

## Vehicle/Vessel Bill of Sale

Use this form to gather necessary information when you sell your vehicle or vessel. **Completing this form does not transfer the title or act as a Report of Sale.** To complete the transaction, the buyer and seller have the following responsibilities:

### Seller

Submit a completed Report of Sale **within 5 days** from the date of sale. The Report of Sale releases your liability from the vehicle or vessel. You can report the sale:

- In person at any vehicle licensing office
- Online (vehicle only) at [dol.wa.gov](http://dol.wa.gov)
- Mail a [Vehicle Report of Sale](#) or [Vessel Report of Sale](#) to any vehicle licensing office. Include required fee in a check or money order, made payable to Department of Licensing.

### Buyer

To apply for a new title, take the Certificate of Title and this Bill of Sale to any vehicle licensing office and pay all fees and taxes. You must apply **within 15 days** of acquiring the vehicle/vessel or you will pay a late fee. Late transfer fees start at \$50 and increase to a maximum of \$125.

**NOTE:** Depending on your specific situation, other forms may be necessary. For more information, contact customer service at (360) 902-3770. Forms are available online at [dol.wa.gov](http://dol.wa.gov) or at any vehicle licensing office.

### Vehicle/Vessel information

Sale of (choose one) <input type="checkbox"/> Vehicle <input type="checkbox"/> Vessel		License plate/Registration number	Vehicle identification number (VIN)/Hull identification number (HIN)	
Model year	Make	Model	Date of sale	Sale price

### Seller information

Seller names		
Seller address		
City	State	ZIP code

### Buyer information

Buyer names		
Buyer address		
City	State	ZIP code
Relationship Are you an immediate family member receiving this vehicle as a gift? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", what is your relationship to the seller? .....		

**X** \_\_\_\_\_  
Buyer signature

**X** \_\_\_\_\_  
Buyer signature

**X** \_\_\_\_\_  
Seller signature

**X** \_\_\_\_\_  
Seller signature

## Vehicle Report of Sale

Use this form to notify Department of Licensing (DOL) that you have sold, traded, or given up ownership of a car, truck, motorcycle, trailer, or other registered vehicle.

### Seller

To release your interest in the vehicle:

1. Sign the Vehicle Certificate of Title and give it to the buyer.
2. File a Report of Sale **within 5 business days of the sale** with DOL to document the sale.

Filing options (see [dol.wa.gov](http://dol.wa.gov) for fee information):

- Online at [dol.wa.gov](http://dol.wa.gov) or use your [License express account](#)
- In person or mail this form to any vehicle licensing office (**include [Report of Sale fees](#) with this form**)

### Buyer

1. Apply for a new registration/title **within 15 calendar days** of purchasing the vehicle to avoid paying a penalty.
2. Take or mail the signed Certificate of Title and completed [Vehicle Title Application](#) (TD-420-001) to any vehicle licensing office and pay the required fees and taxes.

### Vehicle information

Plate/Decal/Metal tag #	Vehicle identification number (VIN)	Model year	Make	Model
Certificate of title number	Date vehicle sold	Sale price (enter 0 if gift or inheritance)		Today's date

### Seller and buyer information

Seller name		
Address		
City	State	ZIP code
Buyer name		Driver license number (if available)
Address		
City	State	ZIP code

A person who files a vehicle report of sale without the knowledge of the transferee shall be guilty of fraudulent filing and punished under state law. RCW 9.45.270