

## **INFORMATION ON APPLYING FOR A FLORIDA TITLE AND PURCHASING OR TRANSFERRING A FLORIDA LICENSE PLATE**

In response to your request, enclosed is an application for a Florida certificate of title (form HSMV 82040) along with a License Plate Rate Chart (form HSMV 83140) which will assist you with purchasing or transferring a Florida license plate.

The application for title must be completed using first name, middle/maiden name and last name (name on application must correspond with name on the proof of ownership). A residential or business street address in Florida must be provided unless the applicant is a resident and an active-duty member of the Armed Forces of the United States. A post office box address is not acceptable unless the applicant is a resident and an active-duty member of the Armed Forces of the United States.

Enter the date of birth and sex of the registered owner and co-owner (when applicable) in the spaces provided on the application. If purchasing a license plate, the registration period begins the first day of the birth month of the registered owner who is listed first on the application. See form HSMV 83140, page 3, Section I, for additional information.

Enter the Florida driver license number, Florida identification card number, or federal employer identification number of the owner and co-owner (when applicable) in the space(s) provided on the application. A driver license number is not required for vehicles not owned by a natural person. The application(s) must provide proof of his/her identity (driver license, identification card, etc.), including proof of identity for any individual signing as an authorized agent for a company/business, when applicable.

The vehicle identification number (VIN) on all used vehicles brought from out-of-state must be physically verified. The VIN verification section (#8) on the form HSMV 82040 must be completed.

The application for title must be accompanied by acceptable proof of ownership. For acceptable proofs, see page 4, item 16 on the enclosed form 83140. Proof of ownership must be in the name of the applicant or properly assigned to the applicant. The original proof of ownership will be retained.

License plates for private passenger cars and light weight trucks (under 5000 pounds) are transferable to similar lesser weight vehicles without additional tax or transfer fees. See form HSMV 83140, page 4, for the calculation of fees.

For sales tax on the purchase price of the vehicle may be due. Use the enclosed form 83140 (see page 3, Section IV) to determine the sales tax due. Any declaration and /or exemption regarding sales tax on a vehicle must be recorded on the reverse side of the form HSMV 82040. An exemption from the payment of sales tax may apply when a member of the United States military, who is a permanent Florida resident, stationed outside Florida, purchases a motor vehicle or vessel outside of Florida and titles and registers the motor vehicle or vessel in Florida. The military member must provide an affidavit declaring this exemption. A sample affidavit is enclosed for your convenience.

In addition to Florida sales tax, there may be a discretionary sales tax imposed by the county to a resident of that county. The discretionary sales surtax is based on the first \$5,000 of the purchase price. Refer to the enclosed material for participating counties. The maximum total sales tax and discretionary sales tax to be collected on a vessel is \$18,000.

The Hope Scholarship Program provides a public-school student who was subjected to an incident of violence or bullying at school the opportunity to apply for a scholarship to attend an eligible private school. You may designate \$105 per vehicle to an eligible non-profit scholarship-funding organization participating in the Program. If the state sales tax due is less than \$105, you may designate the amount of state sales tax due. Complete the Hope Scholarship Program Contribution Election Form (DR-HS1) in this packet.

When applying for registration, proof of Personal Injury Protection (PIP) insurance and Liability insurance is required. You may complete and submit the enclosed Florida Insurance Affidavit (from HSMV 83330) or submit a copy of your Florida insurance identification card, policy, or binder. Note that Florida military members stationed outside of Florida who are exempt from providing proof of Florida insurance should refer to the enclosed "Military Insurance Exemption Information."

Your application and required documentation must be submitted to the Florida tax collector's office in your county of residence. For additional information, contact the tax collector's office (list of offices enclosed) or call the Customer Service Center at (850)617-2000. You may also visit the department's web site at <http://www.flhsmv.gov/>.

Enclosures

**FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
APPLICATION FOR CERTIFICATE OF TITLE WITH/WITHOUT REGISTRATION  
SUBMIT THIS FORM TO YOUR LOCAL TAX COLLECTOR OFFICE**

[www.flhsmv.gov/offices/](http://www.flhsmv.gov/offices/)

**CHECK APPLICATION TYPE:**  ORIGINAL  TRANSFER **VEHICLE TYPE:**  MOTOR VEHICLE  MOBILE HOME  VESSEL **OFF-HIGHWAY VEHICLE:**  ATV  ROV  MC

<b>1 OWNER / APPLICANT INFORMATION</b>												
Customer Number		Check this box if you are requesting the certificate of title to be printed. <input type="checkbox"/>		Are you a Florida resident? <input type="checkbox"/> yes <input type="checkbox"/> no		Are you an alien? <input type="checkbox"/> yes <input type="checkbox"/> no		Unit Number		Fleet Number		
				Owner <input type="checkbox"/> yes <input type="checkbox"/> no		Co-Owner <input type="checkbox"/> yes <input type="checkbox"/> no						
<input type="checkbox"/> OR <input type="checkbox"/> AND <b>NOTE:</b> When joint ownership, please indicate if "or" or "and" is to be shown on title when issued. If neither box is checked, the title will be issued with "and." If applicable: <input type="checkbox"/> Life Estate/Remainder Person <input type="checkbox"/> Tenancy By the Entirety <input type="checkbox"/> With Rights of Survivorship <input type="checkbox"/> Owner's County of Residence:												
Owner's Name As It Appears on Driver License (First, Full Middle/Maiden, & Last Name)				Owner's Email Address				Date of Birth		Sex	FL Driver License or FEID/Suffix #	
Co-Owner/Lessee's Name As It Appears on Driver License (First, Full Middle/Maiden, & Last Name)				Co-Owner's/Lessee's Email Address				Date of Birth		Sex	FL Driver License or FEID/Suffix #	
Owner's Mailing Address (Mandatory unless a member of the Military)				City				State		Zip		
Co-Owner's/Lessee's Mailing Address (Mandatory unless a member of the Military)				City				State		Zip		
Owner's/Lessee's Physical Street Address in Florida (Mandatory unless a member of the Military)				City				State		Zip		
Mobile Home Physical Address (if applicable) Check if in a mobile home rental park with 10 or more lots. <input type="checkbox"/>				City				State		Zip		
Mail To Customer Name (If different From Above Owner)			Mail To Customer's Email Address			Date of Birth		Sex	FL Driver License or FEID/Suffix #			
Mail To Customer Address (If different From Above Mailing Address)				City				State		Zip		

<b>2 MOTOR VEHICLE, MOBILE HOME OR VESSEL DESCRIPTION</b>																	
Vehicle/Vessel Identification Number			Make/Manufacturer		Year	Body	Color		Florida Title Number								
Previous State of Issue	License Plate or Vessel Registration Number		Weight	Length Ft.	In.	BHP/CC	GVW/LOC		VAN USE, IF APPLICABLE <input type="checkbox"/> PASSENGER <input type="checkbox"/> OTHER								
<input type="checkbox"/> Open Motorboat <input type="checkbox"/> Cabin Motorboat <input type="checkbox"/> Auxiliary Sailboat <input type="checkbox"/> Inflatable		<input type="checkbox"/> Houseboat <input type="checkbox"/> Pontoon <input type="checkbox"/> Airboat <input type="checkbox"/> Sailboat		<input type="checkbox"/> Personal Watercraft <input type="checkbox"/> Canoe <input type="checkbox"/> Other _____ <i>Specify</i>		<input type="checkbox"/> Wood <input type="checkbox"/> Fiberglass <input type="checkbox"/> Wood/Fiberglass <input type="checkbox"/> Other _____ <i>Specify</i>		<input type="checkbox"/> Aluminum <input type="checkbox"/> Steel		<input type="checkbox"/> Outboard <input type="checkbox"/> Inboard <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Other _____ <i>Specify</i>		<input type="checkbox"/> Sail <input type="checkbox"/> Air Propelled		<input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Other _____ <i>Specify</i>		*DRAFT OF VESSEL (The depth of water a vessel draws) FT. _____ IN. _____ *For all vessels 26' or more in length and all sailboats	
<input type="checkbox"/> Recreational (Pleasure) <input type="checkbox"/> Dealer/Manuf. Exempt		<input type="checkbox"/> Commercial Blue Crab <input type="checkbox"/> Commercial Fish Hire (Livery)		<input type="checkbox"/> Commercial Live Bait <input type="checkbox"/> Commercial Mackerel		<input type="checkbox"/> USE OF VESSEL <input type="checkbox"/> Commercial Stone Crab <input type="checkbox"/> Commercial Shrimp Recip. <input type="checkbox"/> Commercial Shrimp Non-Recip.		<input type="checkbox"/> Government <input type="checkbox"/> Commercial Charter <input type="checkbox"/> Commercial Oyster		<input type="checkbox"/> Commercial Sponge <input type="checkbox"/> Commercial Other _____ <input type="checkbox"/> Commercial Spiny Lobster		PREVIOUS OUT-OF-STATE REGISTRATION NUMBER:					
<input type="checkbox"/> Previously Federally Documented Vessel, Attach Copy of: <input type="checkbox"/> U.S. Coast Guard Release From Documentation Form; or <input type="checkbox"/> Copy of Canceled Documentation Papers							State of Principal Use										

<b>3 BRANDS, USAGE AND TYPE (Check Applicable Boxes)</b>																	
<input type="checkbox"/> SHORT TERM LEASE	<input type="checkbox"/> LONG TERM LEASE	<input type="checkbox"/> REBUILT	<input type="checkbox"/> POLICE VEHICLE	<input type="checkbox"/> PRIVATE USE	<input type="checkbox"/> TAXICAB	<input type="checkbox"/> FLOOD	<input type="checkbox"/> ILEV	<input type="checkbox"/> CUSTOM	<input type="checkbox"/> ASSEMBLED FROM PARTS	<input type="checkbox"/> BONDED TITLE	<input type="checkbox"/> KIT CAR	<input type="checkbox"/> GLIDER KIT	<input type="checkbox"/> MANUF. BUY BACK	<input type="checkbox"/> REPLICA	<input type="checkbox"/> AUTONOMOUS	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> STREET ROD

<b>4 LIENHOLDER INFORMATION</b>									
<input type="checkbox"/> CHECK IF ELT CUSTOMER	<input type="checkbox"/> FEID #	<input type="checkbox"/> DL # and Sex and Date of Birth		<input type="checkbox"/> DMV Account #	Date of Lien		Lienholder's Name		
Lienholder's Email Address			Lienholder's Address			City		State	Zip
<input type="checkbox"/> If Lienholder authorizes the Department to send the motor vehicle or mobile home title to the owner, check box and countersign: (Does not apply to vessels). If box is not checked, title will be mailed to the first lienholder.                 _____ (Signature of Lienholder's Representative)									

<b>5 TRANSFER TYPE</b>									
IF OWNERSHIP HAS TRANSFERRED, HOW AND WHEN WAS THE VEHICLE, MOBILE HOME, OR VESSEL ACQUIRED?									
<input type="checkbox"/> SALE	<input type="checkbox"/> GIFT	<input type="checkbox"/> REPOSSESSION	<input type="checkbox"/> COURT ORDER	<input type="checkbox"/> OTHER (SPECIFY) _____			DATE ACQUIRED _____ / _____ / _____		

<b>6 ODOMETER DECLARATION</b>									
WARNING: Federal and State law requires that you state the mileage in connection with an application for a Certificate of Title. Failure to complete or providing a false statement may result in fines or imprisonment.									
I/WE STATE THAT THIS <input type="checkbox"/> 5 OR <input type="checkbox"/> 6 DIGIT ODOMETER NOW READS <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> .XX (NO TENTHS) MILES, DATE READ _____ / _____ / _____ AND I/WE HEREBY CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE THE ODOMETER READING:									
<input type="checkbox"/> 1. REFLECTS ACTUAL MILEAGE.			<input type="checkbox"/> 2. IS IN EXCESS OF ITS MECHANICAL LIMITS.			<input type="checkbox"/> 3. IS NOT THE ACTUAL MILEAGE.			

<b>7 DEALER SALES TAX REPORT AND VEHICLE TRADE IN INFORMATION (IF APPLICABLE)</b>									
FLORIDA SALES TAX REGISTRATION NUMBER		DATE OF SALE		DEALER LICENSE NUMBER		AMOUNT OF TAX		DEALER / AGENT SIGNATURE	
YEAR OF TRADE IN		MAKE OF TRADE IN		TITLE NUMBER OF TRADE IN (IF KNOWN)		VEHICLE IDENTIFICATION NUMBER OF TRADE IN			

8 MOTOR VEHICLE IDENTIFICATION NUMBER VERIFICATION

THIS SECTION REQUIRES A PHYSICAL INSPECTION AND A VERIFICATION OF THE VEHICLE IDENTIFICATION NUMBER (VIN) (OR THE MOTOR NUMBER FOR MOTOR VEHICLES MANUFACTURED PRIOR TO 1955) OF THE MOTOR VEHICLE DESCRIBED ON THIS FORM BY A LICENSED DEALER, FLORIDA NOTARY PUBLIC, POLICE OFFICER, OR FLORIDA DIVISION OF MOTOR VEHICLES EMPLOYEE OR TAX COLLECTOR EMPLOYEE. IF THE VIN IS VERIFIED BY AN OUT OF STATE MOTOR VEHICLE DEALER, THE VERIFICATION MUST BE SUBMITTED ON THEIR LETTERHEAD STATIONERY. COMPLETE THIS SECTION ON ALL USED MOTOR VEHICLES, INCLUDING TRAILERS, (WITH ABBREVIATION OF "TL" WITH A WEIGHT OF 2,000 POUNDS OR MORE) NOT CURRENTLY TITLED IN FLORIDA.

I, the undersigned, certify that I have physically inspected the above-described vehicle and find the vehicle identification number to be: (Vehicle Identification Number)

DATE SIGNATURE PRINTED NAME

Law Enforcement Officer or Florida Dealer/Agency Name Badge # or Florida Dealer # Notary Stamp or Seal

FL DMV/Tax Collector Employee Florida Compliance Examiner/Inspector Badge or ID Number

COMMISSIONED NAME OF FLORIDANOTARY: (Print, Type or Stamp) NOTARY'S SIGNATURE

9 SALES TAX EXEMPTION CERTIFICATION

THE PURCHASE OF A RECREATIONAL VEHICLE TO BE OFFERED FOR RENT AS LIVING ACCOMMODATIONS DOES NOT QUALIFY FOR EXEMPTION. I CERTIFY THE RECREATIONAL VEHICLE, MOBILE HOME OR VESSEL DESCRIBED HAS BEEN PURCHASED AND IS EXEMPT FROM THE SALES TAX IMPOSED BY CHAPTER 212, FLORIDA STATUTES, BY:

PURCHASER (STATE AGENCIES, COUNTIES, ETC.) HOLDS VALID EXEMPTION CERTIFICATE CONSUMER'S CERTIFICATE OF EXEMPTION NUMBER
MOTOR VEHICLE MOBILE HOME VESSEL WILL BE USED EXCLUSIVELY FOR RENTAL SALES TAX REGISTRATION NUMBER

I hereby certify that ownership of the motor vehicle, mobile home or vessel described on this application, is not subject to Florida Sales and Use Tax for the following reason: INHERITANCE GIFT
DIVORCE DECREE TRANSFER BETWEEN A MARRIED COUPLE EVEN TRADE OR TRADE DOWN (State the facts of the even trade or trade down and the transfer information, including the transferor's name and address, below under "Other: Explain.")
OTHER: (EXPLAIN)

10 REPOSSESSION DECLARATION

IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:

- I CERTIFY THAT THIS MOTOR VEHICLE, MOBILE HOME OR VESSEL WAS REPOSSESSED UPON DEFAULT IN THE TERMS OF THE LIEN INSTRUMENT AND IS NOW IN MY POSSESSION.
(VESSEL) A PHOTOCOPY OF THE LIEN INSTRUMENT FOR THE VESSEL IS REQUIRED AND ATTACHED.
I AM REQUESTING THAT AN ORIGINAL CERTIFICATE OF REPOSSESSION BE ISSUED FOR THE MOTOR VEHICLE OR MOBILE HOME IN LIEU OF A TITLE (REPOSSESSION).
I AM REQUESTING THAT A DUPLICATE CERTIFICATE OF REPOSSESSION BE ISSUED FOR THE MOTOR VEHICLE OR MOBILE HOME, AS THE ORIGINAL HAS BEEN LOST OR DESTROYED.

11 NON-USE AND OTHER CERTIFICATIONS

IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:

- I CERTIFY THAT THE CERTIFICATE OF TITLE IS LOST OR DESTROYED.
THE VEHICLE IDENTIFIED WILL NOT BE OPERATED ON THE STREETS AND HIGHWAYS OF THIS STATE UNTIL PROPERLY REGISTERED.
THE VESSEL IDENTIFIED WILL NOT BE OPERATED ON THE WATERS OF THIS STATE UNTIL PROPERLY REGISTERED.
OTHER: (EXPLAIN)

12 APPLICATION ATTESTMENT AND SIGNATURES

I/WE PHYSICALLY INSPECTED THE ODOMETER/VIN AND FURTHER AGREE TO DEFEND THE TITLE AGAINST ALL CLAIMS. (More than one form HSMV 82040 may be used for additional signatures.)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SIGNATURE OF APPLICANT (OWNER) Date SIGNATURE OF APPLICANT (CO-OWNER) Date

13 RELEASE OF SPOUSE OR HEIRS INTEREST

The undersigned person(s) state(s) as follows: That (Name of Deceased) died on (Date)

- testate (with a will)
intestate (without a will) and left the surviving heir(s) named below.
When applicable, the heir(s) (named below) certifies that the certificate of title is lost or destroyed.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

(More than one form HSMV 82040 may be used for additional signatures.)

Print or Type Name of Spouse, Co-owner or Heir(s) Signature of Spouse, Co-Owner or Heir(s)

That at the time of death the decedent was owner of the motor vehicle, mobile home or vessel described in section 2 of this form. The person(s) signing above hereby releases all his/her/their right, title, interest and claim as heir(s) at law, legatee(s), devisee(s), or otherwise to the aforesaid motor vehicle, mobile home, or vessel to:

Name of Applicant(s) (Print or Type)

RESIDENTS OF FLORIDA AND ALL VESSEL OWNERS, RESIDING IN FLORIDA OR OUT OF STATE, SHOULD SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTATION TO A LOCAL FLORIDA TAX COLLECTOR'S OFFICE OR THE FLORIDA TAX COLLECTOR'S OFFICE LOCATED IN THE APPLICANT'S COUNTY OF RESIDENCE FOR PROCESSING.

www.flhsmv.gov

## MILITARY INSURANCE EXEMPTION INFORMATION

The exemption for providing proof of Florida insurance applies in the following circumstances:

- ❖ U.S. ARMED FORCES MEMBER.
- ❖ THE SPOUSE OF THE U.S. ARMED FORCES MEMBER WHO RESIDES WITH THE U.S. ARMED FORCES MEMBER; AND
- ❖ THE U.S. ARMED FORCES MEMBER OR THE U.S. ARMED FORCES MEMBER'S SPOUSE AND THEIR DEPENDENT CHILD/CHILDREN.

### All of the following are required:

1. An out-of-state mailing address (which will be shown on the Florida Vehicle Registration Certificate) for the military member.
  - A copy of the military orders for all original registrations. This is also acceptable proof for renewals.or
  - For renewals, the military member's military ID. If an ID is presented as proof of military assignment, it must not contain the word "retired". Retired military members living in Florida are considered Florida residents and as such must comply with Florida insurance requirements and have a Florida driver license.or
  - An affidavit from the military member confirming the member's military assignment to another state and the date of assignment. (See Exhibit F).and
2. An affidavit stating the vehicle is being maintained in the member's state of military assignment and will not be driven in the state of Florida, except in a transient visitor status (See Exhibit F).
3. Proof of insurance as described in Verification: A. Acceptable Forms of Proof on pages three and four of this procedure. If proof of insurance is submitted in a language other than English, it must be accompanied by a written translation into the English language.

**Certificate for Florida Resident Who is an Active-Duty U.S. Military Member  
Currently Stationed in a State Other Than Florida**

**AFFIDAVIT**

I \_\_\_\_\_, am an active-duty military member who maintains the  
(Name of Active-Duty Military member)

motor vehicle/vessel listed below while stationed outside of Florida:

\_\_\_\_\_  
(Year)                                      (Make of Vehicle/Vessel)                                      (Vehicle/Vessel identification Number)

**I am certifying the following:**

- The active-duty military member is a Florida resident who claims Florida as his/her home of record.
- The active-duty military member is currently residing outside of Florida pursuant to military orders effective \_\_\_\_\_ I am stationed in \_\_\_\_\_  
(Date)                                      (State)
- The active-duty military member has an out of state mailing address.
- The active-duty military member's vehicle is being maintained in the member's state of military assignment and will not be driven in the state of Florida, except in a transient visitor status.
- The active-duty military member is providing acceptable out of state proof of insurance for the vehicle shown above.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THIS DOCUMENT AND THE FACTS STATED IN IT ARE TRUE.

\_\_\_\_\_  
(Signature of Military Member or Spouse)

- ❖ U.S. ARMED FORCES MEMBER.
- ❖ THE SPOUSE OF THE U.S. ARMED FORCES MEMBER WHO RESIDES WITH THE U.S. ARMED FORCES MEMBER; AND
- ❖ THE U.S. ARMED FORCES MEMBER OR THE U.S. ARMED FORCES MEMBER'S SPOUSE AND THEIR DEPENDENT CHILD/CHILDREN.

**STATE OF FLORIDA**  
**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**  
**DIVISION OF MOTORIST SERVICES**  
**SUBMIT THIS FORM TO YOUR LOCAL TAX COLLECTOR OFFICE**  
[www.flhsmv.gov/offices/](http://www.flhsmv.gov/offices/)

**INITIAL REGISTRATION FEE EXEMPTION AFFIDAVIT**

VEHICLE IDENTIFICATION NO.	YEAR	MAKE	BODY	PREV. STATE	TITLE NO.

**PLEASE CHECK THE APPROPRIATE BOX AND SIGN**

**The applicant claims exemption from the \$225.00 Initial Registration Fee, which is imposed on the initial application for registration on a motor vehicle, and attests to one of the following:**

- I am a qualifying member of the U.S. Armed Forces, or his or her spouse or dependent child. I am claiming exemption # \_\_\_\_\_ (see list on the reverse side of this form in section A, 1-6, which also lists the required documents). Select exemption reason of "military." The customer must complete and sign this form to claim the exemption.
  
- A Court Order declares/specifies that the applicant is the legal owner of the above-described motor vehicle. Select exemption reason of "court order." (A copy of the court order must be submitted.)
  
- A license plate is being transferred (for a name change) due to a fictitious name change affidavit or corporate name change affidavit properly filed with the Department of State, pursuant to section 865.09, Florida Statutes. Select exemption reason of "administrative." (A copy of the name change affidavit from the Department of State must be submitted.)
  
- A transfer of ownership on a Florida Certificate of Title has occurred due to operation of law as provided by section 319.28, Florida Statutes. Select exemption reason of "operation of law." (A copy of the documentation which validates how the vehicle was acquired must be submitted.)
  
- A transfer of ownership on a Florida Certificate of Title has occurred from a person to a member of that person's immediate family as defined in 657.002, Florida Statutes, who resides in the same household. Select exemption reason of "immediate family." (NOTE: The address of the previous owner and new owner must be the same in the FRVIS system).
  
- A prior registration or system printout has been submitted for the following license plate number (\_\_\_\_\_), in order to claim the initial registration exemption for the recently acquired above-described vehicle. Select exemption reason of "priorregistration."

**AN EXEMPTION REASON MUST BE SELECTED IN THE SYSTEM TO RECORD EXEMPTION.**

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Signature of Owner	Printed Name of Owner	Date
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NOTE: Owner's signature is only required for the military exemption.

**FOR FLORIDA DMS OR TAX COLLECTOR/LICENSE PLATE AGENT, OR AUTHORIZED EFS AGENTS (FLORIDA DEALER) USE ONLY**

NOTE: Employee/EFS Agent must verify (below) all exemptions (listed above):

- The exemption (checked above) has been verified by (County #) \_\_\_\_\_ (Agency #) \_\_\_\_\_ (Dealer License #) \_\_\_\_\_

Signature of Employee/EFS Agent	Printed Name of Employee/EFS Agent	Date
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**A. LIST OF QUALIFYING MILITARY EXEMPTIONS:**

1. I am a member of the U.S. Armed Forces (includes Navy, Army, Marines, Coast Guard Space Force, and Air Force), or his or her spouse or dependent child, who is not a Florida resident and is stationed in the state of Florida on military orders. Submit a copy of your military orders and out of state driver license.
2. I am a member of the U.S. Armed Forces, or his or her spouse or dependent child, who is/was not a Florida resident and is stationed in the state of Florida on military orders and is now becoming a resident of Florida. Submit a copy of your military orders and Florida driver license.

NOTE: The prior non-resident member or his/her spouse or dependent child would qualify for this exemption even if the vehicle were not previously registered in Florida as a "Registration Only." Some members retain an out of state license plate for their vehicle from their state of residence while stationed in Florida.

3. I am a former member of the U.S. Armed Forces, or his or her spouse or dependent child. I purchased this motor vehicle while stationed outside Florida. I was not dishonorably discharged nor discharged for bad conduct. I was a resident of Florida at the time of enlistment and discharge and continue to be a resident of Florida. I am applying for registration within 6 months after discharge. Submit a copy of your Discharge Order (DD214) and Florida driver license.
4. I am a member of the U.S. Armed Forces, or his or her spouse or dependent child, who was a resident of Florida at the time of enlistment and continue to be a resident of Florida. I purchased a motor vehicle while stationed outside of Florida. I have been reassigned by military orders to this state. Submit a copy of your military orders and Florida driver license.
5. I am a member of the U.S. Armed Forces, or his or her spouse or dependent child, who was a resident of Florida at the time of enlistment and continue to be a resident of Florida. I purchased a motor vehicle while stationed outside of Florida and continue to be stationed outside of Florida. Submit a copy of your military orders and Florida driver license.
6. I am a resident of Florida and a spouse or dependent child of a member of the U.S. Armed Forces, who lost his/her life (submit proof of military death notification) or is listed as "Missing in Action" (MIA) (submit proof of MIA status).

NOTE: The member of the U.S. Armed Forces must have been a resident of Florida at the time of enlistment. Registration must occur within one (1) year of notification of death or MIA status.

**B. THIS FORM SHOULD NOT BE USED WHEN:**

1. The U.S. Armed Forces member is not a resident of Florida **AND** is not assigned by military orders to the state of Florida.
2. The U.S. Armed Forces member is dishonorably discharged or discharged for bad conduct.
3. You are a member of a uniformed service, but not the U.S. Armed Forces.

Visit the following website for current mailing addresses: <http://www.flhsmv.gov/offices/>

STATE OF FLORIDA

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES - DIVISION OF MOTORIST SERVICES

**SUBMIT TITLE AND REGISTRATION FORMS TO YOUR LOCAL TAX COLLECTOR OFFICE**

[www.flhsmv.gov/offices/](http://www.flhsmv.gov/offices/)

**License Plate Rate Chart**

\*\*\* REFER TO ADDITIONAL FEE EXPLANATION (Page 2)

TITLE REQUIRED	TAX CLASS	CLASSIFICATION	NET WEIGHT IN POUNDS	ANNUAL TAX AND OTHER FEES *		
Yes	01	Automobiles, private use	Thru 2499	\$	27.60	The registration taxes in this section are not prorated.  The full amount will be charged regardless of when during the registration period the vehicle is registered.
Yes	01	Automobiles, private use	2500-3499		35.60	
Yes	01	Automobiles, private use	3500 Up		45.60	
Yes	31	Trucks, private and commercial use	Thru 1999		27.60	
Yes	31	Trucks, private and commercial use	2000-3000		35.60	
Yes	31	Trucks, private and commercial use	3001-5000		45.60	
Yes	42	Chassis Mount Camper, unit affixed to truck chassis	Thru 4499		38.60	
Yes	42	Chassis Mount Camper, unit affixed to truck chassis	4500 Up		58.85	
Yes	42	Motor Home, living unit self-propelled	Thru 4499		38.60	
Yes	42	Motor Home, living unit self-propelled	4500 Up		58.85	
Yes	42	Private Motor Coach	Thru 4499		38.60	
Yes	42	Private Motor Coach	4500 Up		58.85	
**	52	Trailers, private use	Thru 500		18.35	
Yes	56	Trailers, drawn by "GVW " series truck-tractors			25.10	
Yes	62	Camp Trailers, constructed with folding walls			25.10	
No	70	Transporter			112.85	
Yes	77	Travel Trailer, up to 35 ft.			38.60	
Yes	96	Boy Scouts, Churches, etc.			15.60	
Yes	97	Exempt Government License Plates			9.80	
Yes	103	Permanent Semi-Trailer			101.80	Flat Rate
TITLE REQUIRED	TAX CLASS	CLASSIFICATION	LENGTH IN FEET	ANNUAL TAX AND OTHER FEES*	HALF YEAR TAX AND OTHER FEES*	QUARTER YEAR TAX AND OTHER FEES *
Yes	51	Mobile Homes	Up to 35	25.10	15.10	10.10
Yes	51	Mobile Homes	36 thru 40	30.10	17.60	11.35
Yes	51	Mobile Homes	41 thru 45	35.10	20.10	12.60
Yes	51	Mobile Homes	46 thru 50	40.10	22.60	13.85
Yes	51	Mobile Homes	51 thru 55	45.10	25.10	15.10
Yes	51	Mobile Homes	56 thru 60	50.10	27.60	16.35
Yes	51	Mobile Homes	61 thru 65	55.10	30.10	17.60
Yes	51	Mobile Homes	66 & Up	85.10	45.10	25.10
No	65	Motorized and Disability Access Vehicles		24.10	17.35	15.60
Yes	65	Motorcycles		24.10	17.35	15.60
No	69	Mopeds, pedal activated (motor NOT in excess of 2 BHP)		19.10	17.35	17.35
No	71	Dealer's License Plates – Franchised, Independent, Trailer Coach, Motorcycle, or Marine Boat Trailer		55.60	27.80	13.90
Yes	76	Park Trailers, regardless of length		36.60	24.10	17.85
Yes	78	Travel Trailers	Over 35	36.60	24.10	17.85
Yes	80	Antiques - Motorcycle		21.60	14.85	13.10
Yes	92	School Buses (privately owned) and Regular Wreckers		52.60	32.10	21.85
Yes	92	Hearses and Ambulances		52.10	31.85	21.73
Yes	94	Tractor Cranes, Power Shovels, Well Drillers and other such vehicles, so constructed and designed as a tool and not a hauling unit, used on the roads and highways incidental to the purpose for which designed.		55.60	33.60	22.61
Yes	95	Antiques - Passenger Cars		20.60	15.48	15.35



## License Plate Rate Chart (continued)

These categories are computed based on CWT (per each 100 pounds) and may be purchased for 12, 6, or 3 months. Add the flat tax plus \$1.50 per each 100 pounds to determine the annual tax amount. Then compute one-half or one-quarter of the Annual Tax, if applicable. Add service and other fees.

TITLE REQUIRED	TAX CLASS	CLASSIFICATION	WEIGHT	ANNUAL TAX FLAT (per cwt)	SERVICE AND OTHER FEES *
**	54	Trailers, "For Hire"	Thru 1999 lbs.	\$ 3.50 + 1.50 +	11.60
Yes	54	Trailers, "For Hire"	2000 lbs. & up	13.50 + 1.50 +	11.60
Yes	09	Automobiles "For Hire"	Passengers up to 8	17.00 + 1.50 +	11.60

TITLE REQUIRED	TAX CLASS	CLASSIFICATION	MONTHLY PRORATION OF TAX											
			GVW	12	11	10	9	8	7	6	5	4	3	2
Yes	39	Forestry Trk-Trac	359.15	332.15	305.15	278.15	251.15	224.15	197.15	170.15	143.15	116.15	89.15	62.15
Yes	41	Trk-Trac 5001-5999	72.35	67.29	62.23	57.16	52.10	47.04	41.98	36.91	31.85	26.79	21.73	16.66
Yes	41	Trk-Trac 6000-7999	99.35	92.03	84.73	77.41	70.10	62.79	55.48	48.16	40.85	33.54	26.22	18.92
Yes	41	Trk-Trac 8000-9999	114.60	106.02	97.43	88.85	80.27	71.68	63.10	54.52	45.93	37.35	28.77	20.18
Yes	41	Trk-Trac 10000-14999	139.60	129.77	119.93	110.10	100.27	90.43	80.60	70.77	60.93	51.10	41.27	31.43
Yes	41	Trk-Trac 15000-19999	198.60	183.85	169.10	154.35	139.60	124.85	110.10	95.35	80.60	65.85	51.10	36.35
Yes	41	Trk-Trac 20000-26000	272.60	251.68	230.77	209.85	188.93	168.02	147.10	126.18	105.27	84.35	63.43	42.52
Yes	41	Trk-Trac 26001-34999	345.60	318.60	291.60	264.60	237.60	210.60	183.60	156.60	129.60	102.60	75.60	48.60
Yes	41	Trk-Trac 35000-43999	426.60	392.85	359.10	325.35	291.60	257.85	224.10	190.35	156.60	122.85	89.10	55.35
Yes	41	* Trk-Trac 44000-54999	794.60	730.18	665.77	601.35	536.93	472.52	408.10	343.68	279.27	214.85	150.43	86.02
Yes	41	* Trk-Trac 55000-61999	937.60	861.27	784.93	708.60	632.27	555.93	479.60	403.27	326.93	250.60	174.27	97.93
* For GVW Wreckers 44,000-55,000 lbs., reduce the fee by \$1.00. * For GVW wreckers 55,000-62,000 lbs., reduce the fee by \$1.00.														
Yes	41	Trk-Trac 62000-71999	1101.60	1011.60	921.60	831.60	741.60	651.60	561.60	471.60	381.60	291.60	201.60	111.60
Yes	41	Trk-Trac 72000-80000	1343.60	1233.44	1123.26	1013.10	902.94	792.76	682.60	572.44	462.26	352.10	241.94	131.76
Yes	91	Antique Trk - 5000 lbs. Net W t.	20.60	19.98	19.35	18.73	18.10	17.48	16.85	16.76	16.76	16.76	16.76	16.76
Yes	93	Goats	19.10	18.48	17.85	17.23	16.60	15.98	15.35	15.26	15.26	15.26	15.26	15.26
Yes	102	Agri, Trk, Trac thru 43999	109.35	102.03	94.73	87.41	80.10	72.79	65.48	58.16	50.85	43.54	36.22	28.92
Yes	102	Agri, Trk, Trac 44000 - 80000	345.60	318.60	291.60	264.60	237.60	210.60	181.60	156.60	129.60	102.60	75.60	48.60

The categories below are computed based on CWT (per each 100 pounds) and may be monthly prorated. Add the flat fee plus the \$1.50 or \$2.00 amount, whichever applies, per each 100 pounds to determine the annual tax amount. Divide by 12 months to determine the tax per month. Then compute the tax by multiplying the monthly rate times the number of tax months due and add the service and other fees to determine the total amount.

TITLE REQUIRED	TAX CLASS	CLASSIFICATION	NET WEIGHT IN POUNDS	ANNUAL TAX FLAT (per cwt)	SERVICE AND OTHER FEES *
**	53	Trailers, Private Use	501 Up	\$ 3.50 + 1.00 +	11.60
Yes	36	Buses May be registered semi-annually for one-half of registration tax and \$2.50 semi-annual fee.	Passengers 9 Up	17.00 + 2.00 +	21.60

**FEES:** \* \$ .10 Emergency Medical Services      \$1.00 Air Pollution Control      \$ 2.80 Advanced Replacement  
 \$ 0.50 Reflectorization      \$1.00 Law Enforcement Radio System      \$ 2.50 Accident Records  
 \$ 0.50 FRVIS      \$1.50 Transportation Disadvantaged      \$ 2.50 Service Charge  
 \$ 1.00 Juvenile Justice      \$1.20 Surcharge for State Transportation      \$10.00 State Transportation  
 \$ 1.00 Decal on Demand

\*\* Trailers through 1999 pounds, are NOT titled.

\*\*\* Add \$28.00 when metal license plate is to be issued.

Add \$225.00 Initial Registration Fee when applicable. Refer to License Plate Rates Instruction Sheet (page 3) for additional information.

# LICENSE PLATE RATES INSTRUCTION SHEET

## I. REGISTRATION PERIODS

The 12-month registration period begins the first day of the owner's birth month (Exceptions: Company owned vehicles use the month of June; truck-tractors, **semi-trailers and buses use a December birth month**). **Mobile homes use a January 1 begin date**. If the rate chart indicates annual, half year, and quarter year fee calculations, you must determine the number of months of tax required. To determine the number of months of tax required, start with the month the vehicle was purchased or subject to registration and count through the month prior to the owner's birth month. Three months or less requires the quarter year rate, four to six months requires the half-year rate, and over six requires the full year rate. (Example: You purchased your vehicle in November and your birth month is June, count a total of seven months (November through May) and the full year rate would be required.)

## II. TRUCKS AND TRAILERS – WEIGHTS

For trucks weighing 5,000 lbs. or less, if the shipping weight is not available on the manufacturer's certificate of origin, **the net weight or actual scale weight in pounds with complete catalog equipment must be provided. A certified weight affidavit from a weighing station will meet this requirement.** The gross vehicle weight (GVW) as declared by the owner, is required on all truck-tractors and trucks weighing over 5000 pounds.

For heavy trucks with net weight of 5001-7999 lbs., GVW is calculated by adding the net weight of the truck and the truck's load. For heavy trucks with net weight of 8000 lbs. up and truck-tractors, the GVW is calculated by adding the net weight of the truck or truck-tractor and its load to the net weight of the trailer and its load.

## III. INITIAL REGISTRATION FEE

Imposed upon the initial application for registration of private automobiles, trucks 5,000 lbs. or less and motor homes.

The \$225.00 Initial Registration Fee does not apply to:

- A. Any registration renewal transaction.
- B. A transfer or exchange of a registration license plate for a motor vehicle that has been disposed of to a newly acquired motor vehicle in compliance with Sections 320.0609(2) or (5), Florida Statutes.
- C. Any initial registration that occurs when a transfer of Florida title is processed between co-owners as provided by Section 319.22, Florida Statutes, or when a transfer of ownership by operation of law occurs as provided by Section 319.28, Florida Statutes. Additionally, the fee does not apply when the transfer of title occurs from a person to a member of that person's immediate family. Section 657.002, Florida Statutes, defines immediate family as parents, children, spouse, or surviving spouse of the member, or any other relative by blood, marriage, or adoption residing in the same household with the registered owner.
- D. The registration of a motor vehicle owned by and operated exclusively for the personal use of:
  - 1) Any member of the United States Armed Forces, or his/her spouse or dependent child, who is not a resident of this state and who is stationed in this state while in compliance with military orders.
  - 2) Any former member of the United States Armed Forces, or his/her spouse or dependent child, who purchased such motor vehicle while stationed outside of Florida, who has separated from the Armed forces and was not dishonorably discharged or discharged for bad conduct, who was a resident of this state at the time of enlistment and at the time of discharge, and who applies for registration of such motor vehicle within 6 months after discharge.
  - 3) Any member of the United States Armed Forces, or his/her spouse or dependent child, who was a resident of this state at the time of enlistment, who purchased such motor vehicle while stationed outside of Florida, and who is now reassigned by military order to this state.
  - 4) Any spouse or dependent child of a member of the United States Armed forces who loses his life while on active duty or who is listed by the Armed Forces as "missing-in-action." Such spouse or child must be a resident of this state and the serviceman must have been a resident of this state at the time of enlistment. Registration of such motor vehicle must occur within 1 year of the notification of the serviceman's death or of his status as "missing-in-action."
  - 5) Any member of the United States Armed Forces, or his/her spouse or dependent child, who was a resident of this state at the time of enlistment, who purchased a motor vehicle while stationed outside of Florida, and who continues to be stationed outside of Florida.
- E. The registration of any motor vehicle owned or exclusively operated by the state or by any county, municipality, or other governmental entity.
- F. The registration of a truck defined as a "goat", or any other vehicle when used in the field by a farmer or in the woods for the purpose of harvesting a crop, including naval stores, during such harvesting operations, and which is not principally operated upon the roads of this state. The "goats" are registered under "class code 93".
- G. The registration of an automobile or truck defined as "ancient" (the vehicle was manufactured in 1945 or earlier) or "antique" (the vehicle was manufactured beginning 1946 and of the age of 30 years or more after the date of manufacture), pursuant to s. 320.086(1) or (2), Florida Statutes.
- H. The initial registration fee shall not apply to any newly acquired vehicle, upon submission of an affidavit, indicating that the previous vehicle (not disposed of) is not operational, or is in storage, or will not be operated on the streets and highways of this state.

## IV. SALES TAX

Florida law requires sales tax to be collected on the purchase price of a motor vehicle, mobile home, or vessel. In the case of a straight sale, six (6) percent tax will be collected on the total purchase price. Straight sales are those sales that do not involve a trade-in of a motor vehicle, mobile home, or vessel.

In the case of sales involving trade-ins, sales tax must be collected on the amount of the cash difference between the retail value of the trade-in, as covered in any official used motor vehicle, mobile home or vessel guide, and the sale price of the motor vehicle, mobile home, or vessel acquired. The trade-in motor vehicle, mobile home, or vessel may be provided by a third party other than the purchaser. The trade-in motor vehicle, mobile home, or vessel does not have to be titled in the name of the purchaser, to be used for trade-in credit, as long as the motor vehicle, mobile home or vessel trade-in and the motor vehicle, mobile home or vessel purchase are part of a single transaction.

In addition to the six (6) percent sales tax, some counties charge a local discretionary sales surtax. Discretionary surtax is calculated on motor vehicles, mobile homes, or vessels when the residence address of the purchaser on the certificate of title or registration is located within a discretionary surtax county. The discretionary sales surtax applies to the first \$5,000 of the sales price. For more information on the discretionary surtax, you may contact the Florida Department of Revenue or your Florida County Tax Collector's office.

Sales tax exemption information may be specified on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Vehicle Registration.

**CALCULATION OF FEES AND CHECK OFF LIST**

<b>ITEMS TO BE COMPLETED BEFORE SUBMITTING (see Tax Collectors Mailing List) YOUR REQUEST:</b>		
1.	Enter the license plate fee from page 1 or 2. <b>NOTE:</b> A biennial registration may be issued by doubling the annual tax. Add both amounts and insert the total in the first space provided. If transferring a valid Florida license plate, see number six (6) below. Add \$28.00 when new metal license plate is to be issued. Add \$225.00 Initial Registration Fee, if applicable (See page 3, III). Add \$.50 branch fee if processing through a county branch office.	\$ _____  \$ _____ \$ _____ \$ _____
2.	Title fee (if applicable), enter \$75.25 for new vehicles, \$85.25 for vehicles previously registered in another state. Titles are not issued on trailers through 1,999 lbs., mopeds, or motorized bicycles. _____ If processing through a county branch office, add \$.50 branch fee.	\$ _____  \$ _____
3.	If recording a lien, enter \$2.00.	\$ _____
4.	If over 30 days from date of purchase, enter \$20.00 for a motor vehicle, \$10.00 for a vessel or off-highway vehicle.	\$ _____
5.	Enter a \$2.00 lemon law fee if application is for a new vehicle purchased or leased for one year or longer in Florida and is a passenger car or truck with a gross vehicle weight of 10,000 pounds or less (only applies to Florida Dealers and Leasing Companies).	\$ _____
6.	If transferring a valid Florida license plate to a replacement vehicle, enter \$4.10. If additional transfer fee required, enter \$4.50 (any license plate transferred to or from any vehicle other than a passenger automobile or truck under 5,000 lbs. will require a transfer fee in addition to the regular tax and fees indicated above).	\$ _____  \$ _____
7.	Enter mail fee (\$4.70 first class metal license plate; or for renewal decal \$.75).	\$ _____
8.	If sales tax is due, enter amount (refer to page 3, IV). If requesting a dealer license plate, enter annual use tax of \$27.00 per license plate.	\$ _____ \$ _____
9.	If requesting expedited title service: Add \$10.00 additional fee per application.	\$ _____
10.	If you are requesting the actual paper certificate of title to be mailed to you, add \$2.50. If you are requesting the title to be held electronically by the department, there is no fee. <u>This information must be specified in section 1 on your accurately completed form HSMV 82040, Application for Certificate of Title With/Without Registration.</u>	\$ _____
11.	If requesting a Personalized License Plate, enter the additional fee based on license plate type. * See below for more information.	\$ _____
12.	If requesting a Specialty License Plate, enter the additional fee based on license plate type as well as the \$5.00 processing fee. ** See below for more information.	\$ _____
13.	<b>Amount due: Enter total of above lines 1-12.</b>	\$ _____
<b><u>OWNER'S CHECK OFF LIST (CHECK EACH APPROPRIATE BOX. AFTER COMPLETION:)</u></b>		
14.	Enter the total from line 13 on your check/money order, made payable to your County Tax Collector.	<input type="checkbox"/>
15.	Proof of insurance enclosed (see attached Florida Insurance Affidavit and Military Insurance Exemption Information).	<input type="checkbox"/>
16.	Proof of ownership (documents will be retained by the Department):	<input type="checkbox"/>
a.)	New Cars: Manufacturer's certificate of origin from all states, except the State of Nevada, which also requires the dealer's report of sale form. Used Cars: (cars already titled/registered in another state): Certificate of title, if from a title state, or registration or other	
b.)	official document showing ownership must be submitted, if from a non-title state or foreign country.	
17.	All required application forms must be accurately completed and signed.	<input type="checkbox"/>

**Additional fees are due for a personalized or specialty license plate.**

\* For Personalized License Plate fee information, see form HSMV 83043, Application for Personalized License Plate: <http://www.flhsmv.gov/dmv/forms/BTR/83043.pdf>.

\*\* For Specialty License Plate information, visit the following website: <http://www.flhsmv.gov/dmv/specialtytags/>.  
**YOUR REQUEST WILL BE RETURNED UNPROCESSED, UNLESS YOU HAVE COMPLIED WITH ALL OF THE ABOVE INSTRUCTIONS.**

Visit the following website for current mailing addresses: <http://www.flhsmv.gov/offices/>

## TAX COLLECTORS MAILING LIST

ALACHUA COUNTY  
5830 NW 34<sup>TH</sup> Blvd.  
Gainesville, FL. 32653  
(352) 374-5263  
Fax# (352) 955-6504

BAKER COUNTY  
32 North 5<sup>th</sup> Street  
MacClenny, FL. 32063  
(904) 259-6880  
Fax# (904) 259-2279

BAY COUNTY  
P.O. Box 2285  
Panama City, FL. 32402  
(850) 248-8501  
FAX# (850) 248-8541

BRADFORD COUNTY  
P.O. Box 969  
Starke, FL. 32091  
(904) 966-6235  
FAX# (904) 964-9063

BREVARD COUNTY  
400 South Street, 6<sup>th</sup> Floor  
Titusville, FL. 32780  
(321) 264-6935  
FAX# (321) 264-6995

BROWARD COUNTY  
1800 NW 66<sup>th</sup> Avenue, Suite 100  
Plantation, FL. 33313-4535  
(954) 765-4697  
FAX# (954) 321-1109

CALHOUN COUNTY  
20859 Central Avenue E, RM.107  
Blountstown, FL. 32424  
(850) 674-8242  
FAX# (850) 674-5116

CHARLOTTE COUNTY  
18500 Murdock Circle  
Port Charlotte, FL. 33948  
(941) 743-1350  
FAX# (941) 637-2276

CITRUS COUNTY  
210 N. Apopka Avenue Suite 100  
Inverness, FL. 34450-4261  
(352) 341-6500  
FAX# (352) 341-6513

CLAY COUNTY  
P.O. Box 218  
Green Cove Springs, FL. 32043  
(904) 284-6320  
FAX# (904) 278-4724

COLLIER COUNTY  
3291 E. Tamiami Trail  
Naples, FL. 34112  
(239) 252-8177  
Fax# (239) 774-9327

COLUMBIA COUNTY  
135 NE Hernando Ave. Suite 125  
Lake City, FL. 32055  
(386) 758-1077  
Fax# (386) 719-7460

MIAMI-DADE COUNTY  
200 NW 2<sup>nd</sup> Avenue  
Miami, FL. 33128  
Fax# (305) 375-2871

DESOTO COUNTY  
P.O. Box 729  
Arcadia, FL. 34265  
(863) 993-4861  
Fax# (863) 993-4863

DIXIE COUNTY  
P.O. Box 5040  
Cross City, FL. 32628-5040  
(352) 498-1213  
Fax# (352) 498-1259

DUVAL COUNTY  
231 E. Forsyth Street RM. 130  
Jacksonville, FL. 32202  
(904) 630-1916  
FAX# (904) 630-7312

ESCAMBIA COUNTY  
P.O. Box 1312  
Pensacola, FL. 32591  
(850) 438-6500 ex.3252  
Fax# (850) 434-2733

FLAGLER COUNTY  
P.O. Box 876  
Bunnell, FL. 32110  
(386) 313-4160  
FAX# (386) 313-4161

FRANKLIN COUNTY  
P.O. Drawer 188  
Apalachicola, FL. 32329-0188  
(850) 653-9323  
FAX# (850) 653-2529

GADSDEN COUNTY  
P.O. Box 817  
Quincy, FL. 32353-0817  
(850) 627-7255  
FAX# (850) 875-8722

GILCHRIST COUNTY  
P.O. Box 194  
Trenton, FL. 33693  
(352) 463-3178 FAX#  
(352) 463-3177

GLADES COUNTY  
P.O. Drawer 1589  
Moore Haven, FL. 33471  
(863) 946-6035  
FAX# (863) 946-3295

GULF COUNTY  
1000 Cecil G. Costin Sr. Blvd.R.100  
Pt. St. Joe, FL. 32456  
(850) 229-6116  
FAX# (850) 229-9224

HAMILTON COUNTY  
207 NE First Street, RM. 104  
Jasper, FL. 32052  
(386) 792-1284  
FAX# (386) 792-0878

HARDEE COUNTY  
P.O. Box 445  
Wauchula, FL. 33873-0445  
(863) 773-9144  
FAX# (863) 773-9679

HENDRY COUNTY  
P.O. Box 1780  
Labelle, FL. 33975-1780  
(863) 675-5280  
FAX# (863) 674-4087

HERNANDO COUNTY  
20 North Main Street, RM. 112  
Brooksville, FL. 34601-2892  
(352) 754-4180  
FAX# (352) 754-4189

HIGHLANDS COUNTY  
540 South Commerce Avenue  
Sebring, FL. 33870-3767  
(863) 402-6685  
FAX# (863) 402-6709

HILLSBOROUGH COUNTY  
P.O. Box 30009  
Tampa, FL. 33630-3009  
(813) 635-5200  
FAX# (813) 612-6774

HOLMES COUNTY  
224 North Waukesha Street  
Bonifay, FL. 32425  
(850) 547-1115  
FAX# (850) 547-0202

INDIAN RIVER COUNTY  
P.O. Box 1509  
Vero Beach, FL. 32961-1509  
(772) 226-1338  
FAX# (772) 770-5009

JACKSON COUNTY  
P.O. Box 697  
Marianna, FL. 32447  
(850) 482-9653  
FAX# (850) 526-3821

JEFFERSON COUNTY  
500 West Walnut  
Monticello, FL. 32344  
(850) 342-0147  
FAX# (850) 342-0149

LAFAYETTE COUNTY  
P.O. Box 96  
Mayo, FL. 32066-0096  
(386) 294-1961  
FAX# (386) 294-2462

LAKE COUNTY  
P.O. Box 327  
Tavares, FL. 32778-0268  
(352) 343-9602  
FAX# (352) 253-6058

LEE COUNTY  
P.O. Box 850  
Ft. Myers, FL. 33902  
(239) 533-6000  
FAX# (239) 533-6095

LEON COUNTY  
P.O. Box 1835  
Tallahassee, FL. 32302  
(850) 606-4700  
FAX# (850) 606-4701

LEVY COUNTY  
P.O. Box 250  
Bronson, FL. 32621-0250  
(352) 486-5172  
FAX# (352) 486-5181

LIBERTY COUNTY  
P.O. Box 400  
Bristol, FL. 32321  
(850) 643-2442  
FAX# (850) 643-3755

MADISON COUNTY  
229 SW Pinckney Street RM.102  
Madison, FL. 32340  
(850) 973-6136  
FAX# (850) 973-3116

MANATEE COUNTY  
819 301 Blvd. West  
Bradenton, FL. 34205  
(941) 741-4800  
FAX# (941) 741-3584

MARION COUNTY  
P.O. Box 1178  
Ocala, FL. 34478  
(352) 368-8200  
FAX# (352) 368-8111

MARTIN COUNTY  
3485 SE Willoughby Blvd.  
Stuart, FL. 34994  
(772) 288-5600  
FAX# (772) 288-5975

MONROE COUNTY  
P.O. Box 1129  
Key West, FL. 33041  
(305) 295-5000  
FAX# (305) 295-5022

NASSAU COUNTY  
86130 License Road, Suite 5  
Fernandina Beach, FL. 32034  
(904) 491-7400  
FAX# (904) 432-0220

OKALOOSA COUNTY  
701 E. John Sims Pkwy., Ste.  
202  
Niceville, FL. 32578  
(850) 651-7300  
FAX# (850) 678-5790

OKEECHOBEE COUNTY  
307 NW Fifth Avenue #B  
Okeechobee, FL. 34972-2571  
(863) 763-3421  
FAX# (863) 763-2426

ORANGE COUNTY  
P.O. Box 545100  
Orlando, FL. 32854  
(407) 845-6200  
FAX# (407) 254-1074

OSCEOLA COUNTY  
P.O. Box 422105  
Kissimmee, FL. 34742-2105  
(407) 742-4000  
FAX# (407) 742-3995

PALM BEACH COUNTY  
P.O. Box 3715  
West Palm Beach, FL. 33402-3715  
(561) 355-2264  
FAX# (561) 355-3944

PASCO COUNTY  
P.O. Box 276  
Dade City, FL. 33526-0276  
(352) 521-4360  
FAX# (352) 521-4275

PINELLAS COUNTY  
P.O. Box 6288  
Clearwater, FL 33758  
(727) 464-7777 FAX#  
(727) 453-3784

POLK COUNTY  
P.O. Box 1189  
Bartow, FL. 33831  
(863) 534-4700 FAX#  
(863) 534-4717

PUTNAM COUNTY  
P.O. Drawer 1339  
Palatka, FL. 32178-1339  
(386) 329-0282  
FAX# (386) 329-0284

ST. JOHNS COUNTY  
P.O. Box 9001  
St. Augustine, FL. 32085-9001  
(904) 209-2250  
FAX# (904) 209-2283

ST. LUCIE COUNTY  
P.O. Box 308  
Ft. Pierce, FL. 34954-0308  
(772) 462-1650  
FAX# (772) 462-1968

SANTA ROSA COUNTY  
6495 Caroline Street, Suite E  
Milton, FL. 32570  
(850) 983-1800  
FAX# (850) 623-8655

SARASOTA COUNTY  
101 South Washington Blvd.  
Sarasota, FL. 34236-6993  
(941) 861-8300  
FAX# (941) 861-8353

SEMINOLE COUNTY  
P.O. Box 630  
Sanford, FL. 32772-0630  
(407) 665-1000  
FAX# (407) 665-7922

SUMTER COUNTY  
220 E. McCollum Avenue  
Bushnell, FL. 33513  
(352) 569-6740  
FAX# (352) 569-6741

SUWANNEE COUNTY  
215 Pine Avenue SW,  
Suite A  
Live Oak, FL. 32064  
(386) 362-2816  
FAX# (386) 330-2666

TAYLOR COUNTY  
P.O. Box 30  
Perry, FL. 32348  
(850) 838-3517  
FAX# (850) 838-3518

UNION COUNTY  
55 W. Main St. Courthouse. RM. 108  
Lake Butler, FL. 32054  
(386) 496-3331  
FAX# (386) 496-1842

VOLUSIA COUNTY  
123 W. Indiana Avenue,  
Room 103  
Deland, FL 32720  
(386) 254-4626  
FAX# (386) 254-4638

WAKULLA COUNTY  
P.O. Box 280  
Crawfordville, FL. 32326-0280  
(850) 926-3371  
FAX# (850) 926-2035

WALTON COUNTY  
P.O. Box 510  
DeFuniak Springs, FL. 32435  
(850) 892-8121  
FAX# (850) 892-8079

WASHINGTON COUNTY  
P.O. Box 1038  
Chipley, FL. 32428-1038  
(850) 638-6275  
FAX# (850) 638-6067

**Certificate of Entitlement for U.S. Military Service Personnel (Currently Stationed in a State Other Than Florida) Claiming an Exemption from Florida Sales Tax**

I \_\_\_\_\_, am a military member who has purchased the  
(Name of Military member)

motor vehicle/vessel listed below in \_\_\_\_\_ while stationed outside of  
Florida:  
(State)

\_\_\_\_\_  
(Year)                                      (Make of Vehicle/Vessel)                                      (Vehicle/Vessel identification Number)

**I am certifying the following:**

- I am a resident of the state of Florida.
- I am currently residing outside of Florida pursuant to military orders.
- The vehicle/vessel will be held outside of Florida for longer than 6months.
- I will not bring the vehicle/vessel into the state of Florida within 6 months from the date of purchase, even for temporary reasons.
- I recognize that I owe tax to the state in which the motor vehicle was purchased unless a specific exemption applies.
- I do not intend to avoid sales or use tax in any state by registering the vehicle/vessel in Florida.

I understand that if I fraudulently issue this certificate to evade the payment of sales tax, I will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third-degree felony.

**Under the penalties of perjury, I declare that I have read the foregoing Certificate of Entitlement and the facts stated in it are true.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Military Member)

## FLORIDA INSURANCE AFFIDAVIT

Under penalty of perjury, I \_\_\_\_\_ certify that I have  
(Name of Insured)

Personal Injury Protection, Property Damage Liability, and, when required, Bodily Injury Liability

Insurance currently in effect with \_\_\_\_\_ under  
(Name of Insurance Company)

\_\_\_\_\_ covering the following motor vehicle:  
(Policy Number) Company Code Number (5 digits)

\_\_\_\_\_ Year Make Vehicle Identification Number

This insurance company is licensed to issue insurance policies in Florida. I understand that my driver license, license plate(s) and registration(s) will be suspended effective from the registration date, if the insurer denies that this policy is in force.

\_\_\_\_\_  
Signature of Insured

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN A VEHICLE REGISTRATION CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO PROSECUTION.**



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**Florida's Discretionary Sales Surtax**

**Florida's Discretionary Sales Surtax**

Discretionary sales surtax is a sales tax imposed by most Florida counties. The surtax applies to most transactions subject to [sales or use tax](#). Discretionary sales surtax is also known as local option county sales tax. Sales tax dealers must collect discretionary sales surtax and the 6 percent state sales tax from the purchaser at the time of sale.

You must remit both taxes to the Department of Revenue. Revenue distributes the discretionary sales surtax collected back to the counties that levy the surtax. Counties use these funds to help pay for local authorized projects.

**When Is a Transaction Subject to Surtax?**

You must collect discretionary sales surtax when the transaction occurs in, or delivery is into, a county that imposes a surtax and the sale is subject to sales and use tax. Use the chart below to help you determine when to collect the surtax.

**When and at What Rate to Collect Discretionary Sales Surtax (Local Option County Tax) on Taxable Sales**

If a selling dealer located in any <b>Florida county</b>	with a discretionary surtax	sells & delivers	into the county where the selling vendor is located	surtax <b>is</b> collected at the county rate where the <b>delivery is made</b>
If a selling dealer located in any <b>Florida county</b>	with or without a discretionary surtax	sells & delivers	into counties <b>with</b> different discretionary surtax rates	surtax <b>is</b> collected at the county rate where the <b>delivery is made</b>
If a selling dealer located in any <b>Florida county</b>	with or without a discretionary surtax	sells & delivers	into counties <b>without</b> a discretionary surtax	surtax <b>is not</b> collected
If an <b>out-of-state</b> selling dealer		sells & delivers	into a Florida county <b>with</b> a discretionary surtax	surtax <b>is</b> collected at the county rate where <b>delivery is made</b>
If an <b>out-of-state</b> selling dealer		sells & delivers	into a Florida county <b>without</b> a discretionary surtax	surtax <b>is not</b> collected

[Get more information](#) about how to determine when a transaction occurs in a county imposing a surtax.

**Tax Rates**

The discretionary sales surtax rate depends on the county. Rates currently range from .5 percent to 1.5 percent. A few counties do not impose the surtax. [Form DR-15DSS](#) lists current discretionary sales surtax rates by county and is updated yearly in November.

**Limit on Amount of Tax Charged**



In many cases, there is a limit to the amount of tax charged. Discretionary sales surtax applies to the first \$5,000 of the sales amount on the sale, use, lease, rental, or license to use any item of tangible personal property. Tangible personal property is personal property that you can see, weigh, measure, or touch, or is in any manner perceptible to the senses, including electricity. The \$5,000 cap does **not** apply to rentals of real property, transient rentals, or services.

### Filing and Paying Taxes

Selling dealers pay discretionary sales surtax along with sales and use tax on the Sales and Use Tax Return. You can [file and pay the tax and surtax](#) using Revenue's secure web application, or you may buy software from [software vendor](#). You can access the web application using your certificate number and business partner number or a Revenue-issued user ID and password. You must [enroll in our e-Services program](#) to receive a user ID and password. Enrollment has advantages: you can save your bank account and contact information, view your filing history, and reprint returns.

### Resources

[Sales and use tax brochure.](#)

[Discretionary sales surtax brochure.](#)

[How to Calculate, Collect, and Report Your Discretionary Sales Surtax](#) [You may need to disable pop-up blockers for this site]

[Guide for Business Owners](#) contains detailed information about calculating sales and use tax and discretionary sales surtax, filing returns, and more.

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## Hope Scholarship Program Contribution Election

The Hope Scholarship Program (Program) provides a public-school student who was subjected to an incident of violence or bullying at school the opportunity to apply for a scholarship to attend an eligible private school rather than remain in an unsafe school environment.

When you purchase or register a motor vehicle qualifying for the Program in Florida, you may designate \$105 per vehicle to an eligible nonprofit scholarship-funding organization participating in the Program. If the state sales tax due is less than \$105, you may designate the amount of state sales tax due. Your motor vehicle dealer, county tax collector, or private tag agent will remit your contribution to the organization and remit the remaining state sales tax and surtax to the Florida Department of Revenue.

Eligible contributions are used to fund scholarships for the Hope Scholarship Program. Contributions may also be used to fund scholarships for the Florida Tax Credit Scholarship Program, which provides a low-income student the opportunity to apply for a scholarship to attend an eligible private school.

**To make your contribution to the Program, complete the following. Sign and date.**

Eligible Nonprofit Scholarship-Funding Organization: <b>Step Up for Students, Inc.</b>		Contribution Amount (Lesser of \$105, or state sales tax due):	
Vehicle Owner's Name:			
Mailing Address:			
City:	State:	ZIP:	
Vehicle Co-Owner's Name:			
Mailing Address:			
City:	State:	ZIP:	
Vehicle Year:	Vehicle Manufacturer:	Vehicle Identification Number:	
Signature of Owner:			Date:
Signature of Co-Owner*:			Date:

\* For vehicles purchased by more than one person, the signature of the owner and the co-owner is required when the owners' names are joined by "and" on the vehicle title or registration. When the owners' names are joined by "or" on the vehicle title or registration, the signature of one owner is required.

**Motor vehicle dealers, county tax collectors, and private tag agencies:** Retain this form in your records when a contribution to the Hope Scholarship Program is indicated on the form.

For use by motor vehicle dealer, county tax collector, or private tag agency.