



# Black Hawk County Treasurer's Office

316 E. 5<sup>th</sup> Street ▪ Room 140 ▪ Waterloo, Iowa 50703 ▪ Phone: 319-833-3013 ▪ Fax: 319-833-3179  
 ▪ Email: treasurer@blackhawkcounty.iowa.gov  
 www.blackhawkcounty.iowa.gov

<b>BILL OF SALE</b>			
<i>Fill out form in black or blue ink only</i>			
VEHICLE DESCRIPTION			
VEHICLE IDENTIFICATION NUMBER (VIN)	YEAR	MAKE	MODEL
I/We _____ (PRINT SELLER'S NAME) sell, transfer and deliver the above vehicle to _____ (PRINT BUYER'S NAME) on ____ / ____ / ____ for _____ (SELLING PRICE) <small>MO DAY YEAR</small>			
If this was a gift, indicate relationship: _____ (e.g. parent, spouse, friend, etc.)			
SELLER INFORMATION			
PRINT NAME of Seller	SIGNATURE		DATE
	<b>X</b>		
PRINT NAME (if more than one Seller)	SIGNATURE		DATE
	<b>X</b>		
MAILING ADDRESS	CITY	STATE	ZIP DAYTIME PHONE #
BUYER INFORMATION			
PRINT NAME of Buyer	SIGNATURE		DATE
	<b>X</b>		
PRINT NAME (if more than one Buyer)	SIGNATURE		DATE
	<b>X</b>		
MAILING ADDRESS	CITY	STATE	ZIP DAYTIME PHONE #

**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.

Some counties in Iowa require the Bill of Sale to be notarized. Contact those counties directly for their specific Bill of Sale.

Black Hawk County, Iowa, will accept other counties' Bill of Sale forms as well as some other forms of proof of purchase price.

Black Hawk County Treasurer's Office –Bill of Sale

**\*See back for more information**

## **INSTRUCTIONS FOR BILL OF SALE**

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.

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

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

- **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.

## **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@blackhawkcounty.iowa.gov](mailto:treasurer@blackhawkcounty.iowa.gov) 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.