Enter the license fee charged when the vehicle is registered (licensed).
If you have any questions call any vehicle licensing office.

Vehicle Weight Fee
The vehicle weight fee is charged on renewals of motor vehicles subject to the $30 license tab fee, and is based on the vehicle's scale weight. The vehicle must be powered (a motor vehicle) and be one of the following use classes:
CAB, **CYC**, **F/H** (6 seats or less), **PAS**, **STA** (6 seats or less), or **TOW**.

See **Section 6** for license fee chart. (Vehicle Weight Fee Table)

NOTE: The amount of license fee depends on the use class.

Note: If license fees are due when issuing a horseless carriage, collector, or restored plate, be sure to include the vehicle weight fee if the vehicle would normally be licensed with one of the use classes listed above.

Motor Home
(M/H) has a flat weight-base fee of $75.00 plus $30.00 license fee.

Aquatic Weed
Enter $3 surcharge for all boat trailers.

Application Fee
Enter $5 on all certificate of ownership transactions.

Plate or Tab Fee
Enter amount to be charged for plate(s), replacement plate(s), or replacement tab(s).

INSP/VN ASSGN
Enter $15 when vehicle is from out-of-state. Washington dealers may not use inspections performed out-of-state. Enter $50 when WSP inspects vehicle that is already registered/titled in Washington. Enter $5 if WSP assigns or reassigns a VIN. The $5 VIN assignment (or re-assignment) fee is in addition to any other fee charged, e.g., out of state: $15 + $5= $20; any other inspection $50 + $5= $55.

Sales/Use Tax:
As a dealer, enter DLR in this field.

Penalty Fee
Penalty fees are not changed when proper application is made on a dealer sale.

Arbitration Fee
Enter $3 arbitration fee on all new motor vehicles (except courtesy delivery and fleets of ten or more vehicles sold at the same time by the same dealer).

Other Fee
Enter:

$10.00 personalized license plate transfer fee, plus the $30 renewal fee (or abated amount if charging less than 12 months).

$10.00 plate transfer for DAV, SD, POW (FPO), PHS, Medal of Honor, HAM, MARS, Purple Heart, Collegiate or Stadium.

MARS Military Affiliated Radio System
DISABLED PARKING
DISABLED VETERAN
PRISONER of WAR
HAM RADIO OPERATOR
HORSELESS CARRIAGE
PEARL HARBOR SURVIVOR
CONSULAR CORPS
PURPLE HEART
SQUARE DANCER
UW HUSKY
WSU COUGAR
TESC TREE
EWU EAGLE
CWU WILDCAT
WWU VIKING
GONZAGA UNIVERSITY
STADIUM PLATE
FIREFIGHTER PLATE
LAW ENFORCEMENT MEMORIAL
HELPING KIDS SPEAK PLATE
WASHINGTON WILDLIFE (ELK)
WASHINGTON WILDLIFE (DEER)
WASHINGTON WILDLIFE (BEAR)
WASHINGTON NATIONAL PARK FUND
SKI & RIDE WASHINGTON
WASHINGTON STATE PARKS & RECREATION
ARMED FORCES (ARMY)
ARMED FORCES (AIR FORCE)
ARMED FORCES (MARINE)
ARMED FORCES (NAVY)
ARMED FORCES (COAST GUARD)
ARMED FORCES (NATIONAL GUARD)
WASHINGTON LIGHTHOUSE
WILD ON WASHINGTON (EAGLE)
KEEP KIDS SAFE
WE LOVE OUR PETS
ENDANGERED WILDLIFE (ORCA)

LPG
Enter fee for Special Fuel (Propane, Butane, etc.). See **Section 6** for fees.

Gross Weight Fee
Enter appropriate gross weight fee. See **Section 6** for fees.

GWT Credit
Enter any allowable gross weight credit. (Proof must be attached along with a notarized/ certified release of interest from the previous owner when applicable.)

RTA Taxes
A customers who lives in a RTA area must pay an additional .3% excise tax based upon the MSRP of the vehicle being purchased regardless of the location of the dealership. All customers must pay an additional .4% sales tax based upon the purchase price of the vehicle (less any trade-in value) when the dealership is located in an RTA area.

Subagent's Fee
Enter the subagent's fee when application is filed through a subagent. Fees are as follows:

$10 for all title transactions (with or without license) and Affidavits in Lieu of Title.

$4 for all registration transactions (renewal or non-renewal), permits, and reports of sale.

Trauma Fee
$6.50 Total fee must be charged to customer. Dealer retains $2.50 for all applications, except applications for snowmobiles and off road vehicles or vehicles titled in dealership name.

Total Fee and Tax
Total the amounts shown in all the fee boxes. Collect that amount and remit it to an agent or subagent with accompanying paperwork within the required number of days.

DEALER TEMPORARY PERMITS

What Is It?

A dealer temporary permit is a combination of an application for certificate of ownership and a temporary registration. The format is the same as the certificate of ownership application and is completed using the same instructions. The last copy of the permit is a "hard copy" which is the permit that the buyer must display in the vehicle being purchased. The permit authorizes your customer to operate the vehicle up to 45 days pending receipt of the current plates and/or tabs and registration.

A dealer temporary permit may only be issued for vehicles which do not have a current Washington registration. This includes out-of state vehicles, Washington vehicles whose tabs have expired, vehicles whose plates have been retained by the previous owner, vehicles which must have gross weight and the gross weight license has expired or has been retained by the previous owner, etc.

Where can I get them?

Dealer temporary permits are available from any county Auditor licensing office, subagent, or state vehicle licensing office. They cost $5.00 each at the time of purchase. Whenever a properly completed permit and application fees are submitted to a license agent's office to transfer ownership to your customer, the agent will give you credit for the $5.00. So ultimately, there is no fee for using the permit. Fees paid for returned unused permits may be refunded if a dealer goes out of business.

Use the certificate of ownership application instructions. The permit must be filled out completely (except for the fees) before giving the "hard copy" to the customer. Make sure that if the customer chooses monthly gross weight (14,000 pounds or more) that you purchase at least two month's worth at the correct weight needed for the vehicle. The gross weight cannot be increased until after the temporary permit is cleared.

On the back of the "hard copy" of the permit you need to use a very heavy black marking pen to write in the expiration date, using block letters. The expiration date is 45 calendar days from the date of delivery of the vehicle on the permit. The permit is placed in the lower left corner of the vehicle's rear window. It must be visible from the outside. If the vehicle is a trailer or a motorcycle, the permit may be carried in the towing vehicle, on the person of the rider, or covered in plastic and displayed in the license plate holder of the vehicle.

The permit

- is valid for 45 days
- must not be altered
- cannot be issued for a dealer or dealer employee operated vehicle
- cannot be issued for demonstration purposes
- cannot be used or replaced if mutilated
- cannot be issued for a courtesy delivery
- cannot be used for daily rental vehicles while waiting for MSO/MCO
- cannot be used for vehicles obtained by a dealer acting as a buyer's agent

PROOF OF OWNERSHIP
Acceptable Proof of Ownership

Proof of ownership is documentation that names the owner or owners of a vehicle. A clear chain of ownership documentation must be shown to obtain a Washington State Certificate of Ownership (title).

A bill of sale (BOS) may be used for several purposes depending on the circumstances. A bill of sale should include:

- Date of sale,
- Names of seller(s) and buyer(s)
- Complete description of the vehicle (i.e., Make, Model, Year, VIN and license number), and
- The agreed upon selling price.

When a notarized BOS is not required
A bill of sale accompanies a properly released certificate of ownership, or notarized/ certified release of interest. A BOS is not a required supporting document. However, the date of sale on a bill of sale may be used in lieu of the date on the certificate of ownership. If the vehicle is from a jurisdiction that does not title (only registers) that particular type of vehicle, a bill of sale is required, but does not need to be notarized.

Insurance company bill of sale or settlement document. Dealer must repair, obtain a Washington State Patrol inspection and obtain a Washington State Certificate of Ownership (title) in the dealership name before any retail sale.

Wrecker bill of sale. Dealer must repair, obtain a Washington State Patrol inspection and obtain a Washington State Certificate of Ownership (title) in the dealership name before any retail sale.

When a notarized BOS is required (seller's signature)
When a bill of sale is to be used as a release of interest. Insurance destroyed vehicle is kept by registered owner and subsequently sold. Seller can use a notarized bill of sale as a release of interest if the certificate of ownership was turned into Olympia. . Dealer must repair, obtain a Washington State Patrol inspection and obtain a Washington State Certificate of Ownership (title) in the dealership name before any retail sale.

Canadian vehicles
The new vehicle information statement from Canada is not an acceptable document without the factory invoice and proper releases. Used vehicles from Canada must have the previously issued Registration Certificate. If new owners are shown on the Washington certificate of ownership application, a release of interest is required from the owners on the Canadian registration. Liens are not recorded on registrations. Do not require verification or releases of interest from Canadian lien holders (unless they are shown on registration document and their intent is to release).

NOTE: If the verification or the releases of the previous ownership documents cannot be obtained, follow ownership in doubt procedures.

Foreign Vehicles
Many foreign vehicles manufactured for use in foreign countries do not meet the U.S. Department of Transportation and U.S. Environmental Protection Agency requirements, and cannot be operated legally in the United States without substantial modifications. This is especially true of vehicles manufactured after 1967.

New Vehicles
Acceptable ownership documents are (depending on the circumstances):

- Manufacturer's Statement/Certificate of Origin (MSO/MCO), or Certificate of Fact stating why MSO/MCO is not available, and
- Photocopy of Factory Invoice (not appropriate if a flooring company is holding the MSO/MCO). Only acceptable if the MSO/MCO is not available and would cause undue delay in the titling of the vehicle. (A release of interest is required from any flooring agent shown on the factory invoice.)

NOTE: Require U.S. Customs documents if the MSO/MCO is on a vehicle from a foreign country, whether or not sold by a Washington dealer. (If the vehicle was not imported through a U.S. distributor.)

Used Vehicles
Acceptable ownership documents (depending upon the circumstances) include:

- Abandoned Vehicle Report (AVR)
- Canadian Registration

Bill of Sale

- Government Bill of Sale
- Insurance Bill of Sale (insurance destroyed vehicle) Dealer must title in dealership name after repaired and obtain inspection from WSP.
- Notarized/Certified **Affidavit of Loss/Release of Interest**/Affidavit In Lieu of Title (Washington Certificates of Ownership (titles) only)
- Registrations from Non-Title States
- Registrations from Foreign Countries
- Salvage Certificate
- Seized Vehicle Bill of Sale (Federal, State, City or County)
- Sheriff Bill of Sale
- Valid Title from any Other State
- Washington Certificate of Ownership (title)
- Wrecker Bill of Sale Dealer must title in dealership name after repaired and obtain inspection from WSP.

SIGNATURE REQUIREMENTS

Registered/ Legal Owner

Signing On
ALL REGISTERED OWNER(S), LESSEE(S) AND LESSOR IF THERE IS A LIENHOLDER signatures are required to be notarized/certified whenever processing the following transactions:

- "Original"
- "Transfer".

- Adding a lienholder where there previously was none. **RCW 46.12.170**
- Adding Joint Tenants With Rights of Survivorship - JTWROS. **WAC 308-56A-060**

NOTE: Lienholders signatures are not required on an application.

IMPORTANT: Please encourage your customer to sign their name the way it appears on their driver's license or picture I.D. Always write the customers' **Washington** driver's license number (PIC) and **expiration date** on the application for Certificate of Ownership (title) or dealer temporary permit.

Businesses should be encouraged to use their Unified Business Identifier (UBI) account name when filling out registered and/or legal owner name during a title transaction.

For businesses that are exempt or non-profit organizations that may be exempt from UBI requirements, use an "E".

Signing Off
When releasing interest in a vehicle, signatures are required from all registered, lessors and legal owners.

Registered Owners
Signatures releasing interest on Certificates of Ownership (titles) do not need to be notarized/certified.

NOTE: This also applies to foreign states titles, even if that jurisdiction requires a notarized/certified signature on the foreign title/certificates of ownership. Signatures releasing interest on any other DOL approved form must be notarized/certified. This includes a bill of sale for this purpose.**WAC 308-56A-250 WAC 308-56A-265 WAC 308-56A-270 WAC 308-56A-275**

Legal Owners
Signatures releasing interest on Certificates of Ownership (titles) do not need to be notarized/certified. This also applies to out-of-state titles, even if another state requires a notarized/certified signature.

Signatures of lienholders releasing interest do not need to be notarized/certified if accompanied by the Certificate of Ownership;

NOTE: This also applies to foreign titles, even if that state requires a notarized/certified signature on the foreign title. **WAC 308-56A-265**

What must the signature contain?
The following will help you to determine if the signature on the document is complete and acceptable:

Client
Signature must match the name as it appears on the application or record, or if initials are used, they must coincide with the name on the application or certificate of ownership/title/record.

EXAMPLE: Name on Certificate of Ownership (title):
John D. Smith Signed Off as J.D. Smith OR
Name on Certificate of Ownership (title): J.D. Smith
Signed On as John D. Smith
Common nicknames are acceptable (i.e., Bob for Robert, Liz for Elizabeth).
WAC 308-56A-270

Client Organization **WAC 308-56A-270**
The name of the organization or commonly accepted abbreviation, and the name of the person followed by their title of office (the relationship to the client organization).

NOTE: The above rules apply to both registered and legal owner signatures.

Signing on behalf of another
When an individual has been "appointed" to sign on behalf of another (whether registered owner or legal owner), accept one of the following as a supporting document:

Power of Attorney
Signature = name of owner "by" Attorney in Fact's name, "POA" **(POA form must be notarized/certified).**

Example: John Q. Public by Jane Brown, POA
If the power of attorney is given to the dealership in general, the proper release would have to include the dealership and the title of the person signing on behalf of the dealership:

Example: John Q. Public by Jane Brown
TC, Al's Autos, POA

NOTE: The only exceptions are vehicles sold by an Oregon dealer, using an Oregon POA on an Oregon certificate of ownership/title which may be witnessed in lieu of being notarized/certified.

Court Appointed Representative
Signature = name of owner "by" Representative's name, "Personal Representative"

Court Appointed Guardian
Signature - name of owner "by" Guardian's name, "Guardian"

Court Appointed Executor/Executrix (or Administrator/Administratrix)
Signature = Name of owner "by" Executor/Executrix name, "Executor" or "Executrix"

The above signatures **MUST be notarized/certified** on all documents (except when releasing interest on Certificate of Ownership (title). **WAC 308-56A-335**

Mediums used when signing The following is a list of mediums used for signatures and when (or if) they're acceptable).
MEDIUM SIGN ON SIGN OFF SEE COMMENT
Ink/Pencil Y Y (1)

Stamped/Typed N Y (2) (**WAC 308-56A-275**)
By mark (i.e., "X") Y Y (3)
Fax/photocopy N N (4) (**WAC 308-56A-275**)
Printed Y Y
Written Y Y
Seal (i.e., Notary) N N

Comments:

(1) Do NOT use red, green, pink, or pastel-colored ink.
(2) Can be used by a client organization ONLY when signing off on the Certificate of Ownership (title). The American Disabilities Act (ADA) gives us some leeway when a stamped signature is used by a person with a disability. Call a licensing office for authorization to provide reasonable accommodation for a disabled person.
(3) Attach a **Certificate of Fact** from witness stating individual is unable to sign.
(4) DOL must receive the original document and signature for imaging purposes.

Who can notarize/certify signatures? **WAC 308-56A-275**
Signatures of registered owners on certificate of ownership applications as well as all signatures releasing interest on all DOL approved documents, except certificates of ownerships, are required to be notarized/certified. In addition, many other DOL approved documents require a notarized/certified signature. The following is a list of individuals authorized to notarize/certify signatures:

- Notary Public, County Auditor and appointed licensing employees, (must follow signature with office and operator numbers).
- Subagents and their appointed licensing employees, (must follow signature with office and operator numbers).
- Agents authorized by DOL,
- Authorized DOL employees,
- Liaison Officers,
- Employees authorized by a licensed dealer, provided that the vehicle/vessel is being sold by that dealership. The employee's signature must be followed by their printed name, title and dealer number.

Acceptable I.D. for Verification
Please verify the identity of the person signing. Accept a driver's license or other picture I.D. (i.e., identification cards issued by: business, school, government, military, etc.). If these are not available, you may accept any TWO of these:
Nationally or regionally known signed credit cards, voter's registration card, passport and/or social security card. Encourage your customer to use their name on the application for Certificate of Ownership (title) as it appears on their driver's license or picture I.D.

Errors made on Certificates of Ownership (titles)
Sometimes errors are made on Certificates of Ownerships (titles) for various reasons. Here are some of the most common errors, and how to correct them:

Altered Signatures **WAC 308-56A-215**
The person who made the error must submit a notarized/certified certificate of fact with an explanation.

New registered owner information filled out, sale fell through **WAC 308-56A-215**
Require a notarized/certified certificate of fact from owner of record indicating that the sale fell through.

Legal Owner signs off Certificate of Ownership (title), signs back on the legal owner line in error **WAC 308-56A-215**
The person making the error must submit a notarized/certified certificate of fact with an explanation and a new release of interest.

Name appears in new legal owner section on Certificate of Ownership (title)
Unless this is a legal owner who signed off and back on again in error, a notarized/certified release of interest from the person named must be submitted if their intent is not to be recorded as the new legal owner.

Errors made on Certificate of Ownership (title) and Certificate of Ownership (title) applications:

Any **application for Certificate of Ownership (title)** containing an error must be accompanied by a **Certificate of Fact** with an explanation from the person making the error. The only exception is if a lienholder is listed in error, where there should not be one. Attach a notarized/certified release of interest from that "Lienholder." **WAC 308-56A-215**

If a lienholder is placed on an application and is changed before the Certificate of Ownership (title) is processed, the person making the change must attach a notarized/certified **Certificate of Fact** explaining the change. **WAC 308-56A-215**

IMPORTANT: DO NOT erase on a Certificate of Ownership (title). This will void the document! Instead of making the owner of record apply for a new Certificate of Ownership (title) before selling the vehicle, require a notarized/certified **Certificate of Fact** explaining the error from the owner of record.

Corporation or Company Name Lessee/Lessor

Signature requirements for DBA are:
To sign-on **WAC 308-56A-250**
J.Q. Public, d/b/a Public Works, President. Name, company name and title of person signing is minimum requirement. Verify signature and identification (ID). Signatures must be notarized and certified.

To sign-off
J.Q. Public, d/b/a Public Works, President. Company name, name and title of person signing off is preferred. The name alone is acceptable. **Doing Business as (DBA)**

Lessee/Lessor With Legal Owner **WAC 308-56A-265**

A release is not required from the registered owners when, a notarized **Repossession Affidavit** from legal owner of record is attached. The legal owner still must release interest. The Certificate of Ownership (title) is signed off by trustee. Requires court document.

To sign-on
The company name, representative's name and title are needed.

To sign-off **WAC 308-56A-265**
The company name, representative's name and title are preferred, but name alone is acceptable.

To sign-on
EXAMPLE: Public,J Q LSE Signature of Lessee required.

To sign-off
No release required from lessee. J.Q. Public as lessor with a separate legal owner.

To sign-on
Lessor's signature required only when there is a lienholder.

To sign-off
Lessor must sign off as registered owner.

SALES TAX
Sales tax is due on the purchase of any vehicle through a Washington dealer, including mobile homes. Dealer must:

- Collect sales tax and
- Remit taxes directly to the Department of Revenue
- Complete the Dealer's report of sale space
- Sign the application

Sales to Non-Residents
Sales tax is not required to be collected if the vehicle is sold to an out of-state resident and is being titled and registered out-of-state. Records including verification of non-residency must be retained by the dealer.

Manufactured Home Sales Tax
A selling dealer or agent will collect and must remit sales tax to the Department of Revenue for title transfers of manufactured homes.

Washington Dealer Sales
The Dealer's Report of Sale must be completed when a Washington Dealer sells a vehicle or a mobile home. The report of sale shows the dealer collected sales tax. The dealer must submit the taxes directly to DOR.

Native American
Native Americans may be sales tax exempt. Attach the following documentation:

- A notarized affidavit by the dealer that delivery was made in Indian Country, and
- A properly completed and signed Washington State Retail Sales/Use Tax Exemption Certificate for vehicles sold to enrolled tribal member form for sales tax exemption.

Refer Native Americans requesting refunds of sales tax to the Department of Revenue.
REV 32 2502e (8-03-01)

Driver Safety Education Vehicles – Use Tax Exemption
Vehicles used for Driver Safety Education must have the TSE - 17 form to exempt the sales/use tax. The form is available to all Washington school districts from the Superintendent of Public Instruction (SPI).

Military Owned - Washington Non Home of Record
A nonresident military (NRM) person who is a bona fide resident of another state at the time they were called to active duty. NRM personnel stationed in Washington who purchase vehicles from Washington dealers and register them in their home of record are not exempt sales tax

Trade-in Reduction of Sales Tax
Vehicle owners may receive a deduction of the value of a trade-in for a "like-kind" purchase when determining the purchase price for the purpose of assessing sales tax. "Like-kind" trade-ins for titling and licensing functions are defined by DOL as:

Category A — Motor Vehicles. Cars, trucks, trucks with canopies, motorcycles, motorhomes, mopeds, ORV's and wheelchair conveyances.

Category B — Trailers. Boat trailers, utility trailers, animal trailers, commercial trailers, and all other trailers except travel trailers and tent/camp trailers.

Category C — Recreational Land Vehicles. Travel trailers, campers, tent/camp trailers and motorhomes.

Category D — Boats

Category E — Snowmobiles
.
Category F — Personal Property Mobile Homes, Travel Trailers, Motorhomes, Tent/Camp Trailers and Campers. **RCW 82.08.010(1)**

IMPORTANT: Both items must be the same category for the trade-in allowance to apply. Some vehicles may be in more than one category, such as motorhomes.

EXAMPLE 1: A car for a truck, or a motorhome for a travel trailer. Cannot be a car for a boat or a utility trailer for a snowmobile.

EXAMPLE 2: Because a motorhome is in both category A and C, a pickup truck (category A) with camper (category C) will receive full credit when traded on a motorhome and vice versa. A rideshare vehicle may be sales tax exempt. The vehicle must: Be a passenger vehicle or van, and must be in one of the three categories listed:

Rideshare Vehicle
Commuter trip reduction ridesharing for 5 or 6 persons. Requires a Rideshare Plate Application (**TD 420-748**), name and signature of employer/public transportation official and form **TD 420-754** listing the names, addresses and signatures of the riders.

Commuter ridesharing for 7 to 15 persons. Requires Rideshare Plate Application (**TD 420-748**) and form **TD 420-754** listing the names, addresses and signatures of the riders.

Ridesharing for persons with special transportation needs. Requires a Rideshare Plate Application (**TD 420-748**) and a copy of the operating certificate issued by the Utilities and Transportation Commission.

Rideshare Excise Tax Exemption
To receive an excise tax exemption vans must have a seating capacity of 15 or less, or must be used regularly as a ride-sharing vehicle by: 7 or more persons including driver, or 5 or more persons including driver, if at least 3 are confined to wheelchairs when riding.

Rideshare: Sales Tax Exemption
To receive a sales tax exemption, the vehicle must be a van that:

- Has seating capacity of 5 to 7
- Is used regularly as a ride-sharing vehicle
- Must qualify for excise tax exemption as listed above for 36 consecutive months beginning within 39 days of the application to be exempt from sales tax

Rideshare Vehicles w/o Rideshare Plates
Vehicles without rideshare plates won't receive Rideshare tax exemptions.

Rideshare Plates- Transfer To New Vehicle
Application for rideshare plates must be made prior to title application.

Keeping the Exemptions
Existing rideshare plates can be transferred to a new vehicle if a new application is submitted for approval.

Note: Contact any license agent for further instruction as needed.

ODOMETER DISCLOSURE STATEMENTS

Require odometer disclosure statements with all originals and transfers of ownership for vehicles under 10 years old (unless exempt). Determination of age is based upon the model year of the vehicle. Below are definitions for secure and non-secure Certificates of Ownership (titles):

Secure Certificates of Ownership (titles)
All Certificates of Ownership (titles) issued 1/1/90 and later that contain the Federal Odometer language.

Nonsecure Certificates of Ownership (titles)
All Certificates of Ownership (titles) issued before 1/1/90 regardless if it contains Federal Odometer language. The following are situations that **do not** require an odometer disclosure statement:

- Vehicles with a Gross Weight of over 16,000 pounds, and are purchasing at least one month of gross weight license,
- Vehicles that are 10 years old and older, at the time of sale,

EXAMPLE
2006 = current year
1997= model year
9 years (statement required)
Non-powered vehicles,

Transfer of a new vehicle before its first retail sale (dealer reassignment on MSO/MCO),

NOTE: Dealers titling a new vehicle in their dealership name must submit an odometer disclosure statement. Snowmobiles, *(ORV use class vehicles are NOT exempt under law. See **RCW 46.12.124**.)* Vehicles with an SNX use class.

Odometer Disclosure Secure

The following information is true for odometer statements on all secure Certificates of Ownership (titles):

- An odometer disclosure can only be made on the secure Certificates of Ownership (titles) OR
- on secure odometer disclosure document approved by the issuing state.

EXAMPLE: Odometer Disclosure/Title Extension Form.

IMPORTANT: Please refer to your Odometer Disclosure Handbook for more information.

Certificates of Ownership (titles) Odometer Disclosure
The secure Certificate of Ownership (title) must have a complete chain of odometer disclosure statements.

Nonsecure Certificates of Ownership (titles)
The following is true for odometer statements on all unsecured Certificates of Ownership (titles):

Odometer Disclosure – All
The odometer disclosure can be made on the Certificate of Ownership (title) or on a secure odometer disclosure statement. Only the last odometer disclosure is required (can accept more than one, if presented) there are no limits on the number of odometer disclosure statements that can be attached to the unsecured Certificate of Ownership (title).

IMPORTANT: Do not confuse how many odometer disclosure statements are required with the number of dealer to dealer reassignments which may be required. A clear chain of ownership is always required.

Odometer Disclosure - Interim Owners
The following applies to all vehicles affected by odometer disclosure requirements:

The Odometer Disclosure/Title Extension form (**TD 420-006**) may be used. Always use the mileage code from the current odometer disclosure statement. Do not use a mileage code from any other supporting document, Certificate of Ownership (title) or DOL record, including a WSP inspection form. Out-of-state and foreign titled vehicles follow the same procedures as outlined above.

Interim owners who are not required to title, (such as dealers, salvage pools, auction, etc.) must keep a copy of the odometer statement. The odometer statement must be completed and signed by the person from whom they acquired the vehicle, and signed by the seller. Both disclosures must be kept for five years.

Only the last seller's odometer statement is required to be presented for titling when the Certificate of Ownership (title) is unsecured (applies to Certificates of Ownership (titles) issued prior to January 1, 1990).

If a secure Certificate of Ownership (title) is involved, all sellers' odometer disclosures must be made on the back of the Certificate of Ownership or on any state's issued/approved secure odometer statement. Carbon copies of the state issued approved form is acceptable if designated as the customer's copy.

NOTE: Registered tow truck companies and auctions are not required to disclose unless they are selling the vehicle under a dealer license.

IMPORTANT: Never accept an incomplete odometer disclosure statement.

Odometer Disclosure Leased Vehicle
At the end of a lease or when the vehicle is sold, the lessor is required to notify the lessee in writing requiring the lessee to provide a written disclosure to the lessor. The lessee completes the odometer disclosure statement and mails it to the lessor who keeps it for five years. The lessee will then make the odometer disclosure as the seller unless the lessor has possession of the vehicle for resale purposes. For new vehicles, the dealer discloses mileage as seller, and the lessee acknowledges as buyer.

Odometer Disclosure Error RCW 14.12.124 WAC 308-56A-610
If the odometer reading printed on the secure certificates of ownership (title) is in error, contact a licensing agency to determine who made the error. The Department will

determine if the error can be corrected. If so, a new Certificate of Ownership (title) application will have to be sent into the Department to correct the error with the applicable documentation.

Odometer Disclosure – Involuntary Divestiture
If the interest of an owner in a vehicle passes to another, other than by voluntary transfer, the seller, although not the owner of record, must complete an odometer disclosure statement as transferor, and the buyer must acknowledge as transferee *(Odometer disclosure **from the seller to the buyer** IS DUE according to the federal law.)* pursuant to **RCW 46.12.124. WAC 308-56A-640.**

Disclosure - Power of Attorney
A Power of Attorney (POA) may be used to appoint someone other than the seller to disclose the odometer reading. There are two types of acceptable POA's:

Power of Attorney/Release of Interest (**TD 420-050**): Can be used for odometer disclosure for either secure or non-secure Certificates of Ownership (titles).

General Power of Attorney: Can be used for odometer disclosure for either secure or nonsecure certificates of ownership (title)s. Obtain a notarized/certified copy to attach to the title transaction.

IMPORTANT: POAs cannot be used to disclose the odometer for both the buyer and the seller.

IMPORTANT: Dealers may contact the:

- Washington State Automobile Dealers' Association (WSADA) at (206) 433-6300
- Washington State Independent Automobile Dealers' Association (WSIADA) at (206) 431-8111

to purchase a supply of the Odometer Disclosure/Title Extension Statement forms. (**TD 420-006**) **WAC 308-56A-640**

SECTION 4

FORMS

Here are the links to the Washington State Vehicle Forms. To access them, just “click” on the desired form number, in **RED** below.

Form No.	Form Title
TD-420-001	Application for Certificate of Ownership (Title)
TD-420-023	Tax Affidavit - Enrolled Tribal Member
TD-420-040	Affidavit of Loss
TD-420-042	Affidavit of Repossession
TD-420-043	Certificate of Fact
TD-420-044	Military Affidavit
TD-420-050	Release of Interest/Power of Attorney
TD-420-054	Vehicle Ownership Bond
TD-420-062	Vehicle Seller’s Report of Sale
TD-420-748	Rideshare Plate Application
TD-420-754	Rideshare Rider List

SECTION 5

WASHINGTON LAWS AND RULES

Here are the links to the Washington State Dealer Laws and Rules. To access them, just "click" on the desired Law (RCW) or Rule (WAC) in **RED** below.

RCW 18.85.010	Real estate broker & sales person (MOB)
RCW 19.118.110	Arbitration fee
RCW 46.01.140	Filing fee
RCW 46.01.230	DHC handling fee
RCW 46.04.251	Kit vehicle (definition)
RCW 46.04.660	Used vehicle
RCW 46.12.030	Title application (ownership)
RCW 46.12.040	Certificate of ownership - Fees
RCW 46.12.042	Trauma fee
RCW 46.12.060	Vehicle Identification Number (VIN) alteration or obliteration procedure
RCW 46.12.101	Transfer of ownership
RCW 46.12.105	Transfer mobile home
RCW 46.12.124	Odometer disclosure
RCW 46.12.170	Security interest procedure
RCW 46.12.290	Mobile or manufactured homes application
RCW 46.12.420	Street Rods
RCW 46.12.440	Kit vehicles (application)
RCW 46.12.450	Kit vehicles (ownership or registration)
RCW 46.12.510	Organ donor awareness
RCW 46.16.045	Temporary permits
RCW 46.16.0621	$30 License tab fee
RCW 46.16.063	Additional fees for RVs
RCW 46.16.068	Trailing units - permanent plates
RCW 46.16.070	License fee on trucks, buses and for hire
RCW 46.16.071	Additional fees
RCW 46.16.085	Commercial trailers, Pole trailers
RCW 46.16.135	Monthly license fee
RCW 46.16.160	Kit vehicle (licensing)
RCW 46.16.216	Parking ticket surcharge
RCW 46.16.233	License plate replacement
RCW 46.16.237	License plate reflectorized material fee
RCW 46.16.260	Duplicate registration
RCW 46.16.270	Replacement tab
RCW 46.16.280	Gross weight credit
RCW 46.16.301	Stadium plates
RCW 46.16.305	Ham operator
RCW 46.16.316	Special plates - transfer
RCW 46.16.319	Veteran's emblems
RCW 46.16.324	Collegiate plates
RCW 46.16.560	Personalized plates
RCW 46.16.670	Aquatic weed fee
RCW 46.16.680	Kit vehicle (original)
RCW 46.16.685	License plate technology fee
RCW 46.17	Vehicle weight fee
RCW 46.32.090	Commercial safety fee

RCW 46.37	Vehicle lighting & equipment
RCW 46.37.410	Windshields
RCW 46.37.420	Tires
RCW 46.37.423	Pneumatic passenger car tires
RCW 46.37.424	Re-grooved tires
RCW 46.37.425	Unsafe tires
RCW 46.37.540	Odometers
RCW 46.37.550	Odometer (turned back)
RCW 46.37.560	Odometer (replaced)
RCW 46.37.570	Odometer (selling)
RCW 46.44.170	Mobile home or park trailer movement permit
RCW 46.44.173	Notice of where MOB moved
RCW 46.44.175	Penalties-Hearings
RCW 46.68.010	Shortage
RCW 46.68.035	Disposition of combined vehicle licensing fees
RCW 46.70	Dealers and Manufacturers
RCW 46.70.005	Declaration of purpose
RCW 46.70.011	Definitions
RCW 46.70.021	Dealers license required
RCW 46.70.023	Place of business
RCW 46.70.025	Established place of business (EPOB)
RCW 46.70.027	Accountability of dealer's employees
RCW 46.70.028	Consignment
RCW 46.70.029	Listing dealer's transaction of business
RCW 46.70.031	Application for license - Form
RCW 46.70.041	Application for a Vehicle Dealer License
RCW 46.70.042	Application for license - Retention by department - Confidentiality
RCW 46.70.045	Denial of license
RCW 46.70.051	Issuance of license - Private party dissemination of vehicle data base
RCW 46.70.061	Dealer fees disposition
RCW 46.70.070	Dealer bond
RCW 46.70.075	Manufacturers - Bond required - Actions - Cancellation of license
RCW 46.70.079	Education requirements
RCW 46.70.083	Expiration of Dealer License
RCW 46.70.085	Licenses - Staggered renewal
RCW 46.70.090	License plates - use
RCW 46.70.101	Denial, suspension or revocation of Dealers License
RCW 46.70.102	Denial, suspension, or revocation of licenses - Notice, hearing, procedure
RCW 46.70.111	Investigation of proceedings - Power of director or designee - Penalty
RCW 46.70.115	Cease and desist orders - "Curbstoning" Penalty
RCW 46.70.120	Record of transactions
RCW 46.70.122	Duty when purchaser or transferee is a dealer.
RCW 46.70.124	Evidence of ownership for dealer
RCW 46.70.125	Used vehicles (asking price, posting or disclosure)
RCW 46.70.130	Detail of charges furnished to buyer
RCW 46.70.132	Manufactured home sale - Implied warranty
RCW 46.70.134	Manufactured home installation - Warranty, state installation code
RCW 46.70.135	Mobile homes (warranties & inspections)

RCW 46.70.136	Manufactured homes - Warranty disputes
RCW 46.70.137	Violations relating to mobile/manufactured homes
RCW 46.70.140	Handling “hot” vehicles - Unreported motor “switches” - Unauthorized use of dealer plates - Penalty
RCW 46.70.160	Rules and regulations
RCW 46.70.170	Penalty for violations
RCW 46.70.180	Unlawful acts and practices
RCW 46.70.183	Notice of Bankruptcy
RCW 46.70.190	Civil actions for violations - Injunctions - Claims under Federal Auto Dlr Franchise Act - Time limitation
RCW 46.70.220	Duties of attorney general and prosecuting attorneys to act on violations - Limitation of civil actions
RCW 46.70.230	Duties of attorney general and prosecuting attys to act on violations - Assurance of compliance - Filing
RCW 46.70.240	Penalties - Jurisdiction
RCW 46.70.250	Personal service of process outside state
RCW 46.70.260	Application of chapter to existing and future franchises and contracts
RCW 46.70.270	Provisions of chapter cumulative - Violation of RCW 46.70.180 deemed civil
RCW 46.70.290	Mobile homes and persons in distribution & sales
RCW 46.70.300	Chapter exclusive - Local business and occupation tax not prevented
RCW 46.70.310	Consumer Protection Act
RCW 46.70.320	Buyer’s agents
RCW 46.70.330	Wholesale motor vehicle auction dealers
RCW 46.70.340	Issuance of temporary subagency licenses for recreational vehicle shows
RCW 46.70.900	Liberal construction
RCW 46.70 910	Severability - 1967 ex.s. c 74
RCW 46.70.920	Severability - 1973 ex.s. c 132
RCW 59.21.055	Mobile home park fee
RCW 59.22.080	Mobile home fees
RCW 62A.9A	Secured transactions
RCW 65.20.040	Mobile home title elimination
RCW 81.104.160	Motor Vehicle Excise Tax - Sales and Use Tax on Car Rentals
RCW 82.08	Retail sales tax
RCW 82.08.010	Definitions
RCW 82.12.045	Auditor retained fees
RCW 82.38.075	Natural gas & Propane annual license fee
RCW 82.38.100	Trip permits - fees - tax - distributions
RCW 82.44.110	Motor Vehicle Excise Tax

WAC 308-56A-020	Application for title required
WAC 308-56A-040	Name and address change
WAC 308-56A-060	JTWROS
WAC 308-56A-150	Vehicle Inspection
WAC 308-56A-160	Model year
WAC 308-56A-215	Erasures, alterations & incorrect information
WAC 308-56A-250	Signature of registered owner
WAC 308-56A-265	Releasing interest
WAC 308-56A-270	Forms of signature
WAC 308-56A-275	Certification of signature
WAC 308-56A-335	Owner Deceased
WAC 308-56A-420	Delivery of vehicle on dealer temp permit
WAC 308-56A-450	Glider Kits
WAC 308-56A-460	Destroyed or wrecked vehicles
WAC 308-56A-610	Certificates of title (motor vehicle)
WAC 308-56A-640	Odometer disclosure statement
WAC 308-58-040	Department of Licensing
WAC 308-66-110	Definitions
WAC 308-66-120	Dealer's license application
WAC 308-66-135	Expiration of dealer and manufacturer licenses
WAC 308-66-140	Place of business
WAC 308-66-145	EPOB waiver procedure
WAC 308-66-150	Warranty practices
WAC 308-66-152	Unlawful practices
WAC 308-66-155	Consignment
WAC 308-66-157	Listing
WAC 308-66-160	Dealer Plates
WAC 308-66-165	Vehicle sales transactions
WAC 308-66-170	Denial, suspension or revocation of license
WAC 308-66-175	Buyer's agent - Standard disclosures
WAC 308-66-180	Record of transactions
WAC 308-66-182	Records - Buyer's agent
WAC 308-66-190	Transfer of certificates of title by dealer
WAC 308-66-195	Possession of title
WAC 308-66-200	Assignment of vehicle to another dealer
WAC 308-66-210	Statement of change in business structure, ownership interest or control
WAC 308-66-211	Termination of business
WAC 308-66-212	Sale, transfer or other disposition of noncorporate licensee
WAC 308-66-214	Incorporation of licensee while licensed
WAC 308-66-220	Display of vehicles by combination wrecker-dealer
WAC 308-66-225	Remanufactured vehicles in whole or in part
WAC 308-66-227	Disclosure of title brands
WAC 308-66-240	Bond cancellation, closure notice
WAC 308-66-250	Internet business
WAC 308-66-260	Dealer license plates - Waiver procedure
WAC 458-20-177	Sale of motor vehicles, campers & trailers to non residents
WAC-458-20-247	Trade-ins (selling price, sellers tax measures)

SECTION SIX

CHARTS AND TABLES

Vehicle Weight Fee

What it is and when it's due...

The vehicle weight fee is charged on renewals of motor vehicles subject to the $30 license tab fee, and is based on the vehicle's scale weight. The vehicle must be powered (a motor vehicle) and one of the following use classes: **CAB**, **CYC**, **F/H** (6 seats or less), **PAS**, **STA** (6 seats or less), or **TOW**.

Note: If license fees are due when issuing a horseless carriage, collector, or restored plate, be sure to include the vehicle weight fee if the vehicle would normally be license with one of the use classes listed above.

Note: Motor Home (M/H) has a flat weight-base fee of $75.00 plus $30.00 license fee.

Single-axle trailers: In lieu of the license tab fees provided in **RCW 46.16.0621**, private use single-axle trailers of 2000 pounds scale weight or less may be licensed upon the payment of a license fee in the sum of **$15.00**, but only if the trailer is operated upon public highways. The license fee must be collected annually for each registration year or fraction of a registration year. This reduced license fee applies only to trailers operated for personal use of the owners, and not trailers held for rental to the public or used in any commercial or business endeavor.

Vehicle Weight Fee Table

* Total includes vehicle weight fee and $30 license fee. It does not include filing fee or any other fees or taxes.

Scale Weight	Vehicle Weight Fee	Total*
Up to 4000	$10	$40
4001 – 6,000	$20	$50
6,001 – 8,000	$30	$60
8,001 – 10,000	$32	$62
10,001 – 12,000	$49	$79
12,001 – 14,000	$60	$90
14,001 – 16,000	$72	$102
16,001 – 18,000	$124	$154
18,001 – 20,000	$141	$171
20,001 – 22,000	$155	$185
22,001 – 24,000	$170	$200
24,001 – 26,000	$181	$211
26,001 – 28,000	$219	$249
28,001 – 30,000	$257	$287
30,001 – 32,000	$316	$346
32,001 – 34,000	$338	$368
34,001 – 36,000	$369	$399
36,001 – 38,000	$408	$438
38,001 – 40,000	$471	$501
40,001 – 42,000	$581	$611
42,001 – 44,000	$592	$622
44,001 – 46,000	$632	$662
46,001 – 48,000	$656	$686
48,001 – 50,000	$707	$737
50,001 – 52,000	$740	$770
52,001 – 54,000	$794	$824
54,001 – 56,000	$835	$865
56,001 – 58,000	$866	$896
58,001 – 60,000	$919	$949
60,001 – 62,000	$981	$1,011

Scale Weight	Vehicle Weight Fee	Total*
62,001 – 64,000	$1,001	$1,031
64,001 – 66,000	$1,108	$1,138
66,001 – 68,000	$1,153	$1,183
68,001 – 70,000	$1,237	$1,267
70,001 – 72,000	$1,319	$1,349
72,001 – 74,000	$1,428	$1,458
74,001 – 76,000	$1,538	$1,568
76,001 – 78,000	$1,674	$1,704
78,001 – 80,000	$1,802	$1,832
80,001 – 82,000	$1,923	$1,953
82,001 – 84,000	$2,043	$2,073
84,001 – 86,000	$2,164	$2,194
86,001 – 88,000	$2,285	$2,315
88,001 – 90,000	$2,406	$2,436
90,001 – 92,000	$2,526	$2,556
92,001 – 94,000	$2,647	$2,677
94,001 – 96,000	$2,768	$2,798
96,001 – 98,000	$2,889	$2,919
98,001 – 100,000	$3,009	$3,039
100,001–102,000	$3,130	$3,160
102,001–104,000	$3,251	$3,281
104,001–105,500	$3,372	$3,402

Auditor Retained Fees

The following fees are retained by the County Auditor:

Fee	Authority
$3 filing fee for registration transactions (see Note below)	**RCW 46.01.140**(4)(a)
$4 filing fee for title transactions	**RCW 46.01.140**(4)(c)
$2 gross weight filing fee (see Note below)	**RCW 46.16.070** & **46.68.035**
$1 additional fee (see Note below)	**RCW 46.16.071**
$2 of the $15 small trailer license fee (see Note below)	**RCW 46.68.035**
$25 DHC handling fee	**RCW 46.01.230**(3)
$5 parking ticket surcharge	**RCW 46.16.216**(2)(b)
$2 use tax collection fee	**RCW 82.12.045**(4)
$1 special fuel trip permit filing fee	**RCW 82.38.100**

Note: Some additional information regarding the filing fee...

- **RCW 46.01.140**(4)(a) requires a $3 filing fee on registration transactions for all vehicles and vessels, except for vehicles licensed under **RCW 46.16.070** (gross weight) and **46.16.085** (COM and LOG use class trailers).
- Instead, fees collected under **RCW 46.16.070** and 46.16.085 are distributed under the authority of **RCW 46.68.035**. **RCW 46.68.035** says to take $2 of the gross weight or license fee and give it to the county (which the VFS includes in the filing fee field). These two dollars are NOT included in any gross weight credit.
- **RCW 46.16.071** provides an additional $1 to the county for each vehicle licensed under **RCW 46.16.070** and **46.16.085**. This dollar is included in the filing fee as well.
- So, with the $2 from **RCW 46.68.035** and the $1 from **RCW 46.16.071** going to the county (in lieu of the $3 filing fee authorized by **46.01.140**), counties are assured of getting their full $3 per registration transaction.

Revised 1/06

Propane Fee Abatement Chart By Gross Weight

Effective January 1, 2004

Gross Weight ▶ / Months ▼	up to 10,000 lbs	10,001 to 18,000 lbs	18,001 to 28,000 lbs	28,001 to 36,000 lbs	36,001 lbs and above
12	$105.00	$186.67	$256.67	$350.00	$583.33
11	$96.25	$171.11	$235.28	$320.83	$534.72
10	$87.50	$155.56	$213.89	$291.67	$486.11
9	$78.75	$140.00	$192.50	$262.50	$437.50
8	$70.00	$124.45	$171.11	$233.33	$388.89
7	$61.25	$108.89	$149.72	$204.17	$340.28
6	$52.50	$93.33	$128.33	$175.00	$291.67
5	$43.75	$77.78	$106.95	$145.83	$243.05
4	$35.00	$62.22	$85.56	$116.67	$194.44
3	$26.25	$46.67	$64.17	$87.50	$145.83
2	$17.50	$31.11	$42.78	$58.33	$97.22
1	$8.75	$15.56	$21.39	$29.17	$48.61

Add $5 LPG handling fee to the amount above for each registration year.

A Washington State Patrol Inspection is not required to change from one type of fuel to another.

RCW 82.38.075 Natural gas, propane – Annual license fee in lieu of special fuel tax for use in motor vehicles – Schedule – Decal or other identifying device

Calculating Gross Weight Fees

The total price of a gross weight license consists of these various fees...

- **Gross Weight License Fee** - This is the license fee based on declared gross weight. Two dollars of this fee goes to the county, which the VFS includes in the FILING FEE field of the fee screen. Twelve months' gross weight license will therefore appear two dollars less on the fee screen than the amount shown in **RCW 46.16.070**. These two dollars are not refundable and are not included in any gross weight credit. **RCW 46.16.070**.
- **$1 Additional Fee** - This fee is charged on all gross weight license transactions and is included in the FILING FEE field of the fee screen. It is not refundable and is not included in any gross weight credit. **RCW 46.16.071**.
- **Monthly Gross Weight Permit Fee -** Vehicle owners declaring 12,000 pounds or more gross weight have the option of buying their gross weight license by the month. When buying less than twelve months gross weight, a monthly gross weight license fee applies. This fee is calculated as follows: $2 plus $2 per month of gross weight purchased. This fee is included in the MO GWT PERMIT field of the fee screen. It is not refundable and is not included in any gross weight credit. **RCW 46.16.135**.

Note: The gross weight charts contained in this manual include the fees listed above (remember, the monthly gross weight permit fee does not apply to declared gross weight of 12,000 pounds and lower).

Go to these gross weight fee charts...

- **CMB Gross Weight Fee Chart**
- **COM, F/H, FIX, LOG, STA, TRK Gross Weight Fee Chart**
- **FAR Gross Weight Fee Chart**
- **FCB Gross Weight Fee Chart**

RCW 46.16.070 License fee on trucks, buses, and for hire vehicles based on gross weight

RCW 46.16.071 Additional fees

RCW 46.16.135 Monthly license fee - Penalty

CMB Gross Weight Fee Chart

Things to keep in mind when using this chart...

- The fees shown on this chart represent the entire gross weight fee amount, which includes the gross weight license fee, the $1 additional fee, and monthly gross weight permit fee (see **Calculating Gross Weight Fees**).
- To determine gross weight credit, subtract the $3 "filing fee" and applicable gross weight permit amount from the figure listed in the chart.

Months / GVW	12	11	10	9	8	7	6	5	4	3	2	1
42000	612.00	585.08	532.17	479.25	426.33	373.42	320.50	267.58	214.67	161.75	108.83	55.92
44000	623.00	595.17	541.33	487.50	433.67	379.83	326.00	272.17	218.33	164.50	110.67	56.83
46000	663.00	631.83	574.67	517.50	460.33	403.17	346.00	288.83	231.67	174.50	117.33	60.17
48000	687.00	653.83	594.67	535.50	476.33	417.17	358.00	298.83	239.67	180.50	121.33	62.17
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
50000	738.00	700.58	637.17	573.75	510.33	446.92	383.50	320.08	256.67	193.25	129.83	66.42
52000	771.00	730.83	664.67	598.50	532.33	466.17	400.00	333.83	267.67	201.50	135.33	69.17
54000	825.00	780.33	709.67	639.00	568.33	497.67	427.00	356.33	285.67	215.00	144.33	73.67
56000	866.00	817.92	743.83	669.75	595.67	521.58	447.50	373.42	299.33	225.25	151.17	77.08
58000	897.00	846.33	769.67	693.00	616.33	539.67	463.00	386.33	309.67	233.00	156.33	79.67
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
60000	950.00	894.92	813.83	732.75	651.67	570.58	489.50	408.42	327.33	246.25	165.17	84.08
62000	1012.00	951.75	865.50	779.25	693.00	606.75	520.50	434.25	348.00	261.75	175.50	89.25
64000	1032.00	970.08	882.17	794.25	706.33	618.42	530.50	442.58	354.67	266.75	178.83	90.92
66000	1139.00	1068.17	971.33	874.50	777.67	680.83	584.00	487.17	390.33	293.50	196.67	99.83
68000	1184.00	1109.42	1008.83	908.25	807.67	707.08	606.50	505.92	405.33	304.75	204.17	103.58
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
70000	1268.00	1186.42	1078.83	971.25	863.67	756.08	648.50	540.92	433.33	325.75	218.17	110.58

72000	1350.00	1261.58	1147.17	1032.75	918.33	803.92	689.50	575.08	460.67	346.25	231.83	117.42
74000	1459.00	1361.50	1238.00	1114.50	991.00	867.50	744.00	620.50	497.00	373.50	250.00	126.50
76000	1569.00	1462.33	1329.67	1197.00	1064.33	931.67	799.00	666.33	533.67	401.00	268.33	135.67
78000	1705.00	1587.00	1443.00	1299.00	1155.00	1011.00	867.00	723.00	579.00	435.00	291.00	147.00
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
80000	1833.00	1704.33	1549.67	1395.00	1240.33	1085.67	931.00	776.33	621.67	467.00	312.33	157.67
82000	1954.00	1815.25	1650.50	1485.75	1321.00	1156.25	991.50	826.75	662.00	497.25	332.50	167.75
84000	2074.00	1925.25	1750.50	1575.75	1401.00	1226.25	1051.50	876.75	702.00	527.25	352.50	177.75
86000	2195.00	2036.17	1851.33	1666.50	1481.67	1296.83	1112.00	927.17	742.33	557.50	372.67	187.83
88000	2316.00	2147.08	1952.17	1757.25	1562.33	1367.42	1172.50	977.58	782.67	587.75	392.83	197.92
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
90000	2437.00	2258.00	2053.00	1848.00	1643.00	1438.00	1233.00	1028.00	823.00	618.00	413.00	208.00
92000	2557.00	2368.00	2153.00	1938.00	1723.00	1508.00	1293.00	1078.00	863.00	648.00	433.00	218.00
94000	2678.00	2478.92	2253.83	2028.75	1803.67	1578.58	1353.50	1128.42	903.33	678.25	453.17	228.08
96000	2799.00	2589.83	2354.67	2119.50	1884.33	1649.17	1414.00	1178.83	943.67	708.50	473.33	238.17
98000	2920.00	2701.75	2455.50	2210.25	1965.00	1719.75	1474.50	1229.25	984.00	738.75	493.50	248.25
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
100000	3040.00	2810.75	2555.50	2300.25	2045.00	1789.75	1534.50	1279.25	1024.00	768.75	513.50	258.25
102000	3161.00	2921.67	2656.33	2391.00	2125.67	1860.33	1595.00	1329.67	1064.33	799.00	533.67	268.33
104000	3282.00	3032.58	2757.17	2481.75	2206.33	1930.92	1655.50	1380.08	1104.67	829.25	553.83	278.42
105500	3403.00	3143.50	2858.00	2572.50	2287.00	2001.50	1716.00	1430.50	1145.00	859.50	574.00	288.50

RCW 46.16.070 License fee on trucks, buses, and for hire vehicles based on gross weight

RCW 46.16.071 Additional fees

RCW 46.16.135 Monthly license fee - Penalty

COM, F/H*, FIX, LOG, STA*, TRK Gross Weight Fee Chart

Things to keep in mind when using this chart...

- The fees shown on this chart represent the entire gross weight fee amount, which includes the gross weight license fee, the $1 additional fee, and monthly gross weight permit fee (see **Calculating Gross Weight Fees**).
- Monthly rates for 4,000 through 12,000 pounds gross weight reflect only the amount of gross weight credit given when increasing or decreasing declared gross weight.
- To determine gross weight credit, subtract the $3 "filing fee" and applicable gross weight permit amount from the figure listed in the chart.
- * F/H and STA, more than 6 seats.

Months / GVW	12	11	10	9	8	7	6	5	4	3	2	1
4000	41.00	34.67	31.33	28.00	24.67	21.33	18.00	14.67	11.33	8.00	4.67	1.33
6000	51.00	43.83	39.67	35.50	31.33	27.17	23.00	18.83	14.67	10.50	6.33	2.17
8000	61.00	53.00	48.00	43.00	38.00	33.00	27.00	23.00	18.00	13.00	8.00	3.00
10000	63.00	54.83	49.67	44.50	39.33	34.17	29.00	23.83	18.67	13.50	8.33	3.17
12000	80.00	70.42	63.83	57.25	50.67	44.08	37.50	30.92	24.33	17.75	11.17	4.58
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
14000	91.00	107.50	98.00	88.50	79.00	69.50	60.00	50.50	41.00	31.50	22.00	12.50
16000	103.00	118.50	108.00	97.50	87.00	76.50	66.00	55.50	45.00	34.50	24.00	13.50
18000	155.00	166.17	151.33	136.50	121.67	106.83	92.00	77.17	63.33	47.50	32.67	17.83
20000	172.00	181.75	165.50	149.25	133.00	116.75	100.50	84.25	68.00	51.75	35.50	19.25
22000	186.00	194.58	177.17	159.75	142.33	124.92	107.50	90.08	72.67	55.25	37.83	20.42
24000	201.00	208.33	191.67	171.00	152.33	133.67	115.00	96.33	77.67	59.00	40.33	21.67
26000	212.00	218.42	198.83	179.25	159.67	140.08	120.50	100.92	81.33	61.75	42.17	22.58
28000	250.00	253.25	230.50	207.75	185.00	162.25	139.50	116.75	94.00	71.25	48.50	25.75

	12	11	10	9	8	7	6	5	4	3	2	1
30000	288.00	288.08	262.17	236.25	210.33	184.42	158.50	132.58	106.67	80.75	54.83	28.92
32000	347.00	342.17	311.33	280.50	249.67	218.83	188.00	157.17	126.33	95.50	64.67	33.83
34000	369.00	362.33	329.67	297.00	264.33	231.67	199.00	166.33	133.67	101.00	68.33	35.67
36000	400.00	390.75	355.50	320.25	285.00	249.75	214.50	179.25	144.00	108.75	73.50	38.25
38000	439.00	426.50	388.00	349.50	311.00	272.50	234.00	195.50	157.00	118.50	80.00	41.50
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
40000	502.00	484.25	440.50	396.75	353.00	309.25	265.50	221.75	178.00	134.25	91.50	46.75
42000	522.00	502.58	457.17	411.75	366.33	320.92	275.50	230.08	184.67	139.25	93.83	48.42
44000	533.00	512.67	466.33	420.00	373.67	327.33	281.00	234.67	188.33	142.00	95.67	49.33
46000	573.00	549.33	499.67	450.00	400.33	350.67	301.00	251.33	201.67	152.00	102.33	52.67
48000	597.00	571.33	519.67	468.00	416.33	364.67	313.00	261.33	209.67	158.00	106.33	54.67
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
50000	648.00	618.08	562.17	506.25	450.33	394.42	338.50	282.58	226.67	170.75	114.83	58.92
52000	681.00	648.33	589.67	531.00	472.33	413.67	355.00	296.33	237.67	179.00	120.33	61.67
54000	735.00	697.83	634.67	571.50	508.33	445.17	382.00	318.83	255.67	192.50	129.33	66.17
56000	776.00	735.42	668.83	602.25	535.67	469.08	402.50	335.92	269.33	202.75	136.17	69.58
58000	807.00	763.83	694.67	625.50	556.33	487.17	418.00	348.83	279.67	210.50	141.33	72.17
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
60000	860.00	812.42	738.83	665.25	591.67	518.08	444.50	370.92	297.33	223.75	150.17	76.58
62000	922.00	869.25	790.50	711.75	633.00	554.25	475.50	396.75	318.00	239.25	160.50	81.75
64000	942.00	887.58	807.17	726.75	646.33	565.92	485.50	405.08	324.67	244.25	163.83	83.42
66000	1049.00	985.67	896.33	807.00	717.67	628.33	539.00	449.67	360.33	271.00	181.67	92.33
68000	1094.00	1026.92	933.83	840.75	747.67	654.58	561.50	468.42	375.33	282.25	189.17	96.08
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
70000	1178.00	1103.92	1003.83	903.75	803.67	703.58	603.50	503.42	403.33	303.25	203.17	103.08

72000	1260.00	1179.08	1072.17	965.25	858.33	751.42	644.50	537.58	430.67	323.75	216.83	109.93
74000	1369.00	1279.00	1163.00	1047.00	931.00	815.00	699.00	583.00	467.00	351.00	235.00	119.00
76000	1479.00	1379.83	1254.67	1129.50	1004.33	879.17	754.00	628.83	503.67	378.50	253.33	128.17
78000	1615.00	1504.50	1368.00	1231.50	1095.00	958.50	822.00	685.50	549.00	412.50	276.00	139.50
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
80000	1743.00	1621.83	1474.67	1327.50	1180.33	1033.17	886.00	738.83	591.67	444.50	297.33	150.17
82000	1864.00	1732.75	1575.50	1418.25	1261.00	1103.75	946.50	789.25	632.00	474.75	317.50	160.25
84000	1984.00	1842.75	1675.50	1508.25	1341.00	1171.75	1006.50	839.25	672.00	504.75	337.50	170.25
86000	2105.00	1953.67	1776.33	1599.00	1421.67	1244.33	1067.00	889.67	712.33	535.00	357.67	180.33
88000	2226.00	2064.58	1877.17	1689.75	1502.33	1314.92	1127.50	940.08	752.67	565.25	377.83	190.42
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
90000	2347.00	2175.50	1978.00	1780.50	1583.00	1385.50	1188.00	990.50	793.00	595.50	398.00	200.50
92000	2467.00	2285.50	2078.00	1870.50	1663.00	1455.50	1248.00	1040.50	833.00	625.50	418.00	210.50
94000	2588.00	2396.42	2178.83	1961.25	1743.67	1526.08	1308.50	1090.92	873.33	655.75	438.17	220.58
96000	2709.00	2507.33	2279.67	2052.00	1824.33	1596.67	1369.00	1141.33	913.67	686.00	458.33	230.67
98000	2830.00	2618.25	2380.50	2142.75	1905.00	1667.25	1429.50	1191.75	954.00	716.25	478.50	240.75
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
100000	2950.00	2728.25	2480.50	2232.75	1985.00	1737.25	1489.50	1241.75	994.00	746.25	498.50	250.75
102000	3071.00	2839.17	2581.33	2323.50	2065.67	1807.83	1550.00	1292.17	1034.33	776.50	518.67	260.83
104000	3192.00	2950.08	2682.17	2414.25	2146.33	1878.42	1610.50	1342.58	1074.67	806.75	538.83	270.92
105500	3313.00	3061.00	2783.00	2505.00	2227.00	1949.00	1668.00	1393.00	1115.00	837.00	559.00	281.00

RCW 46.16.070 License fee on trucks, buses, and for hire vehicles based on gross weight

RCW 46.16.071 Additional fees

RCW 46.16.135 Monthly license fee - Penalty

FAR Gross Weight Fee Chart

- The fees shown on this chart represent the entire gross weight fee amount, which includes the gross weight license fee, the $1 additional fee, and monthly gross weight permit fee (see **Calculating Gross Weight Fees**).
- Monthly rates for 4,000 through 12,000 pounds gross weight reflect only the amount of gross weight credit given when increasing or decreasing declared gross weight.
- To determine gross weight credit, subtract the $3 "filing fee" and applicable gross weight permit amount from the figure listed in the chart.

Months / GVW	12	11	10	9	8	7	6	5	4	3	2	1
4000	27.50	22.29	20.08	17.88	15.67	13.46	11.25	9.04	6.83	4.63	2.42	0.21
6000	27.50	22.29	20.08	17.88	15.67	13.46	11.25	9.04	6.83	4.63	2.42	0.21
8000	27.50	22.29	20.08	17.88	15.67	13.46	11.25	9.04	6.83	4.63	2.42	0.21
10000	43.50	36.96	33.42	29.88	26.33	22.79	19.25	15.71	12.17	8.63	5.08	1.54
12000	52.00	44.75	40.50	36.25	32.00	27.75	23.50	19.25	15.00	10.75	6.50	2.25
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
14000	57.50	76.79	70.08	63.38	56.67	49.96	43.25	36.54	29.83	23.13	16.42	9.71
16000	63.50	82.29	75.08	67.88	60.67	53.46	46.25	39.04	31.83	24.63	17.42	10.21
18000	89.50	106.13	96.75	87.38	78.00	68.63	59.25	49.88	40.50	31.13	21.75	12.38
20000	98.00	113.92	103.83	93.75	83.67	73.58	63.50	53.42	43.33	33.25	23.17	13.08
22000	105.00	120.33	109.67	99.00	88.33	77.67	67.00	56.33	45.67	35.00	24.33	13.67
24000	112.50	127.21	115.92	104.63	93.33	82.04	70.75	59.46	48.17	36.88	25.58	14.29
26000	118.00	132.25	120.50	108.75	97.00	85.25	73.50	61.75	50.00	38.25	26.50	14.75
28000	137.00	149.67	136.33	123.00	109.67	96.33	83.00	69.67	56.33	43.00	29.67	16.33
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
30000	156.00	167.08	152.17	137.25	122.33	107.42	92.50	77.58	62.67	47.75	32.83	17.92

32000	185.50	194.13	176.75	159.38	142.00	124.63	107.25	89.88	72.50	55.13	37.75	20.38
34000	196.50	204.21	185.92	167.63	149.33	131.04	112.75	94.46	76.17	57.88	39.58	21.29
36000	212.00	218.42	198.83	179.25	159.67	140.08	120.50	100.92	81.33	61.75	42.17	22.58
38000	231.50	236.29	215.08	193.88	172.67	151.46	130.25	109.04	87.83	66.63	45.42	24.21
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
40000	263.00	265.17	241.33	217.50	193.67	169.83	146.00	122.17	98.33	74.50	50.67	26.83
42000	273.00	274.33	249.67	225.00	200.33	175.67	151.00	126.33	101.67	77.00	52.33	27.67
44000	278.50	279.38	254.25	229.13	204.00	178.88	153.75	128.63	103.50	78.38	53.25	28.13
46000	298.50	297.71	270.92	244.13	217.33	190.54	163.75	136.96	110.17	83.38	56.58	29.79
48000	310.50	308.71	280.92	253.13	225.33	197.54	169.75	141.96	114.17	86.38	58.58	30.79
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
50000	336.00	332.08	302.17	272.25	242.33	212.42	182.50	152.58	122.67	92.75	62.83	32.92
52000	352.50	347.21	315.92	284.63	253.33	222.04	190.75	159.46	128.17	96.88	65.58	34.29
54000	379.50	371.96	338.42	304.88	271.33	237.79	204.25	170.71	137.17	103.63	70.08	36.54
56000	400.00	390.75	355.50	320.25	285.00	249.75	214.50	179.25	144.00	108.75	73.50	38.25
58000	415.50	404.96	368.42	331.88	295.33	258.79	222.25	185.71	149.17	112.63	76.08	39.54
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
60000	442.00	429.25	390.50	351.75	313.00	274.25	235.50	196.75	158.00	119.25	80.50	41.75
62000	473.00	457.67	416.33	375.00	333.67	292.33	251.00	209.67	168.33	127.00	85.67	44.33
64000	483.00	466.83	424.67	382.50	34033	298.17	256.00	213.83	171.67	129.50	87.33	45.17
66000	536.50	515.88	469.25	422.63	376.00	329.38	282.75	236.13	189.50	142.88	96.25	49.63
68000	559.00	536.50	488.00	439.50	391.00	342.50	294.00	245.50	197.00	148.50	100.00	51.50
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
70000	601.00	575.00	523.00	47100	419.00	367.00	315.00	263.00	211.00	159.00	107.00	55.00
72000	642.00	612.58	557.17	501.75	446.33	390.92	335.50	280.08	224.67	169.25	113.83	58.42
74000	696.50	662.54	602.58	542.63	482.67	422.71	362.75	302.79	242.83	182.88	122.92	62.96

76000	751.50	712.96	648.42	583.88	519.33	454.79	390.25	325.71	261.17	196.63	132.08	67.54
78000	819.50	775.29	705.08	634.88	564.67	494.46	424.25	354.04	283.83	213.63	143.42	73.21
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
80000	883.50	833.96	758.42	682.88	607.33	531.79	456.25	380.71	305.17	229.63	154.08	78.54
82000	944.00	889.42	808.83	728.25	647.67	567.08	486.50	405.92	325.33	244.75	164.17	83.58
84000	1004.00	944.42	858.83	773.25	687.67	602.08	516.50	430.92	345.33	259.75	174.17	88.58
86000	1064.50	999.88	909.25	818.63	728.00	637.38	546.75	456.13	365.50	274.88	184.25	93.63
88000	1125.00	1055.33	959.67	864.00	768.33	672.67	577.00	481.33	385.67	290.00	194.33	98.67
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
90000	1185.50	1110.79	1010.08	909.38	808.67	707.96	607.25	506.54	405.83	305.13	204.42	103.71
92000	1245.50	1165.79	1060.08	954.38	848.67	742.96	637.25	531.54	425.83	320.13	214.42	108.71
94000	1306.00	1221.25	1110.50	999.75	889.00	778.25	667.50	556.75	446.00	335.25	224.50	113.75
96000	1366.50	1276.71	1160.92	1045.13	929.33	813.54	697.75	581.96	466.17	350.38	234.58	118.79
98000	1427.00	1332.17	1211.33	1090.50	969.67	848.83	728.00	607.17	486.33	365.50	244.67	123.83
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
100000	1487.00	1387.17	1261.33	1135.50	1009.67	883.83	758.00	632.17	506.33	380.50	254.67	128.83
102000	1547.50	1442.63	1311.75	1180.88	1050.00	919.13	788.25	657.38	526.50	395.63	264.75	133.88
104000	1608.00	1498.08	1362.17	1226.25	1090.33	954.42	818.50	682.58	546.67	410.75	274.83	138.92
105500	1668.50	1553.54	1412.58	1271.63	1130.67	989.71	848.75	707.79	566.83	425.88	284.92	143.96

RCW 46.16.070 License fee on trucks, buses, and for hire vehicles based on gross weight

RCW 46.16.071 Additional fees

RCW 46.16.090 Gross weight fees on farm vehicles - Penalty

RCW 46.16.135 Monthly license fee - Penalty

FCB Gross Weight Fee Chart

Things to keep in mind when using this chart...

- The fees shown on this chart represent the entire gross weight fee amount, which includes the gross weight license fee, the $1 additional fee, and monthly gross weight permit fee (see **Calculating Gross Weight Fees**).
- To determine gross weight credit, subtract the $3 "filing fee" and applicable gross weight permit amount from the figure listed in the chart.

Months / GVW	12	11	10	9	8	7	6	5	4	3	2	1
42000	318.00	315.58	287.17	258.75	230.33	201.92	173.50	145.08	116.67	88.25	59.83	31.42
44000	323.50	320.63	291.75	262.88	234.00	205.13	176.25	147.38	118.50	89.63	60.75	31.88
46000	343.50	338.96	308.42	277.88	247.33	216.79	186.25	155.71	125.17	94.63	64.08	33.54
48000	355.50	349.96	318.42	286.88	255.33	223.79	192.25	160.71	129.17	97.63	66.08	34.54
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
50000	381.00	373.33	339.67	306.00	272.33	238.67	205.00	171.33	137.67	104.00	70.33	36.67
52000	397.50	388.46	353.42	318.38	283.33	248.29	213.25	178.21	143.17	108.13	73.08	38.04
54000	424.50	413.21	375.92	338.63	301.33	264.04	226.75	189.46	152.17	114.88	77.58	40.29
56000	445.00	432.00	393.00	354.00	315.00	276.00	237.00	198.00	159.00	120.00	81.00	42.00
58000	460.50	446.21	405.92	365.63	325.33	285.04	244.75	204.46	164.17	123.88	83.58	43.29
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
60000	487.00	470.50	428.00	385.50	343.00	300.50	258.00	215.50	173.00	130.50	88.00	45.50
62000	518.00	498.92	453.83	408.75	363.67	318.58	273.50	228.42	183.33	138.25	93.17	48.08
64000	528.00	508.08	462.17	416.25	370.33	324.42	278.50	232.58	186.67	140.75	94.83	48.92
66000	581.50	557.13	506.75	456.38	406.00	355.63	305.25	254.88	204.50	154.13	103.75	53.38
68000	604.00	577.75	525.50	473.25	421.00	368.75	316.50	264.25	212.00	159.75	107.50	55.25
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
70000	646.00	616.25	560.50	504.75	449.00	393.25	337.50	281.75	226.00	170.25	114.50	58.75

72000	687.00	653.83	594.67	535.50	476.33	417.17	358.00	298.83	239.67	180.50	121.33	62.17
74000	741.50	703.79	640.08	576.38	512.67	448.96	385.25	321.54	257.83	194.13	130.42	66.71
76000	796.50	754.21	685.92	617.63	549.33	481.04	412.75	344.46	276.17	207.88	139.58	71.29
78000	864.50	816.54	742.58	668.63	594.67	520.71	446.75	372.79	298.83	224.88	150.92	76.96
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
80000	928.50	875.21	795.92	716.63	637.33	558.04	478.75	399.46	320.17	240.88	161.58	82.29
82000	989.00	930.67	846.33	762.00	677.67	593.33	509.00	424.67	340.33	256.00	171.67	87.33
84000	1049.00	985.67	894.33	807.00	717.67	628.33	539.00	449.67	360.33	271.00	181.67	92.33
86000	1109.50	1041.13	946.75	852.38	758.00	663.63	569.25	474.88	380.50	286.13	191.75	97.38
88000	1170.00	1096.58	997.17	897.75	798.33	698.92	599.50	500.08	400.67	301.25	201.83	102.42
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
90000	1230.50	1152.04	1046.58	943.13	838.67	734.21	629.75	525.29	420.83	316.38	211.92	107.46
92000	1290.50	1207.04	1097.58	988.13	878.67	769.21	659.75	550.29	440.83	331.38	221.92	112.46
94000	1351.00	1262.50	1148.00	1033.50	919.00	804.50	690.00	575.50	461.00	346.50	232.00	117.50
96000	1411.50	1317.96	1198.42	1078.88	959.33	839.79	720.25	600.71	481.17	361.63	242.08	122.54
98000	1472.00	1373.42	1248.83	1124.25	999.67	875.08	750.50	625.92	501.33	376.75	252.17	127.58
	12	**11**	**10**	**9**	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
100000	1532.00	1428.42	1298.83	1169.25	1039.67	910.08	780.50	650.92	521.33	391.75	262.17	132.58
102000	1592.50	1483.88	1349.25	1214.63	1080.00	945.38	810.75	676.13	541.50	406.88	272.25	137.63
104000	1653.00	1539.33	1399.67	1260.00	1120.33	980.67	841.00	701.33	561.67	422.00	282.33	142.67
105500	1713.50	1594.79	1450.08	1305.38	1160.67	1015.96	871.25	726.54	581.83	437.13	292.42	147.71

RCW 46.16.070 License fee on trucks, buses, and for hire vehicles based on gross weight

RCW 46.16.071 Additional fees

RCW 46.16.090 Gross weight fees on farm vehicles - Penalty

RCW 46.16.135 Monthly license fee - Penalty

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License Fees By Use Class

Note: In addition to the license fees listed below, add filing fee, 75-cent license service fee, and any applicable plate fees, titling fees, and taxes.

Use Class	Description	Applicable License Fees
CAB	Taxicab	• $30 license tab fee • Vehicle weight fee
C/G	Converter Gear	Converter gears are not licensed. Process as TPO.
CMB	Powered Combination	Go to **CMB Gross Weight Fee Chart**
CMB	Non-Powered (trailers)	Non-powered CMB are not subject to license fees, but are subject to a $34 plate fee upon original and transfer title transactions.
CMP	Camper	• $4.90 license fee on ORIGINAL transactions • $3.50 license fee on RENEWAL transactions
COM	Powered Commercial	Go to **COM Gross Weight Fee Chart**
COM	Non-Powered Commercial	$36 license fee ($2 of this fee goes to the county, per RCW 46.68.035. License fee will show as $34 on the fee screen. Go to Auditor Retained Fees.)
CYC	Motorcycle	• $30 license tab fee • Vehicle weight fee
EX	State, county, city, Indian	State, county, and city-owned vehicles, and certain Indian-owned vehicles, are not subject to license fees.
FAR	Farm	Go to **FAR Gross Weight Fee Chart**
FCB	Farm Combination	Go to **FCB Gross Weight Fee Chart**
FED	Federally Owned	$2 license fee, whether powered or non-powered
FEX	Farm Exempt, powered and non-powered	Farm exempt vehicles are not subject to license fees.

FIX	Fixed Load	Go to **FIX Gross Weight Fee Chart**
F/H	For Hire, 6 seats or less	• $30 license tab fee • $15 capacity fee • Vehicle weight fee
F/H	For Hire, More than 6 seats	Gross weight fee (based on the formula scale weight plus 150 lb per seat, including driver). Go to F/H Gross Weight Fee Chart.
H/C and MHC	Horseless Carriage and Motorcycle Horseless Carriage	License must be current when issuing H/C plates (see specific use class for vehicle type). $35 plate fee due upon issue. H/C vehicles are not subject to license fees as long as the H/C plate is displayed.
H/D	House-moving Dolly	$30 license fee
LOG	Used exclusively for hauling logs	• Powered LOG - Go to **LOG Gross Weight Fee Chart** • Non-Powered LOG - $36 license fee ($2 of this fee goes to the county, per RCW 46.68.035. License fee will show as $34 on the fee screen. Go to **Auditor Retained Fees**.)
MCT	Motorcycle Trailer	$30 license fee
MH	Motorhome	• $30 license tab fee • $75 vehicle weight fee
MOB	Mobile Home (if licensed)	$30 license fee
ORV	Off Road Vehicle	$18 license fee
PAS	Passenger Vehicle	• $30 license tab fee • Vehicle weight fee
PED	Moped	$30 license fee
RES and RSM	Collector Vehicle, Restored Vehicle, and Restored Motorcycle	License must be current when issuing Collector Vehicle or Restored plates (see specific use class for vehicle type). $35 plate fee due upon issue. Collector and Restored vehicles are not subject to license fees as long as the Collector or Restored plate is displayed.

SCH	Private School	Vehicles owned and operated by private schools (accredited under **RCW 28A.195.010**) are not subject to license fees.
SNO	Snowmobiles	• $30 license fee if less than 30 years old • $12 license fee if 30 years or older
SNX	State, county, city-owned snowmobile	State, county, and city-owned snowmobiles are not subject to license fees.
STA	Stage, 6 seats or less	• $30 license tab fee • $15 capacity fee (included as part of the license fee on the fee screen) • Vehicle weight fee
STA	Stage, More than 6 seats	Gross weight fee (based on the formula scale weight plus 150 lb per seat, including driver). Go to **STA Gross Weight Fee Chart.**
TLR	Private Use Trailer	• $30 license fee if over 2,000 lb scale weight • $15 license fee if 2,000 lb or less scale weight, single axle
TOW	Tow Truck	• $30 license tab fee • $25 capacity fee (included as part of the license fee on the fee screen) • Vehicle weight fee
TRK	Truck	Go to **TRK Gross Weight Fee Chart**
TVL	Travel Trailer	$30 license fee

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License Service and License Plate Technology Fees

The license service and license plate technology fees are collected as a single 75-cent fee (and are included in the LIC SERVICE field of the fee screen) on the following transactions:

- All non-renewal registration transactions, such as replacement license plates, duplicate registration or tabs, seller's report of sale, and transfer plates.
- Renewals on all vehicles, except vehicles licensed under **RCW 46.16.070** (vehicles subject to gross weight fees) and **46.16.085** (COM and LOG use class trailers).

The 75-cents are distributed as follows:

- **50 cents** goes to the DOL services account of the motor vehicle fund for agent and subagent support.
- **25 cents** goes to the license plate technology account. This account supports current and future license plate technology and systems integration upgrades for both the department and correctional industries.

RCW 46.16.685 License plate technology account

RCW 46.01.140(4)(e)(i) and (ii)

Subagent Service Charges

Subagent fees are charged as follows:

- **$10** for all title transactions (with or without license) and Affidavits in Lieu of Title (see note below).
- **$4** for all registration transactions (renewal or non-renewal), permits, and reports of sale.

Note to Subagents: Charge the subagent fee for the Affidavit in Lieu of Title ONLY if the customer is taking it out of the office. Do NOT charge the subagent fee if you printed the affidavit for the purpose of processing a title transaction at that time. Please try to combine transactions whenever possible to minimize customer service fees (VEH.3).

Examples of charges not authorized by the department include, but are not limited to, the following:

- Notary fees, when WAC allows certification of signatures without a notary seal.
- Long distance telephone calls to Olympia for record verifications.
- Charges for completing DOL forms, not VFS generated, which are to be used as supporting documents for title or license applications, regardless of whether or not the transaction is completed at the office.

RCW 46.01.140(5) Special deputies and subagent of director

Vehicle Fee Authorization Chart

Fee Note: Fees do not apply to all vehicles	Authority	Fee Goes To...
FILING	RCW 46.01.140	County monthly expense fund *
RTA EXCISE TAX	RCW 81.104.160	County High Capacity Transportation Services
LICENSE	RCW 46.16.0621	Washington State Ferries, Washington State Patrol, and Motor Vehicle Fund
APPLICATION	RCW 46.12.040(1)	Multimodal Transportation Account
INSPECTION	RCW 46.12.040(3)	Motor Vehicle Fund
VIN ASSIGNMENT (Vehicle Identification Number Assignment)	RCW 46.12.060	Motor Vehicle Fund
GROSS WEIGHT	RCW 46.16.070	Motor Vehicle Fund
MO GWT PERMIT (Monthly Gross Weight)	RCW 46.16.135	Motor Vehicle Fund
GWT FORFEITED (Gross Weight Forfeited)	RCW 46.16.280	Credit not used by Customer
GWT CREDIT (Gross Weight Credit)	RCW 46.16.280	Credit given to Customer
PKT SURCHARGE (Parking Ticket Surcharge)	RCW 46.16.216	Motor Vehicle Fund
MOB HOME FEES (Mobile Home Fees)	RCW 59.22.080	General Fund - Cities and Towns
MOB PARK FEE (Mobile Home Park Fee)	RCW 59.21.055	Mobile Home Park Relocation Fund
VEH WEIGHT FEE (Vehicle Weight Fee)	RCW 46.17	Freight Mobility Investment Account and Multimodal Transportation Account
ARBITRATION	RCW 19.118.110	Motor Vehicle Arbitration Account
SALES/USE TAX (State Sales Tax = 6.5%, Add tax of respective county or city)	RCW 82.08	General Fund (State 6.5%)
COM SAFETY (Commercial Vehicle Safety Enforcement Fee)	RCW 46.32.090	Washington State Patrol

LIC SERVICE (75-cent License Service Fee)	**RCW 46.16.685** and **RCW 46.01.140**	• 50 cents to DOL Services Account • 25 cents to License Plate Technology Account
REPLACEMENT PLT (Replacement Plates)	**RCW 46.16.233**	Multimodal Transportation Account
ISSUE ORIG PLT (CMB trailers)	**RCW 46.16.068**	Motor Vehicle Fund
RV DISPOSAL (Recreational Vehicle Disposal)	**RCW 46.16.063**	Recreational Vehicle Account
LPG FEE (Liquid Propane Gas Fee)	**RCW 82.38.075**	Motor Vehicle Fund
LPG HANDLING (Liquid Propane Gas Handling)	**RCW 82.38.075**	Motor Vehicle Fund
DEALER TEMP CR (Dealer Temporary Credit)	**RCW 46.16.045**	Credit given to Dealer
AQUATIC WEED	**RCW 46.16.670**	Freshwater Aquatic Weeds Account
TRAUMA FEE (Emergency Medical Services Fee)	**RCW 46.12.042**	Emergency Medical Services and Trauma Care System Trust Account
DONOR AWARENESS (Organ Donor)	**RCW 46.12.510**	Organ and Tissue Awareness Account
HAM OPERATOR	**RCW 46.16.305**	Motor Vehicle Fund
CHANGE CLASS	**RCW 46.16.280**	Motor Vehicle Fund
DUP REGISTRATION (Duplicate Registration)	**RCW 46.16.260**	Motor Vehicle Fund
REPLACEMENT TAB	**RCW 46.16.270**	Motor Vehicle Fund
SHORTAGE	**RCW 46.68.010**	Motor Vehicle Fund
PENALTY	**RCW 46.12.101**(6)	Multimodal Transportation Account
REGULAR REFLECT	**RCW 46.16.237**	Motor Vehicle Fund
PERS REFLECT (Personalized Plate Reflective)	**RCW 46.16.237**	Motor Vehicle Fund
PERS/CLG PLT (Personalized/Collegiate Plate) • ORG = Original • RNL = Renewal • TFR = Transfer	**RCW 46.16.560** **RCW 46.16.324** **RCW 46.16.301**	• Personalized -State Wildlife Account • Collegiate - Motor Vehicle Fund and Institution of Higher Education
PLATE TRANSFER	**RCW 46.16.316**	Motor Vehicle Fund
ELIMINATION (Mobile Home Title Elimination)	**RCW 65.20.040**	Motor Vehicle Fund

OUT-OF-STATE (For vehicles coming to WA from another jurisdiction)	**RCW 46.12.040**	Motor Vehicle Fund
SUBAGENT	**RCW 46.01.140**	Subagent keeps this Fee **
CMB FEES (Combination Fees)	**RCW 46.68.035**	Highway Safety Fund, State Hwy Patrol Account, Puget Sound Ferry Operation, Motor Vehicle Fund
VETERAN'S EMBLEMS	**RCW 46.16.319**	DOL & Dept. of Veterans Affairs
* If Processed by DOL the filing fees are deposited to the Highway Safety Fund.		
** Collected by a subagent (NOT collected by the Department of Licensing or County Auditor office.)		

Note: The SPECIAL STUDIES fee, CLEAN AIR TAX, and LOCAL FEE are no longer charged.

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