

Title Application Form 0502 Instructions

Instructions on how to fill out the “*Report of Sale and Application for Certificate of Title*” (ITD Form 0502).

Important Items to Remember:

- A. The information must be legible in order for the title to be processed correctly.
- B. **Corrections** – If information needs to be corrected on the actual application:
 - place a line through the incorrect information;
 - enter the correct information; and
 - the correction **must** be initialed.

Top of ITD Form 0502

1. This box requires a customer signature **if** the customer is personally taking responsibility to clear any active liens on the vehicle they are trading in. Otherwise, leave blank.
2. If the vehicle is **BRANDED**, place a checkmark(s) in the appropriate box(es).
 - a. If selecting the OTHER checkbox, list how vehicle is branded (i.e. recovered theft).

Section 1 - Vehicle or Vessel Description

3. **Previous Idaho Title No.** - Enter the IDAHO title number exactly as it appears on the title. Otherwise leave blank.
4. **1st Vehicle or Hull Identification No.** - Enter the Vehicle Identification Number (VIN) or Hull Identification Number (HIN). Motorhomes enter the **chassis** VIN here.
5. **2nd VIN, if Assigned** - Enter the second vehicle VIN, if applicable.
 - a. Motorhome **coach** VIN
 - b. Second VIN on a double-wide manufactured home, or
 - c. an assembled vehicle



6. Enter the model year assigned by the manufacturer.
 - a. Motor homes use the model year assigned to the **coach** portion of the vehicle.
7. Enter the vehicle make/manufacturer (i.e. Chevrolet, Ford, Toyota, Yamaha, etc.)
8. Enter the vehicle body type. For example: two-door, four-door, pickup, motorbike (MB), motorcycle, etc.
 - a. For boats, use the assigned codes:
 - i. **BC** = Cabin Boat
 - ii. **BH** = House Boat
 - iii. **BO** = Open Boat
 - iv. **IB** = Inflatable Boat
 - v. **OT** = Other Boat, not listed
 - vi. **PB** = Pontoon Boat
 - vii. **PW** = Personal Watercraft (i.e. Sea-Doo, Jet Ski, Wave Runner, etc.)
 - viii. **SB** = Sail Boat
9. Enter the vehicle's model name. (i.e. Corolla, Focus, Escape, Silverado, F-150, etc.)
10. Enter additional descriptive information (i.e. ATV, Motorcycle, UTV, etc.)
 - a. **Motorhomes** – Must enter Class Type:
 - i. **Class A**
 - ii. **Class B**
 - iii. **Class C**
 - iv. **MH CONV** = Bus converted to a motorhome.



b. **Boats** – Must enter Engine Drive Type:

- i. **IN** = Inboard
- ii. **OB** = Outboard
- iii. **OT** = Other
- iv. **PD** = Pod Drive
- v. **SD** = Stern Drive

11. Enter the vehicle color. If the vehicle is two-toned, enter both colors.

12. Enter the first letter of the fuel type.

- a. **P**ropane,
- b. **D**iesel,
- c. **G**as,
- d. **E**lectrical, and
- e. **S**pecial

13. Wheel Base is required for all ATVs and UTVs.

14. Enter the weight here.

- a. Enter the **actual** weight for trailers, ATVs and UTVs.
- b. Enter the **gross** weight for trucks 16K GVW or more. (Do **not** enter 1T, 3/4T and 1/2T in this field.)

15. Enter the length for all trailers, boats, and motor homes.

16. Enter the width for all trailers, ATV's and UTV's.



17. Enter boat hull material here. Use the assigned codes:

- a. **AL** = Aluminum
- b. **OT** = Other Material
- c. **PL** = Fiberglass
- d. **PS** = Plastic
- e. **RV** = Rubber / Vinyl / Canvas
- f. **ST** = Steel
- g. **WD** = Wood

18. Enter boat horsepower here.

19. Enter boat propulsion here.

- a. **AT** = Air Thrust
- b. **OT** = Other
- c. **PR** = Propeller
- d. **SA** = Sail
- e. **WJ** = Water Jet

20. Enter the odometer number here. Do not enter 10ths. If no odometer, leave blank.

a. For Odometer Status, check the appropriate box:

i. **ACTUAL**: vehicle is less than 10 years old and the number indicated reflects the actual number of miles the vehicle has traveled.

1. **ACTUAL** cannot be checked, if the previous odometer status was noted as anything other than **ACTUAL**.

ii. **IN EXCESS**: vehicle's odometer is 5 digits long and is showing an **E** at the end of the miles shown. The E means that the odometer is showing mileage over 100,000 (or multiples of 100,000).

iii. **NOT ACTUAL**: Odometer is/has been broken. Miles shown are not accurate.



- iv. **NO DEVICE:** No odometer.
- v. **EXEMPT:** Vehicle is older than 10 years old.

21. Enter the odometer reading date for the following statuses: **ACTUAL, IN EXCESS, NOT ACTUAL.**

22. Enter the state abbreviation, **if** the current title is from another state.

23. Enter the other state's brand, **if** applicable. This would include brands such as Salvaged, Rebuilt, Reconstructed Vehicle, etc.

24. Enter the other state's title number here.

- a. For California titles, the title number is the control number (bottom right corner of title), the number typically starts with '**CA**'.

25. **Type of Sale** – Check the appropriate box(es).

Section 2 – Purchaser – Owner

26. Owner #1 Full Legal Name

- a. For individuals enter the full legal name (LAST, FIRST, MIDDLE SUFFIX).
 - i. Do not use titles, such as Mrs., Dr., or military rank.
 - ii. If titled by an individual "Doing Business As (DBA)", list the individual's name as instructed above. The DBA business name should be entered in the "OWNER #2" field below.

27. Owner #1 Idaho Driver's License or ID Card, Social Security Number, or EIN

- a. Enter IDAHO Driver's License or Identification Card.
- b. If not applicable, enter the Social Security Number.



- c. If the business is a **Corporation, Company** or a **Trust** list the Employer Identification Number (EIN).

i. Non-interest bearing Trusts may sign Certification of No EIN (ITD 3823).

1. Write "ITD3823" in EIN box and submit the form along with the ITD Form 0502.

28. Owner #1 Additional Designations – Check, if applicable

- a. **OR** – To designate that the signature of any owner is allowed to transfer the title.
- b. **AND** – To designate a second owner and that the signatures of both parties are required to transfer the title.
- c. **LSR** (Lessor) - If the vehicle is a leased vehicle.
- d. **DBA** - If the vehicle is being titled by an individual "Doing Business As" a given business name
 - i. Enter the DBA business name in the "OWNER #2" fields.

29. Owner #2 Full Legal Name

- a. For individuals, enter the full legal name (LAST, FIRST, MIDDLE SUFFIX).
- b. If titled by a second individual "Doing Business As (DBA)", list the individual's name as instructed above.
 - i. The DBA business name should be entered in the "Owner #3" field below.
- c. If the vehicle is leased, enter the lessee's name.

30. Owner #2 Idaho Driver's License, ID Card, Social Security Number, or EIN

- a. If Enter IDAHO Driver's License or Identification Card.
- b. If not applicable, enter the Social Security Number.



- c. If the business is a **Corporation, Company** or a **Trust** list the Employer Identification Number (EIN).
 - i. Non-interest bearing Trusts may sign Certification of No EIN (ITD 3823).
 - 1. Write "ITD3823" in EIN box and submit the form as along with the application.

31. Owner #2 Additional Designations

- a. **OR** – To designate that the signature of any owner party is allowed to transfer the title AND there is an Owner #3.
- b. **AND** – To designate a third owner and that the signatures of Owner #2 and Owner #3 are required to transfer the title.
- c. **LSE** (Lessee) - If the vehicle is a leased vehicle.
 - i. If a vehicle is co-leased, select OR for Owner #1 and LSE (Lessee) after the second name.
- d. **DBA** - If the vehicle is co-owned by an individual "Doing Business As" a given business name
 - i. Enter the DBA business name in the "OWNER #3" fields.

32. Owner #3 Full Legal Name – Use the same instructions listed in Owner #2 above.

33. Owner #3 Idaho Driver's License, ID Card, Social Security Number, or - Use same instructions as Owner #2 above

34. Physical Address – Enter the physical address, including city, state and zip code of Owner #1, individual or lessor.

35. Mailing Address – Enter the mailing address, including city, state and zip code of Owner #1, if different from the Owner's current address above.



Section 3 – Lienholder

36. **Primary Lienholder Name** – Enter the primary lienholder's name exactly as it should to appear on the title.
37. **Primary Lienholder Mailing Address** – Enter the primary lienholder's mailing address, including city, state and zip code exactly as it should appear on the title.
38. **Secondary Lienholder Name** – Enter the secondary lienholder's name exactly as it should appear on the title.
39. **Secondary Lienholder Mailing Address** – Enter the secondary lienholder's mailing address, including city, state and zip code exactly as it should appear on the title.

Section 4 – Sales and Tax Information

40. **Dealer's Seller Permit No.** - Enter the Idaho dealer's seller permit number under which taxes are collected.
41. **Lessor's Seller Permit No.** - Enter the lessor's seller permit number under which taxes are collected.
42. **Delivery Date** – Enter the date the vehicle/vessel was delivered to the customer.
43. **Gross Taxable Sale Price (include Taxable Fees)** – Overall total sales price before deductions.
44. **Rebates (Motor Vehicles Only)** – New vehicles, enter any rebate given by the dealer or manufacturer.
45. **Adjusted Gross Sales Price** – Gross taxable sales price total minus any rebates.
46. **Trade-In Allowance** - List amount allowed on any trade-ins. (Applies to dealer sales, not allowed for private-party transactions.)
47. **Net Sales Price** – Adjusted gross sales price minus any trade-in allowance.



48. **Tax Collected** – Apply the current tax rate to the net sales price.

- a. Exception: New mobile homes are calculated by multiplying the current rate by 55% of the net sales price.

49. **Tax Exempt** – Check, if applicable. Enter the sales tax exemption form number used.

50. **Trade-In Information**, if applicable. Enter the trade-in vehicle/vessel's model year, make, body type, model and VIN / HIN.

51. **FMVSS** – Motorcycles only. Check if the Federal Motor Vehicle Safety Sticker was attached.

- a. If there is no FMVSS sticker on a motorcycle, then it is 'off-road' only and must be given a body code of motorbike (MB).

Section 5 – Dealer Information

52. **Dealer Name** - Enter the trade name of the dealership as it appears on the dealer's license.

53. **Idaho Dealer No.** - Enter the Idaho dealer number.

54. **Dealer Address** - Enter the address, including city, state and zip code as it appears on the dealer's license.

55. **Dealer Phone No.** – Enter the dealer phone number.

56. **Authorized Signature for Dealer** - The dealer's authorized person must sign here.

- a. This signature certifies that:
 - i. the signatory has identified the applicant and witnessed his or her signature,
 - ii. the signatory has physically inspected the VIN / HIN, and
 - iii. all the information entered on the application is true and correct to the best of his/her knowledge.

57. **Title of Authorized Signature for Dealer** – Enter the job title of the dealer's authorized signer.



58. **Date of Authorized Signature for Dealer** – Enter the date this document is signed.

Section 6 – Applicant’s Signature

59. **Applicant Signature** – The applicant signs here, exactly as the name appears above in Owner #1 section 2.

- a. The applicant must read the certification statement and verify all the information on the application is correct, before signing.
- b. If the applicant is a business, the business name should appear with the signature and the title of the person who has signed.

60. **Co-Applicant Signature** – The co-applicant sign here, exactly as it appears above in Owner #2 section 2.

- a. If multiple individuals are recorded on the title using the ‘**AND**’ designation, the signatures of all parties must be recorded on the application.

61. **Date of Applicant Signature** – The person signing the application enters the current date.

62. **Applicant Daytime Phone Number** – Applicant enters a daytime telephone number.

Section 7 – Temporary Permit (White Permit Copy Only)

63. **Delivery Date** - Enter the date vehicle/vessel is delivered to the customer.

64. **Delivery Time** - Enter the time of day vehicle/vessel is delivered to the customer.

65. **Dealer Representative’s Printed Name** - Enter the authorized person’s name at the dealership.

66. **Representative’s Signature** - The dealer’s authorized person must sign here.

67. **Dealer Information** - This information is entered when the top copy is completed.



68. **Expiration Date** - The Expiration Date shown is to be 72 hours from the date of delivery to the customer, not including holidays and weekends.

- a. Using a black marker, print the expiration date in 1 1/2" - 2". All single numbers must have a "0" in front of them (ex. 05/07/18).

Final steps to completing the transaction, when the front of the form is complete:

1. **White Application (Original)** - Forward the top page of the application, the MSO, MCO, or previous title, and all supporting documents to either the Title Processing Center with a transmittal sheet or to the county assessor's office in the county in which the dealership is located.

- a. Reference the *"Transmittal Form Submittal Checklist"* for instructions on how to submit the application package for packaging. **[CURRENTLY IN DEVELOPMENT]**

Note: The original application must be included in the application package submitted for processing. If it is lost, void all other copies and complete a new application.

2. **Yellow copy** - Dealership retains in numerical order for audit purposes.
3. **Pink copy** – Give to Purchaser to use as temporary registration and ownership documents. Instruct the customer to keep the document in their vehicle until they present it to the DMV to obtain the permanent documents.
4. **White Permit copy** - Confirm the preprinted information is correct and complete the information required for the temporary permit.

If you need additional assistance, you can either refer to the Titles Handbook located in the Vehicle Dealers tab of the ITD website, dmv.idaho.gov or contact the Dealers unit at (208) 334-8681.

