FAQ's - Vehicle Title & License

# Motor Vehicle Transactions

Before calling the Clay County Treasurer's Office, you may find it more convenient to view the following information and the Frequently Asked Questions section below which contains guidance regarding motor vehicle transactions. If you have additional questions that are not answered here, please call our office at 605-677-7123.

When expecting electronic correspondence from our office, initially it may show up in your spam/junk mail. Always be sure and check there if it is not in your inbox.

**REQUIRED DOCUMENTS FOR TITLE TRANSFERS:**

**The original paper title is required for all transactions. No exceptions. (Copies are not accepted)**

## Needed with ALL Title Transfers for each owner:

* Original Title
* Driver’s License or State Issued ID
* Proof of social security number (Copy of Social Security card or W-2 with complete social security number listed)
  + *Proof of social security number is not required if you hold a SD Drivers License or SD ID.*
* South Dakota Application for Motor Vehicle/Boat Title & Registration [(MV-1001)](https://sddor.seamlessdocs.com/f/1001)

## New Purchase (not yet titled in applicant’s name):

* Original Ownership Document Properly Assigned to Purchaser
  + For used vehicles – Certificate of Title
  + For new vehicles – Manufacturer’s Certificate of Origin
* Odometer Disclosure Statement [(MV-1021)](https://sddor.seamlessdocs.com/f/1021)
  + Required on all vehicles with a model year less than 20 years old-signed by both buyer and seller.
* Purchase Agreement or Valid Bill of Sale (date, purchase price, make, model, vin, buyer, and seller)
  + Out of State Dealer Tax Payment Verification [(MV-1004)](https://sddor.seamlessdocs.com/f/1004)

*Required only if taxes were paid out of state at the time of purchase.*

## Vehicle already titled in applicant’s name: (Out of State)

* Original Out of State Title
  + If the vehicle is financed, a Title Request Form (requested from our office) must be sent to the lienholder to request the original title be sent to us.
* Applicant’s Tax Payment Verification [(MV-2007)](https://www.formalu.com/forms/81847/applicant-s-tax-payment-verification)
  + *Required only if the issue date on the out of state title is within the last 24 months.*
* Weight: If not listed on the title: Unladen, UVW, or empty weight of the vehicle must be provided for SD.

*Proof by* 1) weight slip 2) picture of the manufactures metal plate stating this weight 3) printout from the manufacture for your specific Make, Model and Vin clearly showing empty weight will be required.

* Current Odometer Reading

**FEE INFORMATION ALL TITLE TRANSFERS**

* Title Transfer Fee: $10.00
* Lienholder Fee: $10.00 (when applicable)
* Administrative Fee: $125.00 (all transactions done through the mail)
* Postage/Mailing Fee: Transactions with Plates $7.50 per set; Registering with your own SD plates: $1.50.
* Reassignment of other SD Plates: $7.00
* Excise Tax: Variable (see below)
* County Wheel Tax: $4.00 per wheel (up to 4 wheels)

**Above fees are PLUS registration which will also include a $4.00 County wheel tax on each wheel.**

**South Dakota Excise Tax**

**New Purchase (not yet titled in the Applicant’s name):**

* All Vehicles including ATV’s and Motorcycles: 4% due on total purchase price\*
* Watercraft: 3% due on total purchase price including motor\*

*Purchase price is defined as total consideration of vehicle/watercraft price and all accessories not charged sales tax. Including but not limited to rebates, document fees, extended warranties, service contracts, and GAP Waiver.*

*Trade in Allowances are deducted from the total purchase price (including accessories and anything that you did not pay sales tax on) only if verified by VIN on the purchase contract and if that trade in was titled in the name of the applicant.*

Exclusions: Discounts are not rebates. Rebates are excise taxable; discounts are not. Insurance is not excise taxable.

## Vehicle Already titled in Applicant’s Name on an Out of State Title:

* If the title being transferred to SD is from a state that has a state tax rate on vehicle purchases that is equal to or higher than 4%, no tax will be due to SD as reciprocity will be given if the title issue date is older than 24 months.

*Full Reciprocity does not apply to those coming from Al, AK, OR, SC, NH, NC, or MT. 4% Excise tax will apply to NADA value from the SD system.*

## Registration Fees:

Fees are based on model year, weight of the vehicle, and tire count. Your renewal month will be the first letter of your last name. The expiration date is the last day of that month. Renewals will be processed through to the subsequent year if you are within 90 days of your expiration.

Due to penalties and interest variations on late processing, amounts provided are only quotes and may differ once your original paperwork is received in our office. Title work starts accruing interest if not completed 45 days from your purchase date. We do not go by when the paperwork is mailed/received in our office. You are responsible for having all documents in and paid for.

**PAYMENT OPTIONS**

## Make payable to: Clay County Treasurer

Accepted Forms of Payment: (IN OFFICE)

* Checks (South Dakota residents)
* Money Orders
* Cashier Checks
* Cash
* Visa, MasterCard, American Express and Discover Accepted (subject to a service charge)

Accepted Forms of Payment: (Via Mail)

* Money Orders
* Cashier Checks (NO out of state checks)
* We have a credit card link located on our office page that does not require you to have a South Dakota driver license to use.
* Visa, MasterCard, American Express and Discover Accepted (subject to a service charge)

## Mailing Information

* Mail is processed in the order that it is received. Please allow for mailing time and once received, 6-8 weeks for your paperwork to get into processing.
* Always include a cover letter with your paperwork that includes a phone number and an email contact. Also, be sure and let us know on your cover letter if you are wishing to be able to utilize an existing / not-expired SD plate off a vehicle

you no longer own. Provide what vehicle it has been removed from and the plate number. If not requested at the time of transfer, you are not able to utilize your existing plate. When expecting correspondence from our office, initially it may show up in your spam/junk mail. Always be sure and check there if it is not in your inbox.

**USPS:**

**FEDEX:**

**UPS:**

## Clay County Treasurer 211 W Main St Ste 201

**Vermillion SD 57069**

Note: Submissions are processed for review in the order in which they are received.

## Additional Information

Provide us with all your original paperwork ***with contact information*** and we will contact you for credit card payment to complete the transaction.

If you have additional questions that are not answered here, please call our Office at 605-677-7123 or email [treasurer@claycountysd.org](mailto:treasurer@claycountysd.org).

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# Frequently Asked Questions

## Q: Is a title required in South Dakota?

Yes. A vehicle title is a legal document that is required to register a vehicle in South Dakota. While the primary purpose of a title is to establish who owns the vehicle, titles also provide vehicle information like make, model year, weight, and the vehicle identification number (VIN). As vehicles are bought and sold, the title becomes the legal documentation of each change in ownership. Both the buyer and the seller must follow specific procedures to ensure the title is correctly transferred from one owner to the next.

## Q: I purchased a new vehicle, what do I need to do?

The Treasurer’s Office titles and licenses all new and used motor vehicles, motorcycles, trailers, snowmobiles, boats, ATV’S/UTV’s, campers/motorhomes and commercial vehicles in Clay County.

To ensure a quick titling process please be sure to include the following documents and information with the [Motor Vehicle and Boat Title Application](https://sddor.seamlessdocs.com/f/1001) to register your new vehicle:

* A [**Motor Vehicle and Boat Title Application**](https://sddor.seamlessdocs.com/f/1001)filled out and **SIGNED** on the second page of the application.
* Be sure to indicate the way the names are to be joined (either "and" or "or") on the title application and the title or MSO or Title Reassignment Form (if applicable). **If you pick “and” all owners must sign every document.**
* A signature on the title for your motor vehicle or boat in the correct spot, you are looking for “signature of purchaser”. *On new vehicles only, the signature block is located beneath the odometer reading on your Certificate of Origin or Statement of Origin*. Ensure you look over the whole title. **\*Front and Back\***.
* A detailed purchase agreement or dealer reassignment form. (We need to see how they came up with the purchase price.) If it is a leased vehicle, we will need a copy of the lease agreement and Power of Attorney for the lessee to sign the appropriate paperwork.
* If the vehicle is a trailer, camper, or motorhome, you must provide proof of the vehicles Empty / Dry / Unladen weight along with letting us know how many wheels are on said vehicle. The Empty / Dry / Unladen weight may be found in the vehicles owner’s manual, on the vehicle’s data plate (where the VIN is), or by pulling the vehicle across a scale and acquiring a weight slip. **Gross weight can NOT be used.** Also include the length, width, number of slide outs if any.
* If the new owner does not have a SD driver's license or SD ID card, a copy of the out-of- state driver's license and Social Security card for every owner going on the new SD title. If the new owner has a SD driver's license and a SD address which is a mail forwarding service, we will need a copy of the SD driver's license.
* Please let us know if you have plates to transfer or need new plates and whether you have a lien holder.
* Include a daytime phone number to reach you at with any questions we may have.
* Fees are calculated at the time of processing your paperwork, the amount on line 13 of your [Motor Vehicle and Boat Title Application](https://sddor.seamlessdocs.com/f/1001) does not include the registration fee.

## Q: What do I do with my license plate from my old car when I purchase a new car?

South Dakota is a plate with owner state. This means that the license plates are retained by the owner. If you purchase a new vehicle, you will transfer the license plates from your old vehicle to your newly acquired vehicle at the time of transfer.

## Q: What documents are required to transfer my title?

1. Completed and signed South Dakota [Motor Vehicle and Boat Title Application](https://sddor.seamlessdocs.com/f/1001);
2. Original title, signed by buyer and seller both;
3. Bill of sale or purchase agreement;
4. Any other documentation dealer may send with your title including POA, dealer reassignment, odometer disclosure, lien release, etc. (Any leased vehicles will require a POA and copy of lease agreement).
5. Copy of driver’s license and proof of Social Security Number if your license is out of state.
6. Copy of South Dakota driver’s license if this is the first vehicle to be put in your name in South Dakota.

## Q: How do I complete the application for Motor Vehicle and Boat Title?

A South Dakota [Motor Vehicle and Boat Title Application](https://sddor.seamlessdocs.com/f/1001) must be included with all paperwork. If your purchase is from a South Dakota dealer, this should already be included in your title work.

INSTRUCTIONS FOR APPLICATION FOR TITLE:

1. Section A: Mark whether this is a boat or motor vehicle transfer.
2. Section B: Include the following vehicle information - VIN/HIN, Year, Make, Model, Color, Odometer reading (if vehicle is 20 years old or newer). If this is for a boat, also include Length, Hull material, boat type, and propulsion type.
3. Section C: Include name of each person who will be on the new title, as well as address and "Identification #" (SD driver’s license or ID number or SSN), and type of ownership (or, and, trust, etc.)
4. Section D: Title mailing address if different than owner’s address
5. Section E: Contact name, email address, and phone number
6. Section F: Skip this section (If purchase is from a dealer, they may fill this section out)
7. Section G: If there is a lienholder, include their name and address.
8. Section H: Printed name and signature of owners

If you have a question about filling out the application for title, please contact our office before mailing your paperwork.

## Q: What are the fees for motor vehicle licensing and registration?

Fees are based on the model year, weight, and tire count of the vehicle. Fees can be found by visiting the SD Dept. of Revenues website [https://dor.sd.gov/individuals/motor-](https://dor.sd.gov/individuals/motor-vehicle/all-vehicles-title-fees-registration/) [vehicle/all-vehicles-title-fees-registration/](https://dor.sd.gov/individuals/motor-vehicle/all-vehicles-title-fees-registration/)

Other fees:

Wheel tax: $4.00 per wheel Solid Waste: $1.00 Highway Patrol: $1.00

All motor vehicles including ATV/UTV and motorcycles registered in the State of South Dakota are subject to the 4% motor vehicle excise tax on the total purchase price\*.

\*Purchase price is defined as total consideration of vehicle price and accessories, sales tax including but not limited to rebates, document fees, extended warranties, service contracts and GAP Waiver. Trade in allowances are deducted from the purchase price only if verified by VIN on the purchase contract and if that trade-in was titled in the name of the applicant.

Exclusions: Discounts are not rebates. Rebates are excise taxable; discounts are not. Insurance is not excise taxable.

## Q: Can I get an extension on the 45-day requirement to title and register a newly purchased vehicle?

Effective July 1, 2015, vehicle owners have 45 days to apply for title and registration of an acquired vehicle. All vehicles acquired prior to July 1, 2015 must have been titled and registered within 30 days of the purchase date.

There is not a provision for extensions on the 45-day requirement. Interest and penalties will accrue on the motor vehicle excise tax. All fees are assessed from the purchase date regardless of when an applicant applies for title and registration.

## Q: What is the interest and penalty for failing to register my vehicle in 45 days?

* The system automatically applies interest on the tax owed for each month or partial month that the tax payment is late.
* Interest will be charged at 1% or $5, whichever is greater, for the first month; and 1% per month on any application made after 45 days from the date of purchase. (Interest is not calculated on interest.)
* A one-time penalty equal to 10% of the tax or $10, whichever is greater, is automatically applied to any application made after 60 days from the purchase date.

## Q: What paperwork do I need to sell a vehicle?

You will need complete a [Bill of Sale](https://dorresources.sd.gov/f/1025) and provide it to the buyer along with the original title after completing the seller sections and odometer reading.

## Q: I sold my vehicle. How do I report the sale?

Visit the [SDCars Online Portal](https://apps.sd.gov/RV66Portal/userlogin.aspx?ReturnUrl=%2frv66portal) and register to report the sale of a vehicle. Or if you do not have a South Dakota Driver license you can go to the website <https://dor.sd.gov/government/county-treasurers/> use form 1024 to submit your report of sale.

## Q: Can I get a refund on my tag after I've sold my vehicle?

South Dakota State Law does not provide for a refund when a vehicle is sold.

## Q: I sold my vehicle privately to an individual, how do I get a seller’s permit for the new owner?

A seller’s permit allows the new owner to drive legally while waiting to apply for a title. A seller's permit may be printed by the seller with a SD drivers license through

the [SDCars Online Portal](https://apps.sd.gov/RV66Portal/userlogin.aspx?ReturnUrl=%2frv66portal) or a seller's permit may also be obtained at our office. The seller's permit is valid for 45 days. The seller has 45 days to deliver the title.

## Q: Do I pay motor vehicle excise tax if I transfer a title to my child?

No, you don’t. A vehicle is exempt from tax when it is transferred without consideration (no money is exchanged) between spouses, between a parent and child and between siblings. A title transfer fee of $10.00 will apply.

## Q: How do I replace a damaged or lost license plate or tags?

In the event of the loss, mutilation, or destruction of any plate(s), a duplicate may be obtained upon filing a duplicate plate affidavit with submission of a $10 fee plus mailing if applicable.

If plates are lost or stolen, the loss or theft must be reported to a law enforcement agency and attested to on the duplicate license plate validation sticker application.

## Q: Are both front and rear plates required in South Dakota?

Yes – two number plates shall be issued with certain exceptions for motorcycles, recreational vehicles, semitrailer and trailer as defined in SDCL 32-3-1(10), (18), (21) and (23). To qualify for a rear plate only, the motor vehicle cannot exceed 7,500 miles driven per year. The motor vehicle is not to be used for general or commercial transportation, but rather for occasional transportation, public displays, parades and related pleasure and hobby activities. The current odometer reading is required.

## Q: When are renewal notices sent out?

Annual renewal notices for commercial and non-commercial vehicles are mailed by the State approximately three months prior to the month they are due.

## Q: What are the license plate renewal dates?

License plates are issued based on the first letter of your last name which then correlates to a particular month.

|  |  |
| --- | --- |
| **Renewal Month** | **First Letter of Last Name** |
| January | A, B |
| February | C, D, E |
| March | F, G, J |
| May | H, I, O |
| June | K, L |
| July | M, N |
| August | P, Q, R |
| September | S |
| November | T, U, V, W, X, Y, Z |

## Q: How do I renew my vehicle tag?

A: There are four options to renew vehicle tags:

1. Online at: [SDCars Online Portal](https://apps.sd.gov/RV66Portal/userlogin.aspx?ReturnUrl=%2frv66portal) (requires a South Dakota driver license)
2. Renewal by mail: Send the renewal postcard and payment for the fees owed to:

## Clay County Treasurer 211 W Main St Ste 201

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If the vehicle to be renewed is not shown on the postcard, proof of ownership of such vehicle in the form of the title or license renewal form must be presented.

If there are vehicles you are not renewing on the card, cross them off.

Acceptable forms of payment are check (in-state only, no counter checks), cashier’s checks or money orders. Include in your payment the appropriate mailing/postage fee ($7.50 for each plate/plates and $1.50 for each decal/decals). Also include on the postcard, your driver’s license number or ID number from a valid ID card.

1. In-Person Renewal: Bring your renewal notice and a photo ID (either a driver license or ID card) to:

## Clay County Treasurers Office 211 W Main St Ste 201

**Vermillion SD 57069**

If the vehicle to be renewed is not shown on the postcard, proof of ownership of such vehicle in the form of the title or license renewal form must be presented.

1. DMV Now Kiosk (Self Service) located at the

Pump N Pak 629 Stanford St

Vermillion SD 57069

The DMV Now kiosks can be used to renew ANY county registration across South Dakota.

The touch screen prompts will walk you through the entire process. The kiosk can only be used by individuals who possess a valid South Dakota driver’s license or South Dakota identification card and are the owner listed on the title of the vehicle.

* + You can renew your registration as early as 90 days prior and 9 months after the vehicle's renewal expiration date. (late fees may apply)
  + A 2.25% processing fee will be applied when paying by credit or debit card.
  + A company will need their identification (FEIN or SSN) along with the password/access number from the renewal notice.
  + Credit and debit cards are accepted. CASH is not accepted.

## Q: I've lost my title. How do I obtain a duplicate/replacement title?

You may obtain a duplicate title by completing and submitting a [Duplicate Title](https://dorresources.sd.gov/f/1002) [Application](https://dorresources.sd.gov/f/1002) along with submitting a $10 fee.

## Q: What do I do need to do if I move to Clay County from out of state?

You have 90 days from your date of arrival to title and license your vehicle in South Dakota. If you have titled and licensed your vehicles in another state, you will be granted reciprocity when you come to South Dakota and will not have to pay any additional tax if your state’s tax rate is above South Dakota’s 4% tax rate. Titles issued 2 years or less will require proof of taxes paid from the State it was titled in. If a state with no tax or a lower tax rate than South Dakota’s 4%, then you will need to pay the additional tax rate to match the 4%.

## Q: Can I register my vehicle in South Dakota/Clay County if I live out of state?

Yes, but be careful. Your state may prohibit registering your vehicle in another state. South Dakota title and registration statutes do not expressly prohibit an out-of-state applicant from titling and registering in South Dakota.

To register, you must provide the county where the vehicle will be kept and your residence post office address on the application for title and registration. If you reside out-of-state, your physical address must be used on the application.

The documentation required to transfer a title for a vehicle in your name from another state are as follows:

1. Completed and signed South Dakota Application for Title & Registration;
2. Original title (copies are not accepted);
3. Any leased vehicle will require a POA and copy of lease agreement;
4. Copy of driver’s license and proof of Social Security Number(copy of social security card or W2 showing the full SS number) from all listed owners if your license is from out of state;
5. Copy of South Dakota driver’s license from all listed owners if this is the first vehicle to be put in your name in South Dakota.

Providing false information on the application for title and registration is a felony and anyone doing so is subject to criminal action.

## Q: Do I need to register or tag my trailer?

Yes! Owners of trailers utilized with automobiles, pickups, and vans must purchase a regular annual trailer plate.

If titling a trailer, include dimensions.

For a trailer that does not already have a South Dakota title, include a printed weight ticket or other physical proof of the empty/shipping weight of the trailer if it’s not on title.

## Q: Do I need to register or tag my boat?

Yes! In South Dakota a boat must be titled. No person may operate or give permission for operation of a nonmotorized boat over twelve feet in length or a motorboat on the waters of this state unless a registration validation decal is displayed on each side of the bow of the boat. No person may operate or give permission for operation of a nonmotorized boat over eighteen feet in length or of a motorboat on the waters of this state unless the boat is numbered in accordance with this chapter and the identifying number set forth in the certificate of number is displayed on each side of the bow of the boat. A violation of this section is a Class 2 misdemeanor.

## Q: Do I need to title or register (license) an ATV/UTV?

Yes! In South Dakota, all ATV/UTV's are required to be titled. In addition, an ATV/UTV’s must be registered (licensed) to be legally driven on roads and highways.

If purchased in South Dakota, the ATV/UTV is subject to the 4% motor vehicle excise tax. However, if purchased from an out of state dealer and excise taxes were paid, that dealer must provide you with the proof of the tax amount paid and verify what State the taxes were paid to. The Out of State Dealer Tax Payment Verification Form [(MV-](https://sddor.seamlessdocs.com/f/1004) [1004)](https://sddor.seamlessdocs.com/f/1004) must be submitted along with the [Motor Vehicle and Boat Title Application](https://sddor.seamlessdocs.com/f/1001).

If you wish to register (license) the ATV/UTV, you must also include a completed and signed "[Low Speed and Off Road Vehicle Affidavit](https://sddor.seamlessdocs.com/f/1015)".