



# Out of State Title Transaction Request

Our goal is to provide the quickest possible turn-around for your customer.  
To help us best serve you, please complete and attach to each deal.

**Titling State:** \_\_\_\_\_ **Title Clerk:** \_\_\_\_\_

**Last 8 of VIN:** \_\_\_\_\_ **Title Clerk Email:** \_\_\_\_\_

**Customer Last Name:** \_\_\_\_\_ **Dealership:** \_\_\_\_\_

**Customer Phone:** \_\_\_\_\_ **Customer Email:** \_\_\_\_\_

**VEHICLE TRANSACTION TYPE:** (Selection Required)

- Title Only  Duplicate Title
- New Plate and Title Transfer  Correction
- Transfer Plate and Title \*Copy of registration and plate required\*

**SALES TAX INSTRUCTIONS:** (Selection Required)

- Pay all sales tax reported on Bill of Sale to customer's state.
- \$ \_\_\_\_\_ was paid directly to dealer's state and itemized on attached sales tax form and Bill of Sale. (State specific forms required for CA, FL, IN, IL, MI, and SC dealers)
  - Pay remainder of sales tax collected of \$ \_\_\_\_\_ to customer's state.
- Customer is claiming sales tax exemption for \_\_\_\_\_, all necessary documentation is included.

**AUTHORIZATION:** (Completion Required)

Dealer is authorizing the amount of \$ \_\_\_\_\_ for the selected transaction.

**ADDITIONAL FEES:** (Selection Required)

\*In the event dealer's estimate is short or late fees may apply.

Dealer agrees to preapprove any additional taxes/fees required by state for deal completion up to:

- \$25  \$50  \$100  Other (\$ \_\_\_\_\_)  Preapproval Required

All additional fees/taxes will be the customer's responsibility when transaction allows for customer to pay directly to the state. \*Opus VTR does not collect funds directly from customer.

**MAILING INSTRUCTIONS:** (Selection Required)

Mail to Dealership  Mail to Customer  Other : \_\_\_\_\_

**Overnight all original documents to your Opus VTR processing center:**

6470 NW 5th Way  
FT Lauderdale, FL 33309  
954.869.0030

12218 S Lone Peak Pkwy  
Suite 101  
Draper, UT 84020  
385.444.4086

1445 Brookville Way  
Suite G  
Indianapolis, IN 46239  
317.322.0020