

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)**
- Original Title**
- 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.**



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