

Detailed Instructions for Form 130-U, Application for Texas Title

Refer to the title assigned to you by the seller for the vehicle information/description.

- 1. Vehicle Identification Number (VIN). Found on the certificate of title and also stamped or affixed on the vehicle frame [e.g., driver side door frame, dashboard (facing windshield), or on engine block on 1955 vehicles and prior models].
- 2. Year. The model year of the vehicle (e.g., 2011, 2004, etc.).
- 3. Make. Brand of vehicle designated by the manufacturer (e.g., Chevrolet, Ford, Toyota, etc.).
- **4. Body Style.** Description of vehicle (e.g., 2D = 2-door Sedan, CP = coupe, PK = pickup, etc.) For more abbreviations see Form VTR-249, *Standard Abbreviations for Vehicle Makes and Body Styles*.
- 5. Model. Vehicle model designated by the manufacturer (e.g., Silverado, F-150, Prius, etc.).
- 6. Reserved for future use.
- 7. Empty Weight. Weight (in pounds) of the vehicle without a load, rounded up to the next 100 pounds.
- 8. **Carrying Capacity.** Weight (in pounds) of the heaviest load the vehicle is legally allowed to carry according to the vehicle manufacturer.
- 9. Plate Number. License plate number being issued, if available.
- **10.** Vehicle Unit Number. Applies to vehicles purchased as part of a fleet, if applicable.
- 11. **Major Vehicle Color.** If vehicle has one color, enter it in this field. For a vehicle with more than one color, the Major Color is the primary color that covers most, if not all, of the vehicle.
- 12. Minor Vehicle Color (two colored). If the vehicle has more than one color, the predominant color must be shown as the Major Color and the secondary color as the Minor Color (e.g. standard two-toned vehicles, custom paint job, etc.).
- 13. Applicant Type: Whether an Individual, Business, Government, Trust or Non-Profit.
- 14. Applicant's/Owner's Legal Name 1: The legal name as it is recorded on the identification and mailing address of the owner.
- **14 a.** Applicant/Owner 1 Photo ID: The unique identification number of the photo identification presented by the first owner, type of photo, identification, and issuing entity presented. If the ID used is a driver's license, state ID, or passport, also include the state, territory, or country.
- 14 b. Applicant's/Owner's Legal Name 2: The legal name and mailing address of the second owner, if applicable.
- 14 c. Registrant's Name: Name and mailing address for registration renewal notice, if different than information in 14 or 14 b.
- 14 d. Vehicle Physical Location. If different than the address shown in 14, 14 b, or 14 c, indicate a complete physical address.
- **15. Previous Owner's Name and Mailing Address.** The seller's name and mailing address indicated on the assigned title or other evidence of ownership being surrendered with the Form 130-U.
- 15 a. GDN Dealer's Use Only. Dealer's general distinguishing number assigned by the State.
- **16. First Lien Date.** If applicable, the date a security agreement was signed with any financial institution/individual for the financing of the vehicle.
- **16. First Lienholder Name and Mailing Address.** The lienholder's name and mailing address. If there is no lien, indicate "NONE."
- **16 a. Electronic Title Request?** If the lienholder in 16 requests an electronic title, check box 16 a, and enter the *Certified Lienholder ID No.* in 16 b. (If 16 a. is checked, then 16 c. cannot be checked.)
- **16 b.** Certified Lienholder ID No. Enter the 11-digit Certified Lienholder Identification Number here. (Required if 16 a. is checked.)
- 16 c. Additional Lien(s)? If another lien exists in addition to 16, check the box and attach VTR-267 Additional Liens Statement.
- 17. For Corrected Title. If this application is meant to correct an existing title, indicate the appropriate reasons (e.g., Change in Vehicle Description: VIN, Year, Add Lien, Remove Lien, etc.)
- 18. Odometer Disclosure. The Seller/Agent is required by law to record the odometer reading at the time of sale and to show: A-Actual (mileage shown), N-Not Actual (broken or replaced odometer), X-Mileage Exceeds Mechanical Limits, or Exempt- If the vehicle meets one of the following criteria, select Exempt, and the remainder of the Odometer Disclosure may remain blank:
 - is a new motor vehicle prior to its transfer to the first retail purchaser;
 - has a manufacturer's rated gross vehicle weight rating of more than 16,000 pounds;
 - is sold by the manufacturer directly to a government agency;
 - is 10 or more model years old; or
 - is not self propelled.

In situations involving operation of law (court order, storage or mechanic lien, heirship, etc.), the title applicant provides the odometer reading and certification to the best of their knowledge.

- **19. Check Only If Applicable.** For Dealer and/or Rental or Leasing companies' use. Dealers must include their General Distinguishing Number. Rental Companies must include their Rental Permit Number.
- 20. Description of Vehicle Traded In. Describe the vehicle traded in on the purchase (if any), year, make, and VIN.
- 20 a. Additional Trade-ins? Check if trade included any vehicle(s) in addition to the one shown in 20.
- 21. Sales and Use Tax Computation. Sales and use taxes <u>must be paid</u>. Indicate the vehicle sales price in the second space provided on Line (a).
 - Rebates are only applicable for new vehicles sold by a dealership to a retail purchaser.
 - 21(f) provides for a late tax payment penalty of 5% or 10% of the amount in (e).
 - Check the appropriate box if you are a new resident to Texas; obtained the vehicle as an even trade or as a gift; or you are applying for a rebuilt salvage title. The \$10 gift tax option may be used when a person receives a vehicle as a gift from an immediate family member, guardian, decedent's estate or nonprofit service organization qualifying under Internal Revenue Code Sec.501(c)(3). Both the donor and the gift recipient must sign the Comptroller's joint affidavit, Form 14-317, Affidavit of Motor Vehicle Gift Transfer. The title application must be accompanied by the Comptroller's joint affidavit and must be filed in person by either the recipient or donor.
 - If the vehicle is subject to the **diesel emissions surcharge fee**, compute the percentage (2.5% **OR** 1%) of the fee based on the Taxable Amount shown in (d). This fee is due in addition to the amount of tax due shown in (h).
 - If you are claiming a **tax exemption**, provide a brief explanation for the reason.
- 22 and 23. Seller, Donor, or Trader. ALL seller(s), donor(s) or trader(s) of the vehicle indicated on the title or other transfer of ownership document must sign, print their name, and indicate the date of signature.
- 24 and 25. Purchaser, Donee, or Trader. ALL applicants (person or persons purchasing or receiving the vehicle) must sign, print their name, and indicate the date of signature.

The completed title application, properly assigned title, current registration receipt (if available) and proof of insurance in the title applicant's name are required to be filed in the county where the sale occurred, where the lienholder is located, or applicant's county of residence within 30 days of date of sale. Payment of title, registration, and sales tax fees are required when application for title is filed.

Refer to the back of the Form 130-U for phone numbers and additional information concerning fees, taxes, and penalties.