



Ken Burton Jr.
Innovating Better Ways To Serve

MILITARY MOTOR VEHICLE / TRAVEL TRAILER PACKET CHECKLIST

Name: _____ Florida Phone#: _____

Mailing Address: _____

Out-of-State Phone#: _____ E-mail: _____

Please Note: For Military personnel claiming a Florida Insurance exemption, an out of state address for mailing purposes is required in section 1 of the Application for Certificate of Title (HSMV 82040) under the "Owners Mailing Address (Mandatory)" Section.

It is mandatory that a Florida address be provided in Section 1 of the Application for Certificate of Title (HSMV 82040) under the "Owner's or Lessee's Physical Street Address in Florida (Mandatory)" section.

In order for the Manatee County Tax Collector's office to process your paperwork, **you must provide proof that you reside in Manatee County** either on a full-time basis or a part-time basis. Please submit a copy of one of the following items indicating a Manatee County address:

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

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

1. IDENTIFICATION REQUIREMENTS:

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

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

- 2. APPLICATION FOR CERTIFICATE OF TITLE.** (HSMV 82040, ATTACHED). If you received this via email, please download this form at:
<http://www3.hsmv.state.fl.us/Intranet/dmv/Forms/BTR/Milpak/82040.pdf>
- > Complete sections 1, thru 6. If company owned, **FEID** number **MUST** be included.
 - > If out-of-state title, section **8 MUST** be completed by a law enforcement officer. Or an out-of-state motor vehicle dealer may verify on their letterhead signing and attesting to the fact they have verified the VIN to be correct with a full description of the vehicle year, make and VIN. (**Out-of-state motor vehicle dealer may not complete section 8**).
 - > All applicants **MUST** sign section 12.

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

- > New Car: Manufacturer's Statement of Origin

***Note: Odometer statement must be completed on back of the MSO or Original Odometer Statement completed by DEALER & PURCHASER must be submitted**

- > USED CARS: Florida Title or Out-of-State Certificate of Title (Registered in another state).
*Note: Used cars 10 years or newer require the odometer and date read to be disclosed on the Title.

4. BILL OF SALE OR COPY OF DEALER INVOICE

Not required on vehicles titled or registered in the owner's name for 6 months or longer. If this statement applies, you must complete section 9 of the form 82040 stating, "**I have owned this vehicle for 6 months or longer.**"

Note: An exception may apply, if a member of the United States military, who is a permanent Florida resident, is stationed outside Florida, purchases a vehicle outside of Florida and is applying for a Florida title and registration. The transfer of title and registration of the vehicle is not subject to Florida sales and use tax if the vehicle will not be brought into Florida within 6 months of the date of purchase. A copy of the military member's military orders indicating military member is stationed outside of Florida (not to expire for at least six months from the date of application for Florida title) and an affidavit stating the vehicle will not be brought into Florida within six months. If you received this via email, please download this form at
http://www/taxcollector.com/documents/Military_Affidavit.pdf

- 5. CURRENT REGISTRATION:** If you are transferring a current Florida license plate that is registered to the owner(s) of this vehicle, a copy of the current registration OR the following information is required:

License Plate Number: _____ or Decal Number: _____

- 6. MILITARY ORDERS:** A copy of your military orders must be submitted to prove that you are a resident stationed outside of Florida.

7. INITIAL REGISTRATION EXEMPTION AFFIDAVIT (HSMV 82002, Attached): This form is to exempt the Initial Registration Fee to qualified military members. The top section must be completed with the vehicle information. Military members must review page 2 of this application and select qualifying exemption and enter the exemption number on page 1. The military member must sign, print and date the bottom of form.

If you received this via email, please download this form at:

<http://www3.hsmv.state.fl.us/Intranet/dmv/Forms/BTR/Milpak/82002.pdf>

8. PROOF OF INSURANCE WITH A FLORIDA LICENSED INSURANCE COMPANY:

Complete the insurance affidavit attached. If you received this via email, you can download the insurance affidavit at:

<http://www.hsmv.state.fl.us/hsmvdocs/dmv83330.pdf>

Insurance in Florida by an out-of-state insurer is not sufficient; insurance must be furnished from a company licensed in Florida.

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

If you are exempt from Florida insurance because you are a permanent Florida resident stationed outside of the state of Florida and have a current out-of-state insurance policy, please check the appropriate box and complete the Military Insurance Exemption of the Miscellaneous Affidavit (included in this packet).

9. CHECK made payable to Ken Burton, Jr. Tax Collector. Your check is welcome provided it includes: Full Name, Street Address (no p.o. box), Home Telephone # with area code, Driver License # and State of Issuance. Starter checks are not acceptable. If your check is returned, it may be re-presented electronically. By submitting your payment by check, you are authorizing service charges and processing fees, as permitted by F.S. 832, to be debited from the same account by paper draft or electronically, at the option of the Tax Collector. Amount will be line 7 on the reverse of this page.

10. Mail your paperwork to:

Ken Burton Jr., Tax Collector
Attn: Customer Contact Center
819 301 Blvd. West
Bradenton, Florida 34205
Phone: 941-741-4800
www.taxcollector.com

COMPUTATION OF AMOUNT DUE FOR APPLICATION FOR FLORIDA TITLE

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

To determine the number of months required (the maximum is 15 months), start with the month the vehicle is being registered in Florida and count through the month prior to the owner's birth month. (Example: You are registering your vehicle in November and your birth month is June, November through May is 7 months). New car purchases-start with month of purchase date.

LICENSE PLATE FEES

| #OF POUNDS | #OF POUNDS | 1-12 MONTHS | 13 MONTHS | 14-15 MONTHS |
|-----------------------------|------------|-------------|-----------|--------------|
| CAR | | | | |
| Thru 2499 | Thru 1999 | \$38.10 | \$52.60 | \$58.60 |
| 2500-3499 | 2000-3000 | \$46.10 | \$68.60 | \$74.20 |
| 3500 up | 3001-5000 | \$56.10 | \$88.60 | \$94.20 |
| TRUCK | | | | |
| MOTOR HOME | | | | |
| Thru 4499 | | \$42.10 | \$62.10 | \$66.20 |
| 4500 up | | \$57.10 | \$92.10 | \$96.20 |
| MOTORCYCLE | | \$34.60 | \$37.10 | \$43.70 |
| TRAVEL TRAILERS | | | | |
| Up to 35 ft. | | \$42.10 | \$62.10 | \$66.20 |
| Over 35 ft. | | \$47.10 | \$53.35 | \$57.45 |
| FIFTH WHEEL TRAILERS | | | | |
| Up to 35 ft. | | \$42.10 | \$47.10 | \$51.20 |
| Over 35 ft. | | \$47.10 | \$53.35 | \$57.45 |

1. **License Plate/Renewal Fee:** (1) _____
 If you are renewing or need a new plate use the amounts listed on the rate chart above OR if you are transferring a current Florida registration:
 Autos / Pickups..... \$4.60
 All other transfers..... \$9.10
2. **Initial Plate Fee (for Motor Vehicles and Motor Homes only):**
 (Charged on each vehicle unless transferring Florida plate) \$100.00 (2) _____
3. **Title Fee. (CHOOSE ONLY ONE)**
 Car or RV/Motor Home with a title from another state..... \$33.75
 New car with Manufacturer's Certificate of Origin \$29.75
 Vehicle currently titled in Florida..... \$29.75
 RV/Motor home with Manufacturer's Certificate of Origin. \$30.75 (3) _____
4. **Late Fee:**
 If completed application not received in our office within 30 days from purchase date \$10.00 (4) _____

5. Sales Tax:

Not applicable if the vehicle has been owned for more than six (6) months and sales tax was paid.
- or - if you are sales tax exempt because you are a permanent resident of Florida, stationed outside of Florida, purchased a vehicle out-of-state and will not be bringing the vehicle into the state of Florida for six months or longer (applicable section on Miscellaneous Affidavit required to be completed).

- A. Purchase Price (including add-on packages, destination charges and documentation/conveyance fees) (A) _____
- B. Trade In (Sales tax is due on Manufacture Rebates) (B) _____
- C. Taxable Value (A-B) (C) _____
- D. State Sales Tax (6% of taxable value) (D) _____
- E. Discretionary Sales Tax .5% on first \$5,000 ONLY (E) _____
- F. Less Sales Tax paid in another state (**attach proof**) (F) _____
- G. Total Florida Sales Tax (D+E-F=) Enter on Line 5 (G) _____ (5) _____

6. Lien Fee:

If you have a lien on the vehicle..... \$2.00 (6) _____

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

(7) _____

Make check payable to Ken Burton, Jr. Tax Collector

Note: Please allow 14 days to be processed. If you would like expedited mail services, A prepaid, overnight envelope must be supplied with your transaction.

Revised 04/23/07

NOTE: *Fee increases effective September 1. All paperwork submitted by mail must be

MISCELLANEOUS

AFFIDAVIT

State of Florida

Manatee County

| | | | | |
|-------------------------------|------|------|------|--------------|
| Vehicle Identification Number | Year | Make | Body | Title Number |
|-------------------------------|------|------|------|--------------|

Check each appropriate statement:

- I attest that the actual weight of the vessel trailer described above is _____ lbs.
- I attest that the above-described travel trailer or park model is permanently affixed to land and will not be used on the public roads or highways of Florida.
- My name was entered in error as purchaser on the title for the above-referenced vehicle. I never took possession of this vehicle and I have no interest in this vehicle.
- I entered the name(s) _____ as purchaser(s) in error on the title for the above-referenced vehicle. The individual(s) never took possession of the vehicle. The vehicle is to be titled in the name(s) of _____
- The vehicle registered with plate # _____ has been sold, is not operational, is in storage or will not be operated on the streets and/or highways of Florida (unless using a temporary plate issued for demonstration purposes).
- Dead Storage - The vehicle described above was maintained in dead storage and was not operated at any time during the registration period for which the exemption is being claimed, including driving to this office.
- Military Insurance Exemption Affidavit** - I certify that I am a Florida resident in the military (stationed outside of Florida) and I am the owner, co-owner or registrant of the above-referenced vehicle. *(This exemption does not apply to vehicles registered solely in the name of a spouse or dependent)*

All of the following are required when claiming this exemption:

- 1) An out-of-state mailing address (which will be shown on the Florida Vehicle Registration Certificate) for the military member
- 2) The military member's Florida address of residence, which will be shown in the DMV database
- 3) A copy of the military orders OR an affidavit from the military member's commanding officer that confirms the member's military orders and the date of assignment
- 4) The following insurance affidavit

| | |
|--|-------------------------------|
| MILITARY MEMBER INSURANCE AFFIDAVIT | |
| I certify that my vehicle is maintained in the state of _____ where I am on military orders and will not be driven in the state of Florida, except in a transient visitor status. I also declare that I have <input type="checkbox"/> Personal Injury Protection and <input type="checkbox"/> Property Damage Liability on the above-referenced vehicle, currently in effect with: | |
| Insurance Company Name / Agent | Policy Number / Binder Number |

- Plate # _____ is lost, destroyed or stolen. If found, the license plate will not be affixed to any motor vehicle.
- Other: I am a permanent Florida resident and am stationed outside Florida. I have purchased a vehicle _____ outside of Florida and wish to title and register the vehicle in Florida. The vehicle will not be brought into Florida for six months or longer. ****A copy of my military orders are attached.****

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true. I understand that a person who knowingly makes a false declaration is guilty of the crime of *perjury by false written declaration*, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083 or s. 755.084.

Affiant's Signature _____ Date _____

Affiant's Printed Name _____