

Tax Collector News

M A N A T E E C O U N T Y T A X C O L L E C T O R ' S O F F I C E

Issued by Sara Ackley, Quality Assurance Department

**OFFICE
LOCATIONS:**

DeSoto Office

819 301 Blvd West
Bradenton, FL 34205

*(Located adjacent to
the DeSoto Square
Mall)*

**Lakewood
Ranch Office**

6007 111th St East
Bradenton, FL 34202

(Off State Road 70)

**Palma Sola
Office**

7411 Manatee Ave W
Suite 200

Bradenton, FL 34209

*(Albertson's Shopping
Center)*

Palmetto Office

1341 10th St East
Palmetto, FL 34221

(US 301)

**EXPEDITE TITLE TRANSFERS —
APPOINTMENTS, DROP-OFF & TITLE -
BY-MAIL SERVICES AVAILABLE**

New ID Requirements: It has always been a requirement that copies of applicant's Florida/Out-of-State DL/ID's and US Passports must be submitted with applications for title when completed by someone else on behalf of the applicant (i.e. attorney, towing company, title company, dealer) OR by mail. **However, this is also required now for the person(s) acting as power of attorney as well as the person(s) taking title unless the POA or applicant is present to provide ID.** All copies of identification proof will be retained by our office.

To expedite vehicle, vessel and mobile home title transfers, please ensure all paperwork is completed before you visit our office. *The associate cannot allow you to complete paperwork (titles, forms, etc.) at the counter, as other customers are waiting in the lobby to be served.* If a lien is to be recorded, section 4 of the 82040, or the application on the back of the title itself, must be completed. If any information is omitted, your work may be returned to you for completion.

Wait Limit for Transactions – Appointments Available - We have a limit to the number of transactions that can be processed at any one time: four (4) at our DeSoto Branch Office; two (2) at any of our other branch locations. **(Note: a double-wide mobile home and a duplicate "fast" title with a transfer each count as two transactions.)** To avoid waiting in line, appointments can be scheduled for **processing title work and driver license transactions** by calling (941) 741-4800.

Drop-Off Service - A drop off service is available for completion of title work or processing of tax payments (title application and all necessary forms must be complete). There are two options available:

- You may drop off your work directly at the DeSoto Dealer Department for processing. A three (3) day turnaround is promised.
- You can drop off your work at any branch office and it will be couriered to our DeSoto Dealer Department for processing. A three (3) day turnaround from the date it arrives in the Dealer Department is promised. Our courier picks up every Monday, Wednesday and Friday (excluding holidays)

Title by Mail Service - In addition to our "drop-off" title service, we also offer a "title by mail" service. You can access information about our "title by mail" service from our website at this link: www.taxcollector.com/services_title_mail.asp. Completing the printable mail packet will expedite your title transaction. Completed mail packet should be mailed to Post Office Box 25300, Bradenton, Florida 34206-5300.