

Dealers Must Record Vehicle Price Information on Title Assignment

The Department of Revenue requires dealers to record the pricing information on the title assignment in an effort to combat sales tax fraud. Please ensure you:

1. Record the sale price, trade-in amount or “None” if no trade-in, and the net price when completing title assignments on retail sales to avoid action being taken against your dealer license. Leaving these amounts blank makes it much easier to commit fraud.
 - **This requirement applies to Missouri titles, out-of-state-titles, and Manufacturer’s Statements of Origin.**
 - If the ownership document does not have a preprinted area for recording the pricing information, type or record in black ink “**Net Price**” and the corresponding amount in the assignment area or in the margin of the assignment.
 - The net price on the title assignment should match the net price recorded on the title application and what is recorded on the dealer’s electronic or paper monthly sales report.
2. Provide vehicle purchasers with a copy of the front and back of the title assigned from the owner of the trade-in to your dealership and advise purchasers to submit the copies with their application for title to the license office. This helps the Department validate the trade-in, especially when the vehicle purchaser is not the owner of the vehicle traded in and when the title for the vehicle traded in is an out-of-state title.
 - If the title to the trade-in is held by a lienholder, provide a copy of the completed Secure Power of Attorney form ([DOR-5086](#)) in lieu of the title copies.
3. Advise new Missouri resident vehicle purchasers who wish to claim a 180-day tax credit to submit **original** proof of ownership from their state of residence (i.e., an original registration receipt, or a certified title record from their state) to the Department in order to receive the credit. Title applicants who do not have the original proof of ownership will not receive the tax credit at the time of application. If they obtain the proof at a later date, they may apply for a refund of the tax credit.

Thank you for helping the Department ensure that all vehicle purchasers pay the correct amount of state and local tax as required by Missouri law. Your assistance is greatly appreciated.