Dealer Title Submission Checklist

Use the following checklist to ensure each item is complete. All applications must be legible.

☐ Dealer Transmittal Form (Required with ALL applications)

☐ ITD Form 0502 or Generic Title Application (Financial Institutions Only)
  ☐ Brand Information (Check the appropriate box for any applicable brands)
  ☐ Vehicle Information (Year, make, body type, model, odometer, fuel type, weight, length, hull material, horsepower, drive type and propulsion)
  ☐ Odometer Information (Capture status and reading regardless of status)
  ☐ Customer Identification Numbers (Must be either an Idaho driver’s license, SSN or EIN. If none of these options are available, a Certificate of No SSN/EIN must be submitted)
  ☐ Customer Address (Must include a physical address. A mailing address is optional)
  ☐ Lien Holder Information (Correct addresses correlating with the paperless or paper title)
  ☐ Dealer/Agency Information (Dealer’s seller permit number, delivery date and Lessor’s tax ID number, if applicable)
  ☐ Pricing/Tax Information (The gross taxable price, rebates, adjusted price, trade-in, tax collected, and tax exemptions. If there is a trade-in, complete the entire trade-in section)
  ☐ Vehicle Identification Number (VIN) Inspection (Ensure the VIN inspection box is checked or a separate VIN inspection certificate is submitted)
  ☐ Signatures (All 502s need to be signed by the dealer and the purchasers)

☐ Supporting Documentation
  ☐ Dealer Reassignment Form (Dealers only)
  ☐ One and the Same Form
  ☐ Power of Attorney Form
  ☐ Salvage Vehicle Statement
  ☐ Statement of Correction Form
  ☐ Import Documents
  ☐ Tax Exemption Forms
  ☐ Etc.