

**BILL OF SALE****VEHICLE DESCRIPTION**

VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR	MAKE	MODEL

I/We \_\_\_\_\_ sell, transfer, and deliver the above vehicle  
(PRINT SELLER'S NAME)

to \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for \$ \_\_\_\_\_.  
(PRINT BUYER'S NAME)

If this was a gift, indicate relationship: \_\_\_\_\_ (e.g. parent, spouse, friend, etc.)

**SELLER INFORMATION**

PRINT NAME	SIGNATURE <b>X</b>	DATE
PRINT NAME	SIGNATURE <b>X</b>	DATE
MAILING ADDRESS	CITY STATE ZIP	DAYTIME PHONE #

**BUYER INFORMATION**

PRINT NAME	SIGNATURE <b>X</b>	DATE
PRINT NAME	SIGNATURE <b>X</b>	DATE
MAILING ADDRESS	CITY STATE ZIP	DAYTIME PHONE #

**This form should be completed in ink. Errors or alterations on the title or other documents presented for title transfer may require this form to be notarized.**

**For notary use if applicable**

*Per Iowa Code 321.13, the department shall examine and determine the genuineness, regularity, and legality of every application made to the department, and may investigate or require additional information. The department may reject any application if not satisfied of the genuineness, regularity, or legality of the application or the truth of any statement made within the application, or for any other reason, when authorized by law. The department may retain possession of any record or document until the investigation of the application is completed if it appears that the record or document is fictitious or unlawfully or erroneously issued and shall not return the record or document if it is determined to be fictitious or unlawfully or erroneously issued.*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
personally appeared \_\_\_\_\_ as seller of said vehicle.  
(print seller name)

**X** \_\_\_\_\_

Notary Signature

Notary Public in and for the State of \_\_\_\_\_

NOTARY SEAL

## INSTRUCTIONS FOR BILL OF SALE

**\*\*COMPLETE THIS FORM IN INK\*\***

**\*\* ANY ALTERATIONS OR ERASURE VOIDS THIS FORM OR MAY REQUIRE  
IT TO BE NOTARIZED\*\***

A bill of sale form is provided to the buyer of a vehicle as documentation of the sale and/or the seller's receipt of the sale.

- **Seller's Name- Printed**
- **Year of the vehicle**
- **Vehicle Make & Model (Chevy, Ford, Honda, etc.)**
- **VIN# -Vehicle Identification Number**
- **Buyer's Name-Printed**
- **Sale Price (Dollar Amount)**
- **Date of Sale**
- **Signature of Seller(s)**
- **Signature of Buyer(s)**

### **\*\*Notice**

The seller should always remove license plates and return them to your county treasurer's office, for possible refund or cancellation. The Bill of Sale needs to be presented along with the original title assigned over to the buyer.

**Iowa Code 321.105A(7)(a):** A person who willfully makes a false statement in regard to the purchase price of a vehicle subject to a fee for new registration or willfully attempts in any matter to evade payment of the fee required by this section is guilty of fraudulent practice.

A person who willfully makes a false statement in regard to the purchase price of such a vehicle with the intent to evade payment of the fee for new registration or willfully attempts in any manner to evade payment of the fee required by this section shall be assessed a penalty of seventy-five percent of the amount of the fee unpaid and required to be paid on the actual purchase price less trade-in allowance.

### **NO BILL OF SALE?**

Acceptable alternatives in lieu of a bill of sale may be provided to the county treasurer, such as:

- Text or email messages between seller/transferor and buyer/transferee
- Cancelled check from buyer/transferee
- Craigslist/Marketplace/Social Media posts
- Seller/transferor can send an email to treasurer's office and state:
  - I, (seller/transferor), sold a (year, make, model, VIN) to (buyer/transferee name) on (sale/transfer date) for (price).
  - Seller/transferor must also provide full name and identification number (Iowa or other state driver's license, Iowa or other state ID, SSN, etc.)

If none of the above can be produced, buyer/transferee should send a trackable letter to the seller/transferor at the last known address (probably from the title) to explain the title will not be released from the seller/transferee name until they can provide a bill of sale. If the letter is undeliverable from the post office or it can be shown the letter was received but no action has been taken after 14 days, buyer/transferor can certify on the application as to the purchase price with the understanding that the Treasurer will forward the information to the Iowa Department of Revenue to determine if more proof is needed.