



Walton County Tax Collector
Lease Vehicle
Mail Packet Checklist

For accuracy, this mail packet should be completed online before printing.

Name:

Mailing Address:

City, State & Zip:

Florida Phone#:

Out-of-State Phone#:

E-mail Address:

In order to obtain a Florida Certificate of title, you must submit the following documentation:

1. IDENTIFICATION REQUIREMENTS:

a. All individual(s) must submit a copy of one of the following with the application for title:

- A driver license or ID card w/photo issued by any **US state or territory**
- A **Canadian** driver license or ID card
- A US **passport**
- An out-of-country **passport**
- If transaction is being completed by [Power of Attorney \(HSMV#82053\)](#) a copy of the driver license for both the applicant and the person appointed power of attorney is required.

b. When a title is being transferred into the name of a business, proof of the validity of the business must be submitted and may be a copy of the following:

For a Florida registered business:

- Active Corporation or fictitious name documents filed with the Secretary of State.

- Department of Business & Professional Regulation License or Department of State License.
- Proof of registration with the Department of Agriculture & Consumer Services.
- Department of Revenue Sales Tax Registration or Exemption Certificate
- IRS Heavy Use Tax (for Dump Trucks and Heavy Trucks) Form 2290

The following are unacceptable types of verification for businesses:

- A bank or checking account with the business name on it.
- A bill in the name of the business
- Mail addressed to the business

***Note: Proof of authorization of an agent is required for all vehicles going into a business name.**

One of the following must be submitted:

- If the agent is signing for a Florida registered business and the person is listed on www.sunbiz.org as an officer or director a screen print must be submitted.
- If the agent signing or business is not listed on the Sun Biz website or the business is not registered in Florida, the agent signing must submit a letter on original business letterhead, which states that they are authorized to sign on behalf of the business. (The letter may be signed by any individual, provided s/he is someone other than the person signing the application.)

2. APPLICATION FOR CERTIFICATE OF TITLE (HSMV 82040):

Please Note: It is mandatory that a Florida address must be provided in section 1 of the [Application for Certificate of Title \(HSMV#82040\)](#) under the "Owner's or Lessee's Physical Street Address in Florida (Mandatory)" section.

- **Complete sections 1, thru 6 with Leasing Company Information.**
- If **out-of-state title**, section **8 MUST** be completed but only by a law enforcement officer, Military police or a Florida certified notary.
- **Section 9** must have Florida Sales Tax Exemption Number. If your lease Company does not have a Florida Sales Tax exemption number, you are subject to sales tax on the purchase price – a dealer invoice/Bill of sale must be submitted.

***Note: An out-of-state motor vehicle dealer may verify a VIN number on their letterhead signing and attesting to the fact that they have physically verified the VIN to be correct with a full description of the vehicle year, make and VIN; the letter**

must state that the dealer physically verified the VIN number. (An out-of-state motor vehicle dealer may not complete section 8 of form 82040.)

- **Section 12 MUST be signed by person appointed as Power of Attorney by Leasing Company. Must submit original or certified copy of the Power of Attorney.** (If signing as an agent of a business, the agent's position with the business must be noted.)

3. ONE OF THE FOLLOWING MUST BE SUBMITTED TO SHOW PROOF OF OWNERSHIP:

CAUTION: COPIES CANNOT BE ACCEPTED AS PROOF OF OWNERSHIP

- NEW CARS: Manufacturer's Statement of Origin (MSO)

***Note: Odometer Disclosure statement must be completed on back of the MSO or Original Odometer Disclosure statement completed by DEALER & PURCHASER must be submitted.**

- USED CARS: Florida Title or Out-of-State Certificate of Title

***Note: Used cars 10 years or newer require the odometer and the date read to be disclosed on the title assignment per Federal Odometer Laws.**

* The title must be signed over on the purchaser and seller lines and the odometer disclosure statement & applicable date must be completed when:

- Ownership is changing
- Adding/removing a name
- Transferring to/from a trust
- Name change

4. BILL OF SALE OR COPY OF DEALER INVOICE:

- Required for purchases and vehicles already titled in the proper owner's name for less than 6 months.
- Not required on vehicles titled or registered in the owner's name for 6 months or longer.

5. CURRENT REGISTRATION:

If you are transferring a current Florida license plate that is registered to the owner(s) of this vehicle, a copy of the current registration OR the following information is required:

Florida License Plate Number to be transferred:

6. PROOF OF INSURANCE WITH FLORIDA LICENSED INSURANCE COMPANY:

Insurance in Florida by an out-of-state insurer is not sufficient; insurance must be furnished from a company licensed in Florida.

Please note: The [Insurance Affidavit \(HSMV#83330\)](#) may only be completed if you have a current Florida insurance policy.

7. CALCULATION OF FEES: [License Plate Rate Chart \(HSMV#83140\)](#)

8. CHECK, MONEY ORDER or CREDIT CARD:

- Check or Money Order in US Funds made payable to:
Rhonda Skipper, Walton County Tax Collector
- Your check is welcome provided it includes: Full Name, Street Address, along with 2 telephone numbers with area code.
- Note: If your check is returned, it may be re-presented electronically. By submitting your payment by check, you are authorizing service charges and processing fees, as permitted by F.S. 832, to be debited from the same account by paper draft or electronically, at the option of the Tax Collector (for the returned check).
- Credit Cards (a 2.5% convenience fee applies) payable with American Express, Discover, MasterCard & Visa. Complete the [Credit Card Authorization Form](#).

9. Mail your paperwork to:

Rhonda Skipper, Tax Collector
Attn: Tags & Title Department
PO Box 510
DeFuniak Springs, FL 32435
Phone: 850-892-8121
www.waltontaxcollector.com

Mailing Overnight Physical Address
571 US Hwy 90 E
DeFuniak Springs, FL 32433

***Note:** Please allow 5-7 business days for processing and mail time. If you would like expedited mail services, a prepaid overnight envelope must be supplied with your transaction. *Fast titles require additional signatures by mail and additional fees.

***Note:** Title work must be mailed overnight mail or certified mail so that it may be tracked by the sender. The sender is responsible to confirm delivery of title work to our office with mail provider (i.e. Fed Ex, UPS, and USPS). There is a 10 business day turnaround time upon receipt of title work.

Did you include all required documents?

- Your contact information on the front cover page of the Mail Packet
- Proof of Identification (for **all** applicants) (Copy of Driver's License, etc)
- Proof of Business Identification (If applicable)
- Application for Title (form 82040) – 2 pages
All applicable sections and section 12 **signed** by all applicants? Did you provide the mandatory Florida physical address in section 1?
- Original Certificate of Origin (if purchased brand new) or Original Certificate of title (if purchased used). Photocopies ***will not*** be accepted!
- Separate Odometer Disclosure (On new purchases & vehicles 10 years and newer)
- Is the title signed over between buyer and seller with the odometer disclosure statement & applicable dates completed (when applicable)?
- Bill of Sale and/or copy of dealer invoice if just purchased
- Power of Attorney (If applicable)
- Current registration (if transferring a valid Florida license plate) and did you write the plate information on the mail packet in the plate transfer section?
- Proof of Florida Insurance – Complete Florida Insurance Affidavit in its entirety (Owner's name, insurance company name, policy number, insurance company's Florida 5 digit company code and owner's signature).

Note: This affidavit can only be completed if you have a Florida policy/agent. If you currently do not have a Florida policy/agent, you must contact your insurance company to have your policy changed to Florida before you can be issued a Florida license plate/registration.

- Check, money order in US funds made payable to **Rhonda Skipper Walton County Tax Collector** or credit card agreement. Checks must include:
 - Full Name, Street Address & Phone number with area code