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Innovating Better Ways to Serve

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taxcollector.com

Florida Title Transfer

Did you recently purchase a vehicle, boat, or mobile home that is titled in Florida? Follow these 5 easy steps!

For additional information about an item, please refer to the corresponding section.

1. **New – Appointments are required** for all transactions – schedule an appointment at taxcollector.com.
2. **Bring your original title** – photocopy not acceptable.
3. **All owners/purchasers must be present at the time of the appointment with valid legal identification.**
4. **Bring proof of Florida insurance** for the vehicle you are titling and registering.
5. **Pay Florida sales tax** based on purchase price.

Additional important information:

- Acceptable methods of payment and estimated fees
- First Manatee South County Tag Agency – extended hours and Saturday hours
- Non-Manatee County residents

1. Appointments required / office locations

Appointments are **required for all transactions!** Visit taxcollector.com to schedule an appointment for your Florida title transfer. **We only serve Manatee County residents and businesses.** Limit four transactions per appointment. We have three convenient offices to serve you: our [DeSoto office](#) (located closest to the Island and to West and Central Bradenton), our [Lakewood Ranch office](#) (located closest to Lakewood Ranch and East Manatee County), and our [North River office](#) (located closest to Palmetto, Ellenton, and Parrish).

2. Bring your original title

Bring the original **certificate of title** – not the registration, and **not** a photocopy of the title. If you have misplaced the title or it is unavailable (for example, it's lost or in storage), you will **not** be able to complete your transaction. We need the title to proceed.

Both buyer and seller must properly complete the “Transfer of Title by Seller” section on the front of the title. It must include printed names and signatures of buyer(s) and seller(s), odometer reading and date read, selling price, and date of sale. Check out our newest [YouTube video](#) (<https://www.youtube.com/channel/UCdDbf-rHATXx5fTXEskLpdA>) that walks you through filling out the title for your new car! (See page 3 for examples of accurately completed Florida titles.)

Any alterations, cross-outs, white-out, or erasures may void the title and require you to submit a notarized or perjury clause [bill of sale form](#) (<https://www.powerdms.com/public/MCTC/documents/1470934>) signed by the seller.

3. All owners present with valid legal identification

All purchasers (see below* for businesses) must be present with one of the following valid (unexpired) documents:

- Driver license or ID card from any US state (includes US territories)
- Passport from any country
- Canadian driver license or ID card

If a purchaser cannot be present, consider using a [power of attorney form](#) (<https://www.powerdms.com/public/MCTC/documents/1474142>). You will be required to submit a copy of the absent individual's valid identification along with the completed form.

Note: It is **not** mandatory for buyer and seller to visit our office together, but it may expedite the process.

* **Businesses** must submit documentation showing they are a valid business. This can be done with a printout from one of the following:

- [SunBiz](https://dos.myflorida.com/sunbiz/) (<https://dos.myflorida.com/sunbiz/>) for a **Florida** business
- [Registered Agent Solutions, Inc., business search](https://www.rasi.com/resource-center/business-entity-search.asp) (<https://www.rasi.com/resource-center/business-entity-search.asp>) for an **out-of-state** business

The printout must show an “active” status. If the individual acting on behalf of the business is not listed on the printout, they must also submit, on letterhead, a letter that authorizes them to act on behalf of the business.

4. Bring proof of your Florida insurance on the vehicle you are titling and registering

Not providing proof of Florida insurance is one of the most common reasons this transaction cannot be completed. Florida insurance card/binder/policy requirements:

- Must state that it is a **Florida** policy – if it doesn't say **Florida** on the card, we won't be able to take it.
- Cannot be expired or post-dated.
- Must list at least one owner's name that will be recorded on the Florida title.
- Must list the specific information (i.e., VIN, year, make, model) for the vehicle you are titling and registering.
- Must list the five-digit Florida Insurance Company Code Number.

Note: If you are titling a truck that weighs more than 5,000 pounds, additional insurance requirements may apply. For details, read our [heavy truck FAQ](http://www.taxcollector.com/contactapp/question_detail.cfm?question=1559&category=3#xy) (http://www.taxcollector.com/contactapp/question_detail.cfm?question=1559&category=3#xy).

The Florida Department of Highway Safety and Motor Vehicles **does not require our office to view proof of insurance** for motorcycles, trailers, boats, mobile homes, or off-highway vehicles.

5. Pay Florida sales tax based on purchase price

You will be required to pay sales tax, if applicable. **The sales tax rate in Manatee County is 7%.** With all registration/title transfer transactions, the amount of sales tax paid by the customer, the reported purchase price, and the fair market value claimed by the customer are subject to investigation and audit by the Florida Department of Revenue in Tallahassee.

Acceptable methods of payment and estimated fees

We accept cash, check, debit cards, and credit cards. A \$2.50 processing fee for debit cards and a 2.5% processing fee (with a minimum of \$2.50) for credit cards will apply. Our office does **not** retain any portion of this fee.

The estimated cost to title and register a vehicle for the first time is \$380.00 to \$410.00. Estimate does **not** include sales tax, if applicable. (This estimate includes transfer costs, the title, and a one-year registration.)

- Titles must be transferred within 30 days of the purchase date to avoid a late fee of up to \$20.
- Fees **may** be reduced if you currently have, or previously had, a license plate in your name in Florida. Other exceptions may apply – ask an associate during your visit for details.
- Active duty members of the US military who are legal Florida residents **may** be exempt from some fees – ask an associate during your visit for details.

First Manatee South County Tag Agency – extended hours and Saturday Hours

The [First Manatee South County Tag Agency](#) processes registration and title transactions for vehicles, boats, and mobile homes, as well as parking permits. This office **does not** offer driver license, hunting and fishing, or property tax services.

It offers **extended hours (9 a.m. to 6 p.m., Monday to Friday)** and **Saturday hours (9 a.m. to 2 p.m.)**. Appointments are available but are not required. To schedule an appointment, visit the [auto tag agency website](http://autotagagency.net) (autotagagency.net). It is located in Southwood Shoppes at 5756 14th Street West, Bradenton, FL 34207. Their phone number is [\(941\) 782-6050](tel:9417826050).

This office accepts cash, check, and debit. A 3.5% fee will be charged on all check transactions to guarantee funds and on all debit transactions as a processing fee. An additional \$20 fast title fee applies to titles printed on-site.

The First Manatee South County Tag Agency is a privately owned office operating under the authority granted by the Manatee County Tax Collector's office.

Non-Manatee County residents

Not a Manatee County resident? Out-of-county residents can only be served at First Manatee South County Tag Agency. See the section above for more details regarding the First Manatee South County Tag Agency. Otherwise, you will need to visit your home county tax collector's office.

Completed Florida titles

The illustration below shows how to accurately complete an old Florida title and a new Florida title.

[\(Alternative text for title image\)](#)

***Old* Title**

15 /6 57562822

Fred C. Dickinson, III
Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

ODOMETER CERTIFICATION-Federal and state law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to:

Purchaser: **Print purchaser(s) name(s)** Address: **Print street address**

I/We state that this 5 or 6 digit odometer now reads **M I L E A G E** (no tenths) miles, date read **Odomete Date** and to the best of my knowledge that it REFLECTS THE ACTUAL MILEAGE of the vehicle described herein, unless one of the odometer statement blocks is checked.

Do not mark boxes if mileage is actual

1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage IN EXCESS OF ITS MECHANICAL LIMITS.

2. I hereby certify that the odometer reading IS NOT THE ACTUAL MILEAGE. WARNING - ODOMETER DISCREPANCY.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Purchaser: **Signature of Purchaser** Printed Name of Purchaser: **Printed Name of Purchaser**

Signature of Co-Purchaser: **Signature of Co-Purchaser** Printed Name of Co-Purchaser: **Printed Name of Co-Purchaser**

Signature of Seller: **Signature of Seller** Printed Name of Seller: **Printed Name of Seller**

Signature of Co-Seller: **Signature of Co-Seller** Printed Name of Co-Seller: **Printed Name of Co-Seller**

(When Applicable) Selling Dealer License Number: _____ Tax No.: _____ Tax Collected: \$ _____

STATE OF FLORIDA

***New* Title**

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted to be free from any liens except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: **Print purchaser(s) name(s)** Address: **Print street address**

Seller Must Enter Selling Price: **Purchase Price** Odometer Date: _____ Seller Must Enter Date Sold: **Purchase Date**

I/We state that this 5 or 6 digit odometer now reads **M I L E A G E** (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

Mileage is "Actual" Mileage exceeds mechanical limit Mileage is "Not Actual"

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: **Signature of Seller** CO-SELLER Must Sign Here: **Signature of Co-Seller**

Print Here: **Printed Name of Seller** Print Here: **Printed name of Co-Seller**

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name: _____ License Number: _____

PURCHASER Must Sign Here: **Signature of Purchaser** CO-PURCHASER Must Sign Here: **Signature of Co-Purchaser**

Print Here: **Printed Name of Purchaser** Print Here: **Printed Name of Co-Purchaser**

NOTICE: \$10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 12/05) STATE OF FLORIDA