

# INSTRUCTIONS FOR FORM UP-2MV

**The form UP-2MV must accompany all reports.**

Enter your business name and Federal Employer Identification Number on each page of your owner report. Please type or print your report,

## OWNER INFORMATION:

**ITEM 1-** Enter the name of motor vehicle's owner.

**ITEM 2-** Enter the address of motor vehicle's owner.

**ITEM 3 - 4** If applicable, enter the name and address of the secondary owner.

**ITEM 5-** Enter the year of the vehicle.

**ITEM 6-** Enter the vehicle's make.

**ITEM 7-** Enter the vehicle's model.

**ITEM 8-** Enter the Vehicle Identification Number.

**ITEM 9-** Enter the vehicle's registration number (If available).

**ITEM 10-** Enter the owner's driver's license number (If available).

**ITEM 11-** Enter the date of sale.

## SALE INFORMATION:

**ITEM 12A-** Enter the sale price of the vehicle.

**ITEM 12B-** Enter the lien amount.

**ITEM 12C-** Enter the cost of advertising. (This may not exceed \$120.)

**ITEM 12D-** Enter the cost of the public sale. (This may not exceed \$200.)

**ITEM 12E-** Deduct items 12 B-D from 12 A. This will be your remittance.

## SUPPORTING DOCUMENTATION:

**ITEM 13-** You will need to attach copies of the following to this form:

- 1) The Bill of Sale
- 2) The Court Order

**ITEM 14-** You will need to save a copy of the Sale Costs Receipt for your records.



# VEHICLE DETAIL REPORT FORM MOTOR VEHICLE SALE

The form UP-2MV must accompany all reports

FEDERAL EMPLOYER ID #	ENTITY NAME
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## OWNER(S) INFORMATION

1. OWNER NAME
2. REPORTED ADDRESS
3. SECONDARY OWNER NAME (if applicable)
4. SECONDARY OWNER REPORTED ADDRESS (if applicable)

## VEHICLE INFORMATION

5. VEHICLE YEAR	6. VEHICLE MAKE	7. VEHICLE MODEL
8. VIN #	9. VEHICLE REGISTRATION # (IF AVAILABLE)	
10. OWNERS DRIVERS LICENSE # (IF AVAILABLE)	11. DATE OF SALE	

## SALE INFORMATION

12a. Proceeds	\$ _____
12b. Total Liens	\$ _____
12c. Advertisement	\$ _____ (\$120 Limit)
12d. Sale Costs	\$ _____ (\$200 Limit)
12e. Remittance	\$ _____

## SUPPORTING DOCUMENTATION

13. ATTACH COPIES OF THE FOLLOWING TO THIS FORM:

BILL OF SALE  
COURT ORDER

14. KEEP A COPY OF THE SALE COST RECEIPT FOR YOUR RECORDS.

RECEIPT FOR SALE COSTS