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P.O. BOX 698
DOVER, DE 19903
(302) 744-2500

GEORGETOWN
23737 DUPONT BLVD.
GEORGETOWN, DE 19947
(302) 853-1000

DELAWARE CITY
2101 Mid County Dr.
New Castle, DE 19720
(302) 326-5000

WILMINGTON
2230 HESSLER BLVD.
NEW CASTLE, DE 19720
(302) 434-3200

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

JENNIFER COHAN
SECRETARY

March 6, 2020

IMPORTANT NOTICE

TO: **All Dealers**

FROM: **Division of Motor Vehicles**

RE: **Dealer Bill of Sales**

Effective Date: Phase I – DMV Fees, June 6, 2020
Phase II- Breakdown of charges, September 6, 2020

This important notice is to inform dealers of the required correction to the dealer bill of sales submitted to the DMV. Based on the results of an internal review, the division will be requiring the following to be corrected to prevent any unnecessary rejections.

- *Phase I, the effective date is June 6, 2020*- All dealer staff to access and utilize the DMV calculator located on the dealer portal, (link below).
https://dealers.dmv.de.gov/default.aspx
- After June 6, 2020, all bills of sales showing incorrect fees will/may be rejected and required the customer's signature when corrected.
- Only exceptions DMV will refund, or process is due to retain tag calculation adjustment, inspection adjustment, or any minor adjustments not eligible on the portal calculator.
- Please print the fees calculated from the dealer portal calculator and add to your work. This will assist the DMV staff on any discrepancies.
- *Phase II- The effective date is September 6, 2020-*All "bill of sale " forms to list the breakdown of all DMV fees, after-market, trade credit, VIN numbers, and signatures.
- *NOTE:*
- No white-out on the bill of sale, MV212 (application for title), power of attorney, or title.
- No handwritten adjustments to the fees on the Bill of Sale.
- This change will assist both the Dealers and DMV in eliminating unnecessary rejections due to incorrect calculations of the DMV fees.

See attached a sample of the correct breakdown of items required by the DMV

DelDOT