



## GENERAL INFORMATION

This is a three part form designed for use by dealers/dismantlers but may be used by individuals or companies submitting multiple registration applications.

### PREPARE AN ORIGINAL AND TWO (2) COPIES

*Original:* This copy will be retained by the department.

*First Copy:* This copy will be returned to submitter with documents due him after the applications have been processed.

*Second Copy:* If ISF fees are due, this copy will be forwarded by the field office to:

ASF/ISF Unit  
P.O. Box 932366, M/S L224  
Sacramento, CA 94232-3660

An application for vehicle registration is considered to be received by the department only when it is accompanied by all necessary documents properly completed and the required fees. Penalties may accrue on applications submitted to the department without fees.

In computing ANY fees or penalties due whether on a proration or otherwise, disregard a fraction of a dollar unless it exceeds fifty cents (\$.49). In this case, round the fee UP to the next dollar.

*Example:* (If fee and/or penalty is \$5.50, submit \$6.00.)  
(If fee and/or penalty is \$5.49, submit \$5.00.)

Please do not submit odd cents.

It is not necessary to enter .00 in the money columns to indicate cents.

Applications not submitted to the department in a timely manner are subject to the following Administrative Service Fees (ASF)/Investigative Service Fee (ISF).

Submitted after 20/30 days from date of sale (ASF)	\$ 5.00
Submitted after 40/50 days from date of sale	\$25.00

#### ***In addition, whichever is appropriate:***

Submitted after 20 days from date the department first returned the application (ASF)	\$25.00
Submitted after 5 days from acquiring the vehicle (ISF)	\$15.00

Sacramento Headquarters will bill for any ASF/ISF due. The dealer/dismantler or lessor-retailer must submit the ASF/ISF invoice to make payment in full.

## PROCEDURE TO COMPLETE THIS FORM (Submitter will complete the shaded area only.)

1. Enter your business name as submitter, and mailing address, Registration Service and or dealer/dismantler number. Print the name and telephone/FAX number of the representative responsible.
2. Indicate choice of refund or credit media if you have overpaid.
3. When list is completed, indicate choice of picking up the list or having the list mailed.
4. Enter a check mark in column four (4) if the item is for Posting Fees Only.
5. Enter in column five (5) the California license plate number presently on the vehicle or the Vehicle Identification Number (VIN). When completing this form, group all "used" vehicle transactions together. Likewise, arrange all "new" vehicles together.
6. Enter in column six (6)—the buyer's name.
7. Enter Report of Sale Number/Acquisition Number for the transaction.
8. Enter "X" in column eight (8) if transaction is for a **new** vehicle
9. Enter "X" in column nine (9) if transaction is for a **used** vehicle.
10. Enter in column ten (10) the date of sale/date of acquisition for each transaction.
11. Enter in column eleven (11) the amount of DMV fees collected by the dealer or Registration Service.
12. Enter additional application information, if applicable.
13. Enter in column thirteen (13) the prior credit amount.
14. Enter in column fourteen (14) the amount of cash/check or credit submitted.
15. Column 15 shall always be the total for each item of columns 13 plus 14.
16. Please indicate amount of over/under payment.
17. Indicate credits submitted.
18. Authorized Agent's comments.
19. Authorized Agent's signature for pickup.

### NOTICE TO DEALERS

In the "Amount of Refund" column shown on the attached Bundle Listing Sheet, the department will indicate excess fees paid DMV. **Refund of Excess Fees by Dealer** (VC 11713.4). If a purchaser of a vehicle pays to the dealer an amount for the licensing or transfer of title of the vehicle, which amount is in excess of the actual fees due for such licensing or transfer, or which amount is in excess of the amount which has been paid, prior to the sale, by the dealer to the state in order to avoid penalties that would have accrued because of the late payment of such fees, the dealer shall return such excess amount to the purchaser, whether or not such purchaser requests the return of the excess amount.