New RD-108 Vehicle Dealer Application For Title And Registration Form

Agency: Secretary of State

Date: December 2016

Effective January 1, 2017 – Vehicle Dealers May Begin Submitting New RD-108

Grace Period To Migrate To New RD-108 Form

The current version of the Michigan Department of State Application for Michigan Title and Registration and Statement of Vehicle Sale with a 12/02 revision date is being replaced. Vehicle dealers may begin submitting the new edition of the RD-108 form for any vehicle delivered to the purchaser beginning January 1, 2017. The Department will not accept any transactions submitted on the previous 12/02 revision of the RD-108 after Wednesday, July 5, 2017.

Trade-In Sales Tax Credit Added To New RD-108 Form

A dedicated line for the partial trade-in sales tax credit has been added as line 3 in the statement of vehicle sale section located on the bottom right column capturing the sales tax credit on the difference for the trade-in vehicle. This change caused all lines below line 3 to be renumbered to encompass 15 line items altogether in the statement of vehicle sale. Vehicle dealers will continue submitting the 2017 RD-108T form for all vehicle transactions with a trade-in only if using the previous 2002 edition of the RD-108 form.

Other Important RD-108 Changes

Base MSRP: This information was added to better corroborate fee category information. This has been accomplished by adding a dedicated line to the top left corner of the RD-108 below the stock number. This change was strategically placed to provide clear separation from the fee category and weight section in the right column of the form to avoid confusion. Only enter this information when submitting transactions for the sale of a new vehicle.

Recreation Passport: Boxes and a line to capture the purchaser’s initials have been added to the left column to verify the customer’s choice regarding the Recreation Passport. The Recreation Passport replaced the state parks sticker providing access to state recreation areas and state boat launch sites.
The Recreation Passport helps preserve and maintain state parks, state forest campgrounds and trails, and historic and cultural sites in state parks. The Passport is valid for the duration of the vehicle registration and costs $11 ($5 for motorcycles) and is included in the license plate fee.

Lien Filing Date, ELT UID, and Mail Title Upon Lien Release: Creation of this new section in the right column contemplates future use to capture new electronic lien and title (ELT) unique identifier information and offers the purchaser the option to have a new title mailed to their address upon release of the secured party.

A check box has been added to show if the purchaser elects to have their new title mailed to them when the lienholder electronically notifies MDOS of lien satisfaction. When an ELT lien is placed, no title will be printed or mailed to the purchaser. Only a title record is created and maintained on the Department’s system.

If the purchaser checks the “Mail Title Upon Lien Release” box, a paper title will automatically be printed and mailed to the vehicle owner upon electronic satisfaction of the lien. If the box is not checked, no title is mailed upon discharge of the lien; rather, the owner must visit a Secretary of State office to obtain their paper title. The ELT program is under development; dealers will be notified when it becomes operational.

Printed Name of Person Issuing Temporary Registration (BFS-4): Separate boxes capturing the BFS-4 temporary registration number and the printed name of the person issuing the temporary registration have been added. More detail was added to provide greater transparency to dealership staff and the purchaser.

**Dealer Manual Updates**

Under separate cover a bulletin will be released in the near future announcing important updates to the Michigan Dealer Manual regarding the new RD-108. This information will feature links to access new information for dealers on our website. Vehicle dealers with valid e-mail addresses on file with the Secretary of State can expect to receive broadcasts highlighting significant changes to instructions in the Dealer Manual. Watch for new updates to Latest Bulletins under Information for Vehicle Dealers on our website:

http://www.michigan.gov/sos/0,1607,7-127-49534_50304_50442---,00.html

**Contact Information for Questions**

Questions can be directed to the Secretary of State Website mailbox:

http://www.michigan.gov/sos/0,4670,7-127-13162-25634---,00.html

Questions may also be directed to the Department of State Information Center toll-free number at (888) 767-6424 8:30 a.m. to 5:00 p.m. Monday through Friday.