

STATE OF MICHIGAN



CANDICE S. MILLER, Secretary of State  
MICHIGAN DEPARTMENT OF STATE  
LANSING, MICHIGAN 48918-0001

**BULLETIN**

DATE: June 8, 2001  
TO: All Licensed Michigan Vehicle Dealers  
FROM: Bureau of Automotive Regulation  
SUBJECT: **Important Changes to RD-108 Forms**

Dealers will be pleased about changes we are making to the RD-108 "Application for Michigan Title -- Statement of Vehicle Sale" form. Dealers have long expressed concern that completing the multiple copy RD-108 form requires either a typewriter or an impact printer capable of going through as many as 8 copies. Due to changes in how the Department of State processes applications for title and registration, we no longer need multiple copies of the RD-108 form. Effective Wednesday, June 13, 2001, Secretary of State branch offices need only one original RD-108 form. This processing change gives dealers more options which will be described later.

**NEW RD-108 PROCESSING PROCEDURE**

Secretary of State branch offices have long used impact printers similar to those used by dealers to complete RD-108's. Our impact printers can "imprint" validation information through 5 to 6 copies. We are replacing these old style printers with laser printers that do not have impact capability. Currently, branch offices validate RD-108s in the upper right corner leaving an imprint on all copies. We then separate the RD-108 packet and return Parts 2 through 5 to the dealer (Part 2 -- purchaser's copy, Part 3 -- dealer's file copy, Part 4 -- secured party's copy, and Part 5 -- dealer's extra copy).

With our new process, branch office laser printers will validate only the top copy (Part 1) of the RD-108 that we keep for microfilming. **We will not return a validated RD-108 to the dealer.** Instead, we will use information from the RD-108 form to update our records and will issue two copies of a new form -- a "Receipt for RD-108 Dealer Transaction." A sample of the new "**Receipt for RD-108 Dealer Transaction**" is attached to this bulletin. Both copies of the "Receipt for RD-108 Dealer Transaction" will contain the same information entered by the dealer on the original RD-108 form and will be validated by the branch office.

*Note: Validations are important for several reasons. The validation confirms the RD-108 was processed through a branch office. The validation identifies which branch office processed the RD-108, shows the date it was processed and the amount of fees collected, shows the new title number issued, indicates whether a lien was recorded, and establishes a microfilm trail for the transaction. Dealers need the validation information if a transaction needs to be traced. The Michigan Department of Treasury needs validation information before processing a sales tax refund. Banks or other financial institutions use the validation information to verify the transaction was processed and their security interest was recorded.*

## RD-108 OPTIONS FOR DEALERS

Dealers now have several options to acquire new RD-108 forms:

1. Continue to purchase multiple-part RD-108 forms from commercial printers. The top copy must be printed on high quality 20# bond paper, not recycled paper. Complete the RD-108 in the usual manner. Separate the packet at the dealership and take only the original top copy of the RD-108 to the branch office for processing. The branch office will return two copies of the validated "Receipt for RD-108 Dealer Transaction" form to you.
2. Purchase single sheet RD-108 forms in quantity from commercial printers. The single sheet RD-108 must be printed on laser quality 20# bond paper, not recycled paper. Complete the single sheet RD-108, obtain the necessary signatures, photocopy the signed RD-108 for the vehicle purchaser and your files, and take the original RD-108 to the branch office for processing. The branch office will return two copies of the validated "Receipt for RD-108 Dealer Transaction" form to you.
3. Convert the RD-108 form to a computer template format. You will be able to complete the RD-108 using your personal computer and print it with a laser or inkjet printer on laser quality 20# bond paper, not recycled paper. **It is very important that the template does not change any of the spacing on the RD-108 form.** After completing the template, print it and obtain the necessary signatures. Photocopy the signed RD-108 for the vehicle purchaser and your files before taking the transaction to the branch office for processing. The branch office will keep the original RD-108 and will return two copies of the validated "Receipt for RD-108 Dealer Transaction" form to you.
4. Visit the Department of State's website at [www.michigan.gov](http://www.michigan.gov) - Click on "Svcs. to Businesses" "Auto Dealers" and download a copy of the RD-108 form in a pdf format. The RD-108 pdf form has blank fields that can be completed by the dealer. Dealers should save the form on their computer's hard drive and use it each time the form is needed. After completing the RD-108 pdf form, print it with a laser or inkjet printer on laser quality 20# bond paper (not recycled paper) and follow the same procedure as identified in Item 3 above.

*Note: Spacing on the RD-108 is critically important. The form must remain a single sheet and have the same spacing as contained in the attached sample "RD-108 Application for Title –*

*Statement of Vehicle Sale” form. If you cannot produce a form in a template format or download the pdf form that matches the sample, you must continue to purchase your RD-108s from a commercial printer. The Department of State will not accept RD-108 forms if they do not match the approved format.*

#### CHANGES TO RD-108 FORM

The RD-108 form has a new look with the following changes:

1. The repeat offender disclosure language formerly printed on the back of the pink copy has been moved to the front as part of the certification language.
2. The RD-108 will continue to be the application for registration but will no longer serve as the official registration document for the license plate. Instead, a separate TR-1L registration document printed by the branch office and returned to the dealer is the official registration.
3. The signature area has separate signatures for purchasers and lessees. A third signature line is added to match the number of spaces at the top of the form used to show driver license and personal identification numbers. One important reminder -- dealers may sign the RD-108 on behalf of the leasing company if the dealer maintains a power of attorney form in the dealership. The Department of State will not require a copy of the power of attorney form to be submitted with each RD-108 processed.
4. Instructions to purchasers have changed. They are directed to call the Bureau of Automotive Regulation at our toll-free telephone number if they do not receive their title within 30 days.
5. We removed the itemized list of parts and paper colors from the form. The Bureau will communicate with commercial printers regarding multiple-part RD-108s to accommodate dealers who decide to continue purchasing carbon pack or carbonless (NCR -- no carbon required) forms.

*Note: Dealers should continue to use the temporary registration section on the RD-108 to transfer plates for their customers. Law enforcement has been advised that a photocopy of the RD-108 form is a valid temporary registration for 15 days until the plate is transferred at the Secretary of State branch office.*

We recognize that RD-108 packets are expensive and wish to give dealers time to acquire new forms. Dealers should begin using the new form as soon as possible as existing supplies are depleted, but **no later than January 1, 2002**. Secretary of State branch offices will be instructed not to accept and process old style RD-108 forms after January 1, 2002.

## RECEIPT FOR RD-108 DEALER TRANSACTION

Branch employees will continue to enter information from the RD-108 into the Department's mainframe computer to update vehicle and registration files. This information will then print on the "Receipt for RD-108 Dealer Transaction". The branch office will issue two copies of the "Receipt for RD-108 Dealer Transaction" for each RD-108 transaction submitted for processing. Dealers will no longer receive a validated RD-108 when their transactions are returned by the branch office but will, instead, receive two copies of the new, validated "Receipt for RD-108 Dealer Transaction" form. Dealers will receive two copies of the form but are encouraged to make as many photocopies of the form as they need. We recommend one copy be given to the secured party, one copy be provided to the purchaser with their registration information, and at least one copy be kept in the dealer's records.

**Secured Party** -- Many financial institutions insist on receiving a validated copy of the RD-108 before they will cash the contract. We recommend that dealers give their financial institutions a copy of both the original RD-108 and the validated "Receipt for RD-108 Dealer Transaction." The "Receipt for RD-108 Dealer Transaction" will display the full name and address of the financial institution or secured interest verifying the lien has been placed.

**Out-of-State Sales** -- Dealers should give their out-of-state customers a copy of both the RD-108 and the validated "Receipt for RD-108 Dealer Transaction" along with the in-transit permit. The "Receipt for RD-108 Dealer Transaction" will contain a breakdown of fees paid including the amount of sales tax, if applicable, paid in Michigan. If there is a lien on the vehicle, dealers should enter that information on the RD-108. When the transaction is processed and an in-transit permit issued, branch employees will not enter secured interest information on the "Receipt for RD-108 Dealer Transaction." The Department of State can only record lien information on titles issued in Michigan.

We hope dealers are as excited as we are about the opportunity to produce RD-108s electronically. Dealers with questions about the new RD-108 processing procedure may telephone the Dealer Program Section at (517) 373-9082 for assistance.

Attachments: [Sample "Receipt for RD-108 Dealer Transaction"](#)  
[Sample RD-108](#)

# Receipt for RD-108 Dealer Transaction

**APPLICATION FOR MICHIGAN  
TITLE AND REGISTRATION**

Dealer

Address

City

Dealer License No.
Odometer
A = Actual mileage B = Not actual mileage C = Exceeds mechanical limits of odometer

Transaction Type:
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Validation:				
Plate No.	Expires on	Months		
Year	Make	Body Style	Code	County
Vehicle No.		Fee Cat. or Wt.	License Fee	
Driver License No./PIDs of All Owners/Lessees			Title	
			Title Late Fee	
Complete Name(s) and Address(es) of All Owners or Lessors			Tax	
			Transfer Fee	
			Total	
Complete Name(s) and Address(es) of Lessees				
			Full Rights to Survivor	

First Secured Interest	Filing Date
Second Secured Interest	Filing Date
Purchase Price of Vehicle	

**APPLICATION FOR MICHIGAN TITLE – STATEMENT OF VEHICLE SALE**

Invoice No. \_\_\_\_\_

Michigan Registration \_\_\_\_\_

Candice S. Miller, Secretary of State

Purchase Date \_\_\_\_\_

Delivery Date \_\_\_\_\_

Stock No. \_\_\_\_\_

Dealer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

County \_\_\_\_\_ State **MICHIGAN** Zip Code \_\_\_\_\_

Dealer License \_\_\_\_\_ Sales Tax License \_\_\_\_\_ Phone Number \_\_\_\_\_

**Vehicle Sold** New  Used  Demo  **Trade-In** Yes  No

Trade-In Year \_\_\_\_\_ Make \_\_\_\_\_ Vehicle No. \_\_\_\_\_

**TEMPORARY VEHICLE REGISTRATION USED TO TRANSFER PLATES**  
Expires 15 days after delivery date

Plate transferred from: Year \_\_\_\_\_ Make \_\_\_\_\_

Vehicle No. \_\_\_\_\_ Plate No. \_\_\_\_\_ Temp. Expiration Date \_\_\_\_\_

**THIS VEHICLE WILL BE USED OR HAS BEEN USED AS:**

- A POLICE VEHICLE  A DRIVER EDUCATION VEHICLE  
 A GOVERNMENT VEHICLE  A TAXI  
 A SALVAGE TITLE HAS PREVIOUSLY BEEN ISSUED

**ODOMETER MILEAGE**

The following section must be completed when odometer disclosure is required. The odometer mileage reading must match the mileage reading disclosed to the purchaser on the title and/or mileage statement.

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NO TENTHS

- actual mileage  not actual mileage  exceeds mechanical limits of odometer

Factory Installed Accessories  Factory List Affixed To Vehicle

Dealer Installed Accessories  
When Optional to Purchaser

REMARKS:

**CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLES ONLY**  
"The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale."

"I CERTIFY I SOLD THIS VEHICLE TO THE PURCHASER NAMED IN THIS FORM. I HEREBY WARRANT THE TITLE TO THE VEHICLE AND CERTIFY THAT THE VEHICLE IS SUBJECT ONLY TO THE SECURITY INTERESTS NAMED ABOVE."

Dealer's Signature \_\_\_\_\_

Title \_\_\_\_\_

**PURCHASER WARNING: DO NOT SIGN BLANK FORM**

I am purchasing or leasing this vehicle and am applying for a Michigan certificate of title and registration or, if the lessee, applying for a registration. I certify that my driver license is not suspended, revoked, or denied, as a repeat offender and I am eligible to purchase or register the vehicle.

Date   X   \_\_\_\_\_  
Date   X   \_\_\_\_\_  
Date   X   \_\_\_\_\_  
Date \_\_\_\_\_ Purchaser's/Lessor's Signature(s) \_\_\_\_\_

Date   X   \_\_\_\_\_  
Date   X   \_\_\_\_\_  
Date   X   \_\_\_\_\_  
Date \_\_\_\_\_ Lessee's Signature(s) \_\_\_\_\_

**PURCHASERS NOTE: IF VEHICLE TITLE IS NOT RECEIVED WITHIN 30 DAYS, CONTACT THE BUREAU OF AUTOMOTIVE REGULATION AT 1-800-292-4204**

Expires On			Month	Day	Year	Months	<input type="checkbox"/> NEW PLATE <input type="checkbox"/> RENEWAL <input type="checkbox"/> TRANSFER
Year	Make	Body Style	Code	County			
Vehicle No.		Wt. or Fee Cat.	License Fee				
Driver License No./PIDs of All Owners/Lesseees							Title
1)	3)						
2)	County of Residence					Title Late Fee	
Complete Name(s) and Address(es) of All Owners or Lessors							Tax
							Transfer Fee
							Total-Trans. to #4
Complete Name(s) and Address(es) of All Lessees							Full Rights to Survivor Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance Company				Policy No. or Binder No.			
First Secured Interest						Filing Date	
Address							
City-State Zip							
Second Secured Interest						Filing Date	
Address							
City-State Zip							
<b>1. PURCHASE PRICE OF VEHICLE</b> (Including Freight & Accessories)							
<b>2. OTHER TAXABLE CHARGES</b> (Documentary Fee, Service Fee, Temp. Reg. Fee, Etc.)							
<b>3. TOTAL TAXABLE PRICE</b>							
4. (Above total) SALES TAX - LICENSE - TITLE							
5. NON-TAXABLE CHARGES (Labor, Service Contract, Etc.)							
<b>6. TOTAL DELIVERED PRICE</b>							
7. CASH ON DEPOSIT							
8. CASH DUE ON DELIVERY							
9. TRADE-IN <span style="float:right">\$ _____</span>							
10. LESS LIEN <span style="float:right">\$ _____</span>							
11. TOTAL DOWN PAYMENT							
12. UNPAID BALANCE TO BE FINANCED							
13. INSURANCE CHARGE*							
<b>14. TOTAL AMOUNT OF FINANCE CONTRACT</b>							
<b>*TYPE OF INSURANCE</b>							
<b>WARNING:</b> This insurance is not PL/PD No Fault Insurance required by Michigan Law.							
<input type="checkbox"/> CREDIT LIFE <input type="checkbox"/> HEALTH & ACCIDENT							
<input type="checkbox"/> _____ <input type="checkbox"/> _____							
Temporary Registration No. _____				Temporary Fee Charged Yes <input type="checkbox"/> No <input type="checkbox"/>			
Salesperson _____							