

## CHAPTER 7

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# RD-108 – APPLICATION FOR TITLE AND REGISTRATION

### Section 7-1

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#### REPORTING RETAIL SALES

**7-1.1 Authorization.** Section 206 of the *Michigan Vehicle Code* (MCL 257.206) authorizes the Michigan Department of State to establish reporting requirements for motor vehicle title and registration applications. The RD-108 is the approved form and is available from several sources.

**7-1.2 Applying for Title and Registration.** The RD-108 form is a combined tax collection, vehicle title and registration application, and statement of vehicle sale. Each RD-108 must be typed and completed in full. The department will not accept hand written RD-108 documents.

### Section 7-2

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#### SUBMITTING THE RD-108

**7-2.1 Payment Options.** Only business checks written by the dealer will be accepted. Class A, B, and D dealers may choose to pay for their transactions by means of Electronic Funds Transfer (EFT) instead of writing checks for each transaction.

Dealers may sign up for EFT by requesting an application from the Finance Division, at (517) 322-1728. Dealers may also print the application form from the Secretary of State Web site at [www.Michigan.gov/sos](http://www.Michigan.gov/sos) (click on Publications and Forms under Services to Businesses). Applications are also available at Secretary of State offices.

**7-2.2 Requirements.** When selling a vehicle, the dealer is required to apply for title and registration for the purchaser by submitting the RD-108 to the Secretary of State within 15 days of the vehicle delivery date.

- a) **Late Fee.** A \$15 late fee is due when the dealer does not submit the RD-108 within 15 days of delivery. To determine if the late fee is due, add 15 days to the date of delivery in the upper-left corner of the RD-108. If the 15th day is a Saturday, Sunday, or holiday, the deadline for submitting the RD-108 without the late fee is the next State of Michigan business day.

- b) Processing Time.** Secretary of State offices attempt to process RD-108s within 48 hours after receipt. Dealers drop off RD-108s and pick them up as advised by Secretary of State office staff. Up to three RD-108s can be processed per business day if the dealer's representative waits in line.

*NOTE: The RD-108 form contains a purchase date and a delivery date in the upper left corner. The dealer verifies the delivery date is the actual date the vehicle was delivered.*

## **Section 7-3**

### **CHECKLIST**

When completing an RD-108, double-checking the following information can minimize errors and returns for correction (see sample RD-108 at the end of this chapter).

**a) Left Column:**

- 1) Purchase Date – Enter the date the vehicle is purchased;
- 2) Delivery Date – Enter the date the customer actually takes delivery of the vehicle;
- 3) Dealer Information – This must be complete, including dealer number and Michigan sales tax number;  
*NOTE: If the dealership operates under a d/b/a, use the d/b/a in this section.*
- 4) Vehicle Sold – Check New, Used, or Demo;
- 5) Trade-in – Complete all boxes if there is a trade-in vehicle;
- 6) Temporary Vehicle Registration – Complete the temporary registration box when transferring a license plate to a newly acquired vehicle;
- 7) Vehicle Use and History Disclosure – Check one of the boxes, if applicable;
- 8) Odometer Mileage Statement – Enter the vehicle mileage at the time of sale. Check one box: Actual Mileage, Not Actual Mileage, or Exceeds Mechanical Limits of Odometer;
- 9) Remarks – Use when additional information is required, such as name changes, relationship on family license plate transfers, tax computation on in-transit sales, federal excise tax on large trucks, use tax registration number, sales tax exemption claim statements, resale title, etc.;
- 10) Contractual Disclosure Statement for Used Vehicles Only – This box is optional. Dealers must disclose this language to their customers to comply with the federal window sticker or buyer's guide requirements, but may use a separate form to provide disclosure;
- 11) Dealer's Signature – Sign and print job title (requires a signature and job title of the person signing on behalf of the dealership, e.g., owner, employee, agent, salesperson);

- 12) Purchaser's/Lessor's Signature(s) – All persons shown as purchasers or lessors must date and sign the RD-108.

**b) Right Column:**

- 1) Plate Number – For a plate transfer, enter customer's current plate number, just to the left of the Expires On box;
- 2) Expires On – For a plate transfer, enter the current plate's expiration date; for a new plate, enter the computed expiration date, including the four digit year. See the registration expiration chart at the end of this chapter;
- 3) Months – If buying a new plate, enter the number of months the plate is valid. If transferring a plate, leave blank;
- 4) New Plate, Renewal, or Transfer – Check as appropriate;
- 5) Year, Make, Body Style, and Vehicle Number – Enter from MCO, electronic inventory record, or previous title. Accuracy is essential;
- 6) Fee Category/Weight – The proper fee category or weight for vehicles can be determined as follows:
  - i) For new vehicles, determine the fee category or empty weight by using booklet MV-118, *Michigan License Plate Fees and Base Prices*, or by using the new vehicle base price;
  - ii) For used vehicles, determine the fee category or empty weight by using booklet MV-118, *Michigan License Plate Fees and Base Prices*, or by using the previous title;
- 7) Owner's Driver License or Personal ID Number(s) – Dealers must identify all owners or lessees and submit this information with the RD-108. Always required. For a business, enter "C". For an out-of-state driver license, enter "OOS";
- 8) County of Residence – Must be correct for the purchaser's address;
- 9) Owner's or Lessor's Complete Name(s) and Address – Enter name from driver license and current address as provided by the purchaser or lessor;
- 10) Lessee's Complete Name(s) and Address – With lease vehicles, enter complete names and addresses of all lessees;
- 11) Insurance Company – Enter the company name (not agency name) and policy number. Verify proof of Michigan no-fault insurance for new plates, renewals, and plate transfers. Fax or photocopies of certificates of insurance coverage are acceptable. It may be necessary to contact the insurance agency to verify the insurance;
- 12) First Secured Interest – Show name and complete address (or enter "NONE");

- 13)** Second Secured Interest – Use only if applicable;
- 14)** Bill of Sale – The RD-108 satisfies the requirement that dealers must execute a written statement setting forth the terms of the sale to the buyer. Each purchaser must be given a copy of the RD-108 at the time of signing. General instructions for the Bill of Sale follow:
- i)** Furnish all information requested on the RD-108. The information must verify the purchase price of the vehicle shown on line number 1 (right column).
  - ii)** If the sale is tax exempt, state the reason for exemption in the Remarks section on the left. If purchased for resale or lease, also include the buyer's sales tax license (for resale) or use tax registration number (for lease).
  - iii)** Authorized discounts are exempt from sales tax only when the discount is given to the purchaser at the time of sale and when shown on the invoice, the sales order, the dealer records, and the RD-108. If a bona fide discount is given, the word "discount" and its dollar amount must be stated in the Remarks section of the RD-108.
  - iv)** Line 1. The purchase price of a vehicle includes the factory-installed accessories, freight destination charge, and the dealer-installed accessories.  
  
Labor charges for dealer-installed *optional* accessories are not required to be included in the purchase price, provided a work order becomes part of the seller's records and the labor charges are listed on line 5 of the RD-108. Required accessories are not tax exempt.
  - v)** Line 2. An entry must be made on line 2 when taxable charges (e.g., document fee, service fee, temporary registration fee, etc.) are a part of the gross sale. "Other taxable charges" may include waxing or undercoating a motor vehicle, fabric protection, service vehicles or certificates, and other services when these services or certificates are *non-optional*. The \$1.00 BFS-4, 15-day temporary registration fee is entered on this line, if charged. See Section 7-4.3 for information on document fees.
  - vi)** Line 5. "Non-Taxable Charges" includes all exempt charges on optional purchases or services, federal excise tax, etc. Labor and service charged on optional purchases must be supported by work orders.
  - vii)** No deduction from the selling price can be taken from a trade-in vehicle.
  - viii)** RD-108: dealers may have pre-printed, personalized RD-108 forms showing the dealer's name, address, and city. The title of the RD-108 must not be eliminated or obscured.

- 15) Temporary Registration Number – Enter the control number from the BSF-4 (15 day Temporary Registration) if one is issued;
- 16) Salesperson – Optional;
- 17) Temporary Permit Fee Charged – If the dealer charges the \$1.00 fee for the BFS-4 15 day temporary registration, check box “Yes”, otherwise check box “No”;
- 18) Code – Enter the appropriate license plate code:
- |            |         |            |         |
|------------|---------|------------|---------|
| Passenger  | Code 01 | Commercial | Code 03 |
| Motorcycle | Code 02 | Trailer    | Code 04 |
- 19) County – Enter the 2-digit county code (listed at the end of booklet MV-118, *Michigan License Plate Fees and Base Prices*);
- 20) License Fee – For a new plate, enter the computed fee;
- 21) Title – Enter the title fee;
- 22) Title Late Fee – Enter the \$15.00 title late fee, if applicable. The 15-day period is calculated from the delivery date;
- 23) Tax – Enter the 6% sales tax (line 3 x .06). If exempt, explain in the Remarks section;
- 24) Transfer Fee – Enter the \$8.00 fee if license plate is transferred. The transfer fee is not charged if the plate is also being renewed;
- 25) Total – This figure matches the amount of the check submitted with the RD-108;
- 26) Full Rights to Survivor – When there are individual joint owners, check the appropriate box as decided by the purchasers.

## **Section 7-4**

### **SPECIAL INSTRUCTIONS FOR RD-108s**

**7-4.1 Body Style.** Body styles used by the Michigan Department of State are listed in this chapter. Add the following descriptions in the body style box of the RD-108 for certain vehicles, and check the appropriate special use box, as listed below:

- a) Vehicle used or will be used by law enforcement: “Police.”
- b) Vehicle used or will be used as a taxicab: “Taxi.”
- c) Vehicle used or will be used by a political subdivision of Michigan (state, county, city, public school district, etc.): “Municipal.”
- d) All rebuilt salvage vehicles: “R”.

- e) All flood-damaged vehicles: “F”.

**7-4.2 Fee Category or Weight.** Except for a few types of vehicles, such as incomplete vehicles and motorcycles, either the fee category or weight must be shown on all RD-108s.

*NOTE: Refer to booklet MV-118, Michigan License Plate Fees and Base Prices, available from Secretary of State offices and online at the Secretary of State Web site.*

- a) **1984 or Newer.** The ad valorem fee category (base price) is used for 1984 and later model passenger vehicles, and for 1984 and later model pickup trucks and vans that weigh 8,000 pounds or less. Other vehicles use empty weight, while larger trucks usually use elected gross vehicle weight (GVW). See Table 1 below.

**Table 1**  
**Vehicle Fees Based on Value and Weight**

| Model Year     | Passenger Vehicles | Pickups & Vans                         | Trucks Other than Pickups & Vans |
|----------------|--------------------|--|----------------------------------|
| 1984 and Newer | Base Price         | Base Price (weight if over 8,000 lbs.) | Weight                           |
| 1983 and Older | Weight             | Weight                                 | Weight                           |

- b) **Fee Category.** Base prices are represented by fee categories. Fee categories are in \$1,000 increments. If the base price of the vehicle is between \$1 and \$9,999, the fee category is a single-digit number (1-9). If the base price is between \$10,000 and \$99,999, the fee category is a two-digit number (10-99). If the base price is \$100,000 or more, the fee category is a three-digit number. For example:

| <u>Base Price:</u> | <u>Fee Category:</u> |
|--------------------|----------------------|
| \$9,971.....       | 9                    |
| \$22,550.....      | 22                   |
| \$116,230.....     | 116                  |

- c) **No Base Price.** If no base price is established for the vehicle (motor homes and buses, either new or used), use the full purchase price of the vehicle (line 1 on the RD-108), converting it to a fee category.
- d) **Ownership Change.** If a dealer sells a 1984 or later pickup or van with a weight showing on the title, the weight is no longer used. The weight is changed to a fee category. Find the vehicle’s base price in the booklet MV-118, *Michigan License Plate Fees and Base Prices*, and enter it in the Fee Category/Weight box on the RD-108.

**7-4.3 Documentary Preparation Fees.** The documentary preparation fee cannot exceed 5% of the cash price of the motor vehicle or \$180.00 whichever is less. The documentary preparation fee is taxable and is entered on line two of the RD-108. The Office of Financial and Insurance Regulation regulates the documentary preparation fees and additional information can be obtained by contacting OFIR @ (877) 999-6442.

**7-4.4 Commercial Plate on Passenger Vehicle.** On occasion, the purchaser of a new or used passenger vehicle, pickup truck, or van may wish to obtain a commercial plate for the vehicle. In this case, calculate the plate fee based both by value and empty weight. The higher of the two fees is due. Enter the fee category or weight, whichever yields the higher plate fee, on the RD-108.

**7-4.5 Van Conversions.** For van conversions, since the van was a *completed* vehicle before it was modified (customized), use the base price established by the manufacturer. This applies even though the retail price of the customized van is much greater.

**7-4.6 Motor Homes.** For new motor homes, the base price is determined from the price of the *completed* vehicle. Since there is usually no base price, the ad valorem fee category is determined from the purchase price shown on line 1 of the RD-108. For used motor homes from another state, use the current purchase price shown on line 1 of the RD-108.

**7-4.7 Name Information on the RD-108.** Enter the full name of the vehicle owner(s) as it appears on their driver license. Do not include professional titles. Do not use “In Care of” or “c/o.” A business may show a file or claim number after its name. Use “and” to connect two owners’ names, not “or.” See also Section 7-4.10, “Leased Vehicles.”

**7-4.8 “Doing Business As” for a Solely Owned Business.** A person who solely owns a *business* may show both his/her name and the business name on the title. This does not apply to a partnership, corporation or association. On the RD-108 show (Owner’s Name) d/b/a (Business Name). The “d/b/a” refers to “doing business as.”

Vehicles titled in a business name do not show an individual name unless there is dual ownership, in which case the two names are connected by “and.” In this case, two owner signatures are required. If a business wants the title mailed to the attention of an individual, form TR-114, *Special Mailing of Certificate of Title*, is used rather than showing the individual’s name on the title.

**7-4.9 Address.** The RD-108 must show the location of the applicant’s residence or the business address. Individuals may use a post office box number in addition to the street address, but not by itself. A business may use a post office box number by itself. If used, an apartment number, lot number, or post office box number follows the street address. Use the zip code associated with the post office box number.

**7-4.10 Leased Vehicles.** The name and address of both the lessor and the lessee are required. Separate boxes are provided in the right column of the RD-108. The driver license or personal ID card number for all lessees is also required. The lessor (vehicle owner) must also have a Michigan tax registration number. If not, 6% sales tax is due. Either the lessor or lessee may transfer a license plate to or from the vehicle.

*NOTE: Even though the RD-108 provides separate boxes for lessor and lessee, the lessor completes form TR-114, Special Mailing of Certificate of Title, to ensure the title is mailed to the lessor’s address.*

**7-4.11 Secured Party.** The dealer is responsible for recording a lien on the RD-108. If a lien was intended to be shown and was not, the dealer – not the Secretary of State office – must make all necessary corrections by retrieving the RD-108. If it is not retrieved by the day it is processed, it is too late. The dealer must then retrieve the new title from the customer and apply for a corrected title with a new RD-108 indicating the corrections.

**7-4.12 Lien Terminations.** Class A and B vehicle dealers are required to obtain lien terminations. They are not required to submit lien termination statements with RD-108s.

**7-4.13 Errors.** If an error is made on an MCO or title, the person who made the error completes and signs a *Certification*, form TR-34, to explain the error. Draw a single line through the incorrect information. Do not use “white-out” or correction tape. Do not erase any information.

**7-4.14 Odometer Disclosure with RD-108s.** Vehicle dealers must complete the odometer disclosure statement on all titles and MCOs transferred to a purchaser or to another dealer unless the vehicle is exempt. The odometer mileage must also be typed on the RD-108.

- a) **Exempt Vehicles.** An odometer statement is not required for the following vehicles:
  - 1) Vehicles with a GVWR rating of 16,000 pounds or more;
  - 2) Vehicles that are not self-propelled (trailers, etc.);
  - 3) Vehicles 10 model years old or older. These are determined using the following formula: current calendar year minus 10 = first model year a vehicle is exempt;
  - 4) Transfer of a new vehicle from the manufacturer to a dealer.
- b) **Odometer Reading.** Do not use tenths of a mile. Provide the vehicle’s odometer reading and declare which of the following statements describes the mileage:
  - 1) Actual Mileage;
  - 2) Not Actual Mileage; or
  - 3) Mileage Exceeds Mechanical Limits (5-digit odometer has rolled over).
- c) **Michigan Conforming Titles.** All 7” x 8” and 8½” x 11” Michigan titles contain conforming odometer statements. A separate odometer statement is not used.
- d) **Separate Odometer Statements.** When a separate odometer statement is required, submit the original copy with the RD-108.
- e) **Dealer’s Responsibility.** It is a dealer’s responsibility to determine if MCOs and out-of-state titles have conforming odometer statements. If more information is needed, contact the Training and Resource Section at (517) 241-6850.

**7-4.15 Special Mailer (Form TR-114).** Michigan titles are mailed to the owner unless the owner directs otherwise. Complete form TR-114, *Special Mailing of Certificate of Title*, when the owner requests the title be sent to another party.

**7-4.16 Manufacturer’s Certificate of Origin (MCO).** An MCO is required when a new automobile, motor home, truck, or motorcycle is titled.

- a) **Instructions.** The MCO is assigned on the back. Each reassignment must be completed in full. If all reassignments are used, the dealer may request a reassignment form from the manufacturer. The odometer statement on the MCO must be completed with each reassignment.
- b) **Paperless MCO.** An RD-108 is accepted without an MCO for certain makes of new vehicles. The following points may be helpful to remember:
  - 1) Since there is no paper MCO, a dealer must submit a separate odometer statement with the RD-108;
  - 2) If the vehicle is an incomplete vehicle, manufacturers must supply a paper MCO. These must be submitted with the completed RD-108 to the dealer’s Secretary of State office;
  - 3) For in-transit sales, the dealer must request an MCO from the manufacturer and give it directly to the purchaser. The purchaser will need the MCO in their home state.

**7-4.17 Cab and Chassis MCO – Vehicle Incomplete.** Dealerships may sometimes sell a cab and chassis unit without a body. The MCO for these vehicles shows “Incomplete”, “Cab and Chassis,” or “Cutaway Van.” The vehicle may be titled but not registered.

- a) When selling an incomplete vehicle, enter “Incomplete” on the RD-108 for the body style. No weight or fee category is shown. Submit the cab and chassis MCO. No plate or permit can be issued. A dealer plate can be used to deliver the vehicle. The vehicle can also be towed or trailered.
- b) The purchaser’s new title will read “Not Eligible for Plate – Safety Inspection Required.” To register the vehicle, the owner must complete the vehicle, have it inspected using form TR-54, *Vehicle Number and On-Road Equipment Inspection*, and apply for a corrected title.

**7-4.18 Cab and Chassis MCO – Vehicle Complete.** Some dealers will add a body unit to an incomplete vehicle to make it a van, stake truck, tank truck, or utility vehicle. This completes the vehicle. When selling a completed vehicle, the dealer must submit with the RD-108 either the invoice (a copy is acceptable) for the body unit or form TR-54, *Vehicle Number and On-Road Equipment Inspection* (both parts must be completed by a law enforcement officer). For tractors, a certification stating a fifth wheel was added may be used in place of an invoice. The cab and chassis MCO must also be submitted.

**7-4.19 Two-stage Vehicles.** Two-stage vehicles involve two manufacturers and two MCOs.

- a) The first-stage manufacturer provides the cab and chassis unit with an MCO (Ford, Dodge, GMC, etc.). That MCO shows “Incomplete,” “Cab and Chassis,” “Cutaway,” etc. The VIN from the frame of the first-stage manufacturer is used.

- b) The second-stage manufacturer completes the vehicle by adding a body or other components (e.g., motor home, ambulance, or school bus). The second-stage manufacturer provides an MCO for the completed vehicle. Submit both MCOs when a two-stage vehicle is sold. The year, make, and body style are from the second-stage manufacturer.
- c) For motor homes, the RD-108 must contain a description of any major component that has its own MCO. For example, a 2006 Champion motor home on a 2005 Dodge chassis; submit the MCO for the 2005 Dodge chassis.

#### 7-4.20 Standard Body Styles for Michigan Title and Registration.

**Table 2**  
**Standard Body Styles for Michigan Title and Registration**

| Body Style        | Includes   |              |               |
|-------------------|--|--------------|---------------|
| 2-Door            | Hardtop  | Coupe        |               |
| 4-Door            | Sedan  | Limousine    | Hardtop Sedan |
| Ambulance         | Vehicles specially designed to transport medical patients  |              |               |
| Bus               | Motor vehicle designed for transporting more than 15 passengers.   |              |               |
| Convertible       | Includes vehicles with retractable hard tops   |              |               |
| Dump              | Dumpster-Hoist   | Dump Box     | Gravel Truck  |
| Hearse            | Vehicles used to transport the deceased to a church or cemetery  |              |               |
| Incomplete        | Cab and Chassis (title only, no plate allowed)   |              |               |
| Low-Speed Vehicle | Electric-powered vehicle with a top speed not exceeding 25 mph.  |              |               |
| Mixer             | Cement Truck   | Feed Grinder | Transit Mixer |
| Motor Home        | Vehicle constructed or altered to provide living quarters including permanently installed cooking and sleeping facilities and used for recreation, camping, or other non-commercial use. |              |               |
| Motorcycle        | Motor vehicle with not more than 3 wheels in contact with the ground, which is not a moped.  |              |               |
| Panel             | Sedan Delivery   |              |               |
| Pickup            | A light duty truck with a low-sided open body (e.g., Ford Sport-Trac).   |              |               |
| Roadster          | Dune Buggy   |              |               |
| Stake             | Glass Rack   | Rack         | Platform      |
|                   | Canopy   | Grain        | Cattle Rack   |
|                   | Pallet   | Log Bunk     | Tilt Bed      |
|                   | Flatbed  |              |               |
| Station Wagon     | Vehicle that has one or more seats behind the driver and 2 or more windows on each side (e.g., mini-vans, SUVs, etc.).   |              |               |

| Body Style    | Includes                          |                  |                  |
|---------------|-----------------------------------|------------------|------------------|
| Tank          | Water Spreader                    | Sprayer          | Asphalt Spreader |
|               | Bulk Pumper                       | Gas Truck        | Sludge Truck     |
|               | Tank Fire Truck                   | Oiler            |                  |
| Tractor       | Truck Tractor                     | Road Tractor     | Semi Tractor     |
| Trailer       | All trailers except Trailer Coach |                  |                  |
| Trailer Coach | Coach                             | Camper           | Travel Trailer   |
|               | Pop-Up Camper                     | Camping Trailer  | Tent Camper      |
| Utility       | Boom Truck                        | Journeyman       | Tool             |
|               | Cable Reel                        | Service          | Tire Body        |
|               | Camera                            | Gas Service      | Tree Mover       |
|               | Winch                             | Hi-Ranger        | Crane            |
|               | Tree Trimmer                      | Splicer          | Armored Vehicle  |
|               | Trouble Rig                       | Tower Truck      | Well Driller     |
|               | Ladder Truck                      | Line             |                  |
| Van           | Bakery                            | Walk-In          | Beverage         |
|               | Milk                              | Refrigerator     | Box              |
|               | Parcel Delivery                   | Package Delivery | Step Van         |
| Wrecker       | Tow Truck                         | Flatbed Wrecker  | Platform Wrecker |

## Section 7-5

### REGISTRATION

*NOTE: Refer to the license plate fee charts in booklet MV-118, Michigan License Plate Fees and Base Prices. This booklet is generally available from Secretary of State offices or the Secretary of State Web site.*

**7-5.1 Dealer Responsibility.** When a dealer sells a vehicle, Michigan law requires the dealer to apply for title and registration on behalf of the purchaser within 15 days of delivery. It is the dealer's responsibility to purchase or transfer a plate for the customer within this time using the RD-108 title application.

**7-5.2 Exceptions – Title Only Sales.** Dealers may sell a vehicle at retail and process the transaction as "title only" (no registration) if the sale is:

- a) **Title Only – No Registration – Vehicle Inoperable.** This means the vehicle cannot be driven. The vehicle is delivered by towing or trailering from the dealership. The dealer enters "Vehicle Inoperable" in the Remarks section of the RD-108 and indicates how the vehicle was delivered to the purchaser;

- b) **Title Only – No Registration – Customer’s Request.** This means the customer requests no registration. The dealer enters the method of delivery in the Remarks section: “Vehicle Towed,” “Vehicle Trailered,” or “Vehicle Delivered on Dealer Plate;”
- c) **Title Only – No Registration – Registration Denial.** See Section 7-7.3 for more information on registration denial; or,
- d) **Salvage.** Salvage vehicles are not eligible for registration. Enter “Salvage Vehicle” in the Remarks section of the RD-108 and indicate how the vehicle was delivered to the purchaser (towed or trailered).

*NOTE: In all other cases, dealers must apply for title and registration. Proof of Michigan no-fault insurance is required. Out-of-state automobile insurance coverage is acceptable with in-transit transactions.*

**7-5.3 New License Plate.** If the customer does not own a current plate for transfer to the vehicle being purchased, a new plate must be purchased. To accomplish this, the dealer does the following using the MV-118, *Michigan License Plate Fees and Base Prices* booklet:

- a) Determine the expiration date for the new plate.
- b) Determine the plate fee.

**7-5.4 New License Plates – Expiration Date.** License plates have different expiration dates depending on ownership and body style:

- a) For privately owned and leased passenger vehicles, motorcycles, motor homes, pickups, and vans, the license plate expires on the owner’s birthday. For all other types of trucks owned by an individual (stake, utility, etc.), the plate expiration date is the last day of February.
- b) For company-owned passenger vehicles, the plate expiration date is the first day of any month or, if used commercially (such as a taxi), the last day of February.
- c) For company-owned trucks, the expiration date is the last day of February for the 12-month fee unless the vehicle qualifies for a partial year plate.

**7-5.5 New License Plates – Prorating Months.** The fees for new plates that expire on the owner’s birthday, and for company-owned passenger vehicles, are prorated for the number of months until expiration. Use the vehicle delivery date as the plate sold date. The vehicle delivery date is the date in the upper left corner of the RD-108.

- a) When calculating months, count both the month of purchase and the month the plate will expire. The minimum number of months a plate is sold for is 6. If the expiration month is 5 months away or less, 12 months are added. Thus, plates are valid between 6 and 17 months.
- b) A prorating chart is provided in booklet MV-118, *Michigan License Plate Fees and Base Prices*. Under the heading “Plate Sold During Month Of,” find the vehicle delivery month. Across from this and under the column showing the owner’s birth-month is the number of prorated months.

- c) Fees for company-owned trucks are not prorated. The plates expire on the last day of February. They are always sold for the full 12-month fee unless the vehicle qualifies for a partial year plate.

**7-5.6 New License Plates – Determining Fees.** To determine a new license plate fee:

- a) First determine the plate's expiration date and the number of months a fee will be charged. See the information above for prorating number of months.
- b) Then use the Table 3 (Vehicle Registration Fees and Expiration Dates) at the end of this chapter to determine whether the plate fee is based on vehicle weight or vehicle value (base price).
- c) Finally, find the plate fee from the appropriate plate fee charts, as outlined below:
  - 1) Ad valorem (value) fees;
  - 2) Weight fees for 1983 and earlier models;
  - 3) Empty Weight Commercial Fees; or
  - 4) GVW fees.

*NOTE: For a vehicle registered by value, use the vehicle's base price. These are listed in the Secretary of State's booklet MV-118, Michigan License Plate Fees and Base Prices. The base price is the MSRP (manufacturer's suggested retail price) shown at the top of the vehicle's window sticker before any options, taxes, delivery charges, or destination charges are added.*

**7-5.7 Using the Ad Valorem or Value (Base Price) Plate Fee Charts.** The ad valorem registration system registers vehicles by value (base price). The ad valorem fee charts, found in the booklet MV-118, *Michigan License Plate Fees and Base Prices*, summarize which vehicles use base price for their plate fee.

- a) **Value Categories.** On the left side of the chart are the value categories. The first category is \$0 to \$5,999. The remaining categories are in \$1,000 increments from \$6,000 to \$99,999.
  - 1) On the right side is the number of months a plate is prorated (from 6 to 17).
- b) **Determining Plate Level.** The formula to determine plate level is: Current calendar year minus vehicle model year = plate level. "Level" refers to the level of depreciation of the plate fee. The plate fee is reduced as the vehicle gets older.
  - 1) The "0" level is used for all new (untitled) vehicles and current model year used vehicles.
  - 2) The "1" level is used for 1-year-old used vehicles.
  - 3) The "2" level is used for 2-year-old used vehicles.
  - 4) The "3" level is used for 3-year-old and older used vehicles.

Examples:

During 2006, a 2005 *used* vehicle receives a plate at the “1” level (2006 minus 2005 = 1).

During 2006, a new (untitled) 2005 vehicle receives a plate at the “0” level. All previously untitled new vehicles, regardless of age, use the “0” level.

- c) **Determining Plate Fee with Base Price.** To find the plate fee for a vehicle registered by base price:
- 1) Determine the plate’s expiration date (see Section 7-5.4).
  - 2) If prorated, prorate the number of months (see Section 7-5.5).
  - 3) Determine the fee category (see Section 7-5.6).
  - 4) Determine the plate fee level (see Section 7-5.7).
  - 5) Locate the plate fee from the ad valorem fee chart.
- d) **Prorated GVW Plate Option – 3 to 11 Months.** Most GVW plates are issued for 3, 6, or 12 months. These are shown in the fee chart for GVW plates in booklet MV-118, *Michigan License Plate Fees and Base Prices*. However, an owner may request a GVW plate for 4, 5, 7, 8, 9, 10, or 11 months. The expiration date will be 3 to 11 months from the date of issue by the Secretary of State office. There is a \$10 service fee added to the plate fee. To calculate a prorated GVW fee for 4, 5, 7, 8, 9, 10, or 11 months:
- 1) Find the 12-month GVW fee.
  - 2) Subtract \$8 from the 12-month fee and divide by 12. This is the fee per month.
  - 3) Multiply the fee per month by the number of months requested. Round this amount to the nearest dollar. Add \$8, and then add the \$10 service fee.

**7-5.8 Farm Plates.** All farm vehicles used on-road, other than implements of husbandry, must be titled and registered. A customer may select one of three types of farm plates. These are described below as Options 1, 2 and 3.

- a) **Option 1: \$20 Special Farm Plate.** To qualify for this plate, the farm vehicle must be a truck (including pickup or van) or road tractor. It must be used **exclusively** for one or more of the following:
- 1) Transporting farm crops or livestock bedding between the field where produced and the place of storage. A grain elevator is considered a place of storage. “Livestock bedding” means straw, sawdust, or sand.
  - 2) Transporting fertilizer, seed, or spray material from the farm to the field.
  - 3) Transporting feed from on-farm storage to an on-farm feeding site. “Feed” means hay or silage.

The truck cannot be used for any other purpose, including transportation of crops for compensation (commonly called “custom work”). This plate is ordered through the Secretary of State office. The owner will receive the plate in the mail within 10 days.

- b) Option 2: Farm Plate Rate of 74¢ per 100 Pounds, Plus \$8.** Any farm truck or truck tractor can qualify for this reduced rate license plate. The truck must be used exclusively in connection with the farming operation and can also be used for the transportation of the farmer and the farmer’s family. *The truck cannot be used for hire.* An individual, company, or corporation can operate the farm. The fee is based on the empty weight of the truck. Use the fee chart for farm trucks in booklet MV-118, *Michigan License Plate Fees and Base Prices*.

A tree nursery, landscaping service, or greenhouse may choose this special farm rate for a truck used exclusively in its farming operations. The farm truck can be used to transport farm products from the farm, field, or greenhouse (the harvest location) to a wholesale or retail outlet. The truck cannot be used for delivery from the sales lot or store.

**Fees and expiration dates are determined as follows:**

- 1) Pickups and Vans Owned by an Individual** Plate expires on the farmer’s birthday (prorated fee)

To prorate this fee, find the 12-month weight fee for the pickup truck or van using the fee chart for farm trucks found in booklet MV-118, *Michigan License Plate Fees and Base Prices*. Subtract \$8 from the fee shown and then divide it by 12 (do not round). Multiply this amount by the number of months to the farmer’s birthday. Round this amount to the nearest whole dollar. As a final step, add \$8. There is no service fee.

- 2) Pickups and Vans Owned by Business and All Other Farm Trucks** Plate expires on February 28 (if over 6,050 lbs., the truck is eligible for a partial year plate – see below); use the farm plate fee chart.

- 3) Farm Trucks over 6,050 lbs.** The farmer may choose:

- a)** A full-year plate expiring February 28. Use the farm plate fee chart. There is no service fee;
- b)** A plate expiring six months from the date issued. Use the farm plate fee chart and add the \$10 service fee; or,
- c)** A special prorated farm plate sold for 3 to 12 months. See Option 3.

- c) Option 3: Prorated Farm Plate.** A farmer (individual or business) may buy a prorated farm plate under Option 3 for any number of months from 3 to 12. The empty weight of the truck must be over 6,050 pounds to qualify. There is a \$10 service fee.

*NOTE: When prorating this fee, the law requires the farmer to pay 1/10 the full-year farm fee for each month desired (divide the full-year fee by 10 instead of 12).*

To calculate this fee for 3 to 12 months:

- 1) Find the 12-month weight fee for the truck using the fee chart for farm trucks.
- 2) Subtract \$8 from the 12-month fee and then divide by 10. This is the fee per month (do not round).
- 3) Multiply the fee per month by the number of months requested. Round to the nearest dollar. Add \$8 and then add the \$10 service fee.

**7-5.9 License Plate Transfers.** When a dealer sells a vehicle, the purchaser may elect to transfer a license plate to the newly acquired vehicle. Instructions for plate transfers follow.

- a) Plate transfers are permitted in the following situations:
  - 1) When the plate owner acquires another vehicle.
  - 2) When a vehicle is being titled in two names, and one of the new owners has a plate in their name to transfer.
  - 3) When a vehicle is being titled in one name, and the purchaser has a plate showing dual ownership.
  - 4) When there is a trade-in vehicle from a family member. The purchaser may use the plate from the trade-in vehicle. Explain the relationship in the Remarks section of the RD-108.

*NOTE: For plate transfers, family is defined as the owner's spouse, father, mother, brother, sister, child, stepparent, stepchild, stepbrother, stepsister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or a legally appointed guardian. It does not include aunts, uncles, cousins, nieces, and nephews.*

- 5) A *solely owned* company to its owner, or vice-versa.
  - 6) A lessee may transfer their own plate to a vehicle being leased.
  - 7) When plate ownership remains the same but the owner's name is legally changed. Explain the name change in the Remarks section of the RD-108.
- b) Plate transfers are not permitted in the following situations:
    - 1) Between family members without a trade-in.
    - 2) On 3-month to 6-month, 6-month to full-year, and vice versa.
    - 3) On family-owned company vehicles when there is more than one owner, unless the registration shows joint ownership.
    - 4) When a corporation, company, association, or partnership is being formed, reorganized, or dissolved.

- 5) Between a corporation and its subsidiaries.

*NOTE: Some license plate transfers must be evaluated by the Secretary of State on a case-by-case basis to determine whether the plate can be transferred.*

**7-5.10 Plate Transfers on RD-108s.** After determining that a plate may be transferred, use the following steps:

- a) Submit the previous registration. If it is not available, verify the registration information with your Secretary of State office.
- b) On the RD-108 form, do the following:
  - 1) Enter the plate number and its expiration date. The expiration date (month and day) is changed when a plate with a birthday or first of the month expiration date is transferred to a vehicle requiring an expiration date on the last day of February.
  - 2) Determine whether an added fee is due. Use the charts on the following pages. The added fee is entered in the “License Fee” box.
  - 3) Enter the \$8 transfer fee (unless the plate is being both transferred and renewed – then only the renewal fee is due).
  - 4) The number of months box is left blank (unless the plate is also being renewed, then enter “12”).

**7-5.11 Added Fees.** For most plate transfers, an added fee will not be due. An added fee is due in the following situations:

- a) When a license plate for a vehicle registered in one classification is transferred to a vehicle in a different classification (e.g., passenger to full-year commercial).
- b) When a commercial plate is transferred from a vehicle registered by weight to another commercial vehicle that weighs more.
- c) When a plate from a passenger vehicle, pickup, or van is transferred to a motor home.

*NOTE: There is no added fee when a license plate is transferred from a passenger vehicle, pickup, or van owned by an individual to another passenger vehicle, pickup, or van owned by the same individual. The pickup or van must weigh 8,000 pounds or less.*

**7-5.12 Change of Plate Classification.** An owner may transfer their license plate to another vehicle with a different body style classification. Credit is given for the time remaining on the previous registration, and a new plate corresponding to the body style of the new vehicle is issued. The old plate does not have to be turned in, either to the dealer or to the Secretary of State. If the plate is turned in to the dealership, destroy it immediately.

In some cases, an added weight fee is due with a change of classification. In addition, the expiration date will change with certain changes of body style. Added fees are determined using either Method 1, when the license plate expiration date remains the same, or Method 2, when the expiration date is changed to February 28 (the expiration date for full-year commercial plates.)

- a) Method 1 – The license plate expiration date remains the same;
- b) Method 2 – Change the license plate expiration date to February 28 for commercial vehicles.

**7-5.13 Transfer of Individual's Passenger Plate:**

- a) **\$8 Transfer Fee Only – No Added Fee:**
  - 1) Passenger Vehicle to Passenger Vehicle.
  - 2) Passenger Vehicle to Pickup or Van weighing 8,000 lbs. or less.
  - 3) Motor Home to Motor Home.
  - 4) Motor Home to Passenger vehicle.
  - 5) Motor Home to Pickup or Van weighing 8,000 lbs. or less.
- b) **\$8 Transfer Fee Plus Any Added Fee:**
  - 1) Passenger Vehicle to Motor Home – Method 1.
  - 2) Passenger Vehicle to Pickup or Van weighing over 8,000 lbs. – Method 1.
  - 3) Passenger Vehicle to any other Full-year Commercial Vehicle – Method 2.
  - 4) Passenger Vehicle to any vehicle with d/b/a (doing business as) – Method 2.
  - 5) Passenger Vehicle to Motorcycle – Method 1.

**7-5.14 Transfer of Passenger Plate Owned by a Company or Corporation:**

- a) **\$8 Transfer Fee Only – No Added Fee:**
  - 1) Passenger Vehicle to Passenger Vehicle.
  - 2) Passenger Vehicle to Pickup or Van weighing 8,000 lbs. or less.
  - 3) Motor Home to Motor Home.
  - 4) Motor Home to Passenger Vehicle.
- b) **\$8 Transfer Fee Plus Any Added Fee:**
  - 1) Passenger Vehicle to Motor Home – Method 1.
  - 2) Passenger Vehicle to Pickup or Van weighing over 8,000 lbs. – Method 2.
  - 3) Passenger Vehicle to Full-year Commercial Vehicle – Method 2.
  - 4) Passenger Vehicle to Motorcycle – Method 1.

**7-5.15 Transfer of Pickup or Van Plate Owned by an Individual:**

- a) **\$8 Transfer Fee Only – No Added Fee:**

- 1) Pickup or Van weighing 8,000 lbs. or less to Pickup or Van weighing 8,000 lbs. or less.
- 2) Pickup or Van weighing 8,000 lbs. or less to Passenger Vehicle.
- 3) Pickup or Van weighing over 8,000 lbs. to Pickup or Van weighing 8,000 lbs. or less.

**b) \$8 Transfer Fee Plus Any Added Fee:**

- 1) Pickup or Van weighing 8,000 lbs. or less to Pickup or Van weighing over 8,000 lbs. – Method 1.
- 2) Pickup or Van weighing 8,000 lbs. or less to any other Full-year Commercial Vehicle – Method 2.
- 3) Pickup or Van weighing 8,000 lbs. or less to Motor Home – Method 1.
- 4) Pickup or Van weighing 8,000 lbs. or less to Motorcycle – Method 1.
- 5) Pickup or Van weighing over 8,000 lbs. to Pickup or Van weighing over 8,000 lbs. – Method 1.
- 6) Pickup or Van weighing over 8,000 lbs. to Passenger Vehicle – Method 1.
- 7) Pickup or Van weighing over 8,000 lbs. to Motor Home – Method 1.
- 8) Pickup or Van weighing over 8,000 lbs. to Motorcycle – Method 1.
- 9) Pickup or Van over weighing 8,000 lbs. to any other Full-year Commercial Vehicle – Method 2.

**7-5.16 Transfer of Full-year Commercial Plate:**

**a) \$8 Transfer Fee Plus Any Added Fee:**

- 1) Commercial Vehicle to any Passenger Vehicle – Method 1.
- 2) Commercial Vehicle to any Pickup or Van – Method 1.
- 3) Commercial Vehicle to Motorcycle – Method 2.
- 4) Commercial Vehicle to any other Full-year Commercial Vehicle – Method 1.

**7-5.17 Transfer of Three-month or Six-month GVW Plate:**

**a) \$8 Transfer Fee Plus Added Fee if Weight Increased:**

- 1) Three-month GVW to Three-month GVW – Method 1 (no other transfers permitted).
- 2) Six-month Commercial to Six-month Commercial – Method 1 (no other transfers permitted).

**7-5.18 Transfer with a Replacement Plate:**

- a) **License Plate Transfer with Replacement Plate.** If an owner has a valid registration to transfer but has lost the plate, the registration can still be transferred. An additional \$5 is due for a replacement plate. Enter \$5 in the License Fee box and note “Replacement Plate Needed” in the Remarks section of the RD-108.
- b) **Computing Added Fees – Method 1 – No Change of Expiration Date.** This method of computing added fees is used for:
- 1) Birthday to Birthday (no change of expiration date is allowed).
  - 2) First of Month to the same First of Month.
  - 3) Fixed Date to the same Fixed Date.

Step 1 – Locate the 12-month fee for the “old” vehicle using the value or weight fee chart;

Step 2 – Locate the 12-month fee for the “new” vehicle using the plate fee chart;

Step 3 – Subtract “1” from “2” to find the difference. Do not round off;

Step 4 – Divide the difference in fees as determined in Step 3 by 12. Do not round off to the nearest cent (save this total for Step 6);

Step 5 – Determine the number of months remaining to the expiration date. Count both the current month and the month of expiration;

Step 6 – Multiply the fee per month (Step 4) by the number of months remaining (Step 5). This is the added fee due. Round off to the nearest cent.

*NOTE: There is no refund of fees if the old vehicle credit is greater than the new vehicle fee.*

**Method 1 Example:** Today’s Date: *May 29*

|                    |             |                    |             |
|--------------------|-------------|--------------------|-------------|
| Old Vehicle:.....  | Stake Truck | New Vehicle:.....  | Tank Truck  |
| Expiration:.....   | February 28 | Expiration:.....   | February 28 |
| Weight:.....       | 4,755       | Weight:.....       | 32,000 GVW  |
| 12-Month Fee:..... | \$111       | 12-Month Fee:..... | \$649       |

Step 1 – Old vehicle 12-month fee = \$111;

Step 2 – New vehicle 12-month fee = \$649;

Step 3 – Difference: \$649 - \$111 = \$538;

Step 4 – Divide difference:  $\$538 \div 12 = \$44.833$ ;

Step 5 – Months remaining: 10 (May through February);

Step 6 –  $10 \times \$44.833 = \$448.33$  (added fee due).

c) **Computing Added Fees – Method 2 – Change of Expiration Date.** This method of computing added fees is used when the license plate expiration date must be changed. This method is required for:

- 1) Birthday transferred to Fixed Date (February 28);
- 2) First of Month transferred to Fixed Date (February 28).

**Method 2 – Determining the Old Vehicle Credit:**

Step 1 – Locate the 12-month fee for the “old” vehicle using the value or weight fee chart;

Step 2 – Divide this “old” vehicle fee by 12. It is not necessary to round off to the nearest cent;

Step 3 – Determine the number of months remaining to the “old” vehicle expiration date. Count both the current month and the month of expiration. When the present month and the month of expiration are the same, allow only a one-month credit;

Step 4 – Multiply the fee-per-month (Step 2) times the number of months remaining (Step 3). This is the credit for the “old” vehicle and is used again in Step 9. Round off to the nearest cent.

**Method 2 – Determining the New Vehicle Credit:**

Step 5 – Locate the 12-month fee for the “new” vehicle using the value or weight fee chart;

Step 6 – Divide this “new” vehicle fee by 12. It is not necessary to round off to the nearest cent;

Step 7 – Determine the number of months remaining to the “new” vehicle expiration date. Count both the current month and the month of expiration. When the present month and the month of expiration are the same, count them as one month, not two;

Step 8 – Multiply the fee-per-month (Step 6) times the number of months remaining (Step 7). Round off to the nearest cent. This “new” vehicle fee is used in Step 9;

Step 9 – Subtract the “old” vehicle credit established in Step 4 from the “new” vehicle fee established in Step 8. This is the added fee due.

**Method 2 Example:** Today’s Date: *August 8*

|                    |             |                    |             |
|--------------------|-------------|--------------------|-------------|
| Old Vehicle:.....  | Pickup      | New Vehicle:.....  | Stake Truck |
| Expiration:.....   | November 15 | Expiration:.....   | February 28 |
| Weight:.....       | 5,260       | Weight:.....       | 28,000 GVW  |
| 12-Month Fee:..... | \$122       | 12-Month Fee:..... | \$558       |

**Old Vehicle:**

Step 1 – Old vehicle 12-month fee = \$122;

Step 2 –  $\$122 \div 12$  (months) = \$10.16 (fee-per-month);

Step 3 – Months remaining: 4 (August through November);

Step 4 –  $\$10.16 \times 4 = \$40.64$  (credit).

**New Vehicle:**

Step 5 – New Vehicle 12-month fee = \$558;

Step 6 –  $\$558 \div 12$  (months) = \$46.50;

Step 7 – Months remaining: 7 (August through February);

Step 8 –  $\$46.50 \times 7 = \$325.50$  (new vehicle plate fee).

**Added Fee:**

Step 9 –  $\$325.50$  (Step 8) -  $\$40.64$  (Step 4) = \$284.86 (added fee due).

- d) **International Registration Plan.** Michigan is a member of the International Registration Plan (IRP) and issues “apportioned” plates. These are plates where the registration fee is collected by one state and then distributed, on an apportioned basis, to all other states where a commercial vehicle will be traveling. Special IRP plates are required for certain trucks that engage in interstate operations (see below). A regular commercial plate or GVW plate cannot be used. If a dealer sells one of these trucks to a purchaser who will be driving interstate (outside of Michigan), the purchaser must contact the IRP Unit in Lansing to acquire the IRP plate. A dealer’s local Secretary of State office is not involved. The IRP Unit’s address is:

Michigan Department of State  
IRP Unit  
P.O. Box 30029  
Lansing, MI 48909-7529

Secretary of State Office Building  
State Secondary Complex  
7064 Crowner Drive  
Lansing, MI 48918

Telephone: (517) 322-1097

Vehicles requiring IRP plates are those used to transport passengers for hire, or designed and used for the transportation of property, and meet one or more of the following criteria:

- 1) A gross vehicle weight of 26,000 pounds or more.
- 2) Three or more axles, regardless of weight.
- 3) Used in combination and the total weight exceeds 26,000 pounds.

Any questions regarding IRP plates can be directed to the IRP Unit.

*NOTE: Dealers may deliver a vehicle requiring an IRP plate on a dealer plate. The company purchasing the vehicle must return the dealer plate to the dealer. A commercial load may not be hauled on a dealer plate.*

## **Section 7-6**

### **TAX SECTION**

**7-6.1 Taxable Dealer Services and Other Charges Appearing on RD-108.** Some dealer services may be taxable. See Chapter 8, Sales Tax, for more information.

- a) The following vehicle-related sale charges or deductions are taxable. Enter the total on line 2 of the RD-108.
  - 1) Manufacturer's rebate.
  - 2) Document preparation fee. Maximum fee is \$180 (see Section 7-4.3).
  - 3) Vehicle preparation charges.
- b) The following items are taxable if they are not optional and must be purchased with the vehicle. If purchased as an add-on option (separate charge), no tax is due (list on line 5 of the RD-108):
  - 1) Manufacturer's extended warranty (purchased by customer).
  - 2) Rust proofing, fabric protection, and paint protection.

**7-6.2 Dealer Rebates and Discounts.** Rebates and discounts offered by the dealership (not the manufacturer) are not included in the purchase price and tax is not due.

**7-6.3 Dealer Titles.** If a vehicle is titled in the name of the dealership, the transaction is **always** taxable unless a resale or lease title is obtained.

**7-6.4 Farm Trucks.** Farm trucks used exclusively on the farm may be tax exempt. No plate is issued. See Chapter 8 for more information.

**7-6.5 Federal Excise Tax on RD-108 for New Truck Purchases.** If a dealer sells a new truck with a gross vehicle weight rating over 33,000 pounds, the RD-108 includes the 12% federal excise tax.

On line 5 of the RD-108 (Labor or Other Non-Tax Charges), enter the 12% federal excise tax. The Secretary of State office does *not* collect the excise tax. The dealer pays the excise tax directly to the U.S. Internal Revenue Service.

*NOTE: This 12% excise tax is not included in the total price upon which Michigan sales tax is paid, provided the excise tax is separately stated. (The truck owner does not pay Michigan sales tax on federal excise tax.)*

**7-6.6 Gifts and Prizes.** A vehicle awarded as a gift or prize is taxable.

**7-6.7 Government Vehicles.** Government-owned vehicles, including ambulances and fire trucks, are tax exempt.

**7-6.8 Native American Indian Tribes and Members.** See Section 8-5.12 in Chapter 8, Sales Tax, for information.

**7-6.9 In-transit Permits.** When a dealer sells a vehicle to a nonresident who will be taking it to his or her home state for titling and registration, sales tax is due along with the 14-day in-transit permit fee of \$10. Calculate the sales tax for both Michigan and the purchaser's home state. The Michigan dealer collects the lower of the two sales tax calculations and indicates the same in the Remarks section of the RD-108. See Chapter 8, Section 8-4, for more information on in-transit permits and tax reciprocity.

**7-6.10 Leased Vehicles.** Any down payment (capitalized cost reduction) received on a leased vehicle is considered the first lease payment and is subject to use tax, not sales tax. Use tax is not remitted on the RD-108. See Chapter 8 for more information.

A dealer acting on behalf of a leasing company may collect the use tax and remit it on the dealer's monthly sales, use, and withholding tax return. Indicate the lessor's use tax registration number and a statement "for lease" in the Remarks section of the RD-108. The RD-108 may then be processed without a tax payment.

Questions about leasing vehicles or sales tax refunds can be directed to the Michigan Department of Treasury's Customer Contact Division at (517) 636-4730.

**7-6.11 Leased Vehicles – Tax Status and 14-Day In-transit Permits.** When a dealer delivers a vehicle to a leasing company, the transaction is tax exempt if the leasing company's Michigan tax registration number is shown on the RD-108. These leasing companies can apply for a 14-day in-transit permit. If the leasing company does not have a Michigan tax registration number, the vehicle is subject to Michigan sales tax when delivery is taken in Michigan.

**7-6.12 Manufacturer Rebates.** Tax is due on manufacturer rebates. The amount of the rebate cannot be deducted from the vehicle purchase price before computing sales tax. This rule applies even when credit is given at the time of sale and the owner will not receive a rebate check in the mail.

**7-6.13 Nonprofit Organizations.** Vehicles acquired by certain nonprofit organizations, institutions, or agencies may be tax exempt. This includes nonprofit schools, hospitals, and homes for children or the elderly. Organizations such as Girl Scouts and Boy Scouts and social and fraternal organizations such as Lions Club, Kiwanis Club, Rotary International, etc., may be tax exempt.

- a) To qualify for the tax exemption, the following conditions must be met:
  - 1) A valid sales and use tax certificate of exemption from the Department of Treasury, or the organization's letter of exemption from the IRS indicating it is exempt, must be submitted. Keep this form in the dealer's file of the vehicle sale.

- 2) The vehicle must be titled in the name of the nonprofit agency.
  - 3) The vehicle must be used exclusively for public service (no personal use).
- b) **Vehicles Used for Religious Purposes:** Churches and houses of worship are taxed on vehicle purchases, except for vans and buses with a manufacturer's rated seating capacity of 10 or more passengers. Some religious organizations qualify for a tax exemption on the purchase of a school bus titled in the name of the school. Contact the Michigan Department of Treasury's Customer Contact Division at (517) 636-4730 to verify exemptions.

*NOTE: Federal law prohibits a dealer from selling or leasing to public, private, or parochial schools a new vehicle that transports 11 or more persons and is likely to be significantly used to transport students to or from school and school-related events unless the vehicle meets the National Highway Traffic Safety Administration standards applicable to school buses.*

**7-6.14 Out-of-state Delivery.** The Michigan Department of Treasury and the Michigan Automobile Dealers Association have developed instructions for dealers to make tax exempt "export sales." See Chapter 8, Section 8-5.11, for more information.

## **Section 7-7**

### **REPEAT OFFENDER (REGISTRATION DENIAL)**

**7-7.1 Repeat Offender.** The Repeat Offender laws provide increased penalties for the following offenses: alcohol-related, failure to appear in court, failure to comply with court judgments, and driving while a driver license is suspended. The laws not only increase sanctions against these drivers, but also impose penalties against the offender's vehicle in the form of plate confiscation, vehicle immobilization, registration denial, or installation of ignition interlock devices.

**7-7.2 Selling Vehicles to Repeat Offenders.** Dealers may sell vehicles to repeat offenders as a "title only" transaction. However, a person who purchases or leases a vehicle during a period of registration denial is guilty of a misdemeanor [MCL 257.233(6)].

**7-7.3 Registration Denial.** Persons subject to registration denial cannot purchase, transfer, renew, or replace a license plate for any vehicle owned, co-owned, leased, or co-leased. Registration denial applies to repeat offenders with three or more alcohol-related convictions or four or more violations of driving while their license is under a mandatory suspension or revocation. The Secretary of State office can only process RD-108 transactions as "title-only." Dealers must return registration fees to the customer. A new RD-108 is required.

**7-7.4 Registration Status Web Site.** The Department of State maintains a Web site for use by dealers in determining registration status of potential vehicle purchasers. This site may be accessed at [www.Michigan.gov/sos](http://www.Michigan.gov/sos) by clicking on "Services to Businesses." It provides information using the full name, Michigan driver license number or Michigan personal ID number, and birth date of the purchaser. Department of State staff cannot check registration status over the telephone.

**7-7.5 Plate Transfers.** Repeat offenders may not transfer temporary paper plates issued by law enforcement (commonly referred to as a 904C permit) to other vehicles.

**7-7.6 Ignition Interlock.** The ignition interlock device is rented. It is the driver's responsibility (not the dealer's) to have the ignition interlock provider remove the device from the vehicle. After the device has been removed, the dealer may purchase the vehicle or accept it as a trade-in.

**7-7.7 Dealer Plates.** Metal dealer plates are not subject to plate confiscation under the Repeat Offender law. However, BFS-4 15-day temporary permits issued by dealers are subject to confiscation under the Repeat Offender law.

**7-7.8 Dealership Employees as Repeat Offenders.** The Department of State offers a subscription service that provides employers with employee driving records. After the dealer has established an account, the department provides a copy of each employee's driving record at least once every 12 months. The employer is also automatically notified any time the department receives information indicating a driver has received a moving violation, suspension, restriction, or revocation. You may contact the Secretary of State Record Look-Up Unit at (517) 322-1624 for forms and information.

**7-7.9 Paper Plates.** If police arrest a driver for the third (or more) alcohol-related offense, or the fourth (or more) driving while license suspended offense, the law enforcement officer will confiscate the vehicle's metal plate and issue a paper plate (commonly referred to as a Section 904C permit). The paper plate stays with the vehicle until a court adjudicates the case, the vehicle is sold to a non-family member, or is traded in to a dealer. The paper plate has the same expiration date as the confiscated metal plate.

**7-7.10 Acquiring and Selling a Vehicle with a Paper Plate.** Dealers acquiring a vehicle with a paper plate may remove the paper plate and operate the vehicle with dealer plates. If the dealer sells the vehicle, a new registration (new metal plate) is applied for on behalf of the purchaser, or the purchaser may transfer their existing plate to the vehicle.

# SAMPLE RD-108

|  |  |  |  |  |  |   |  |
|--|--|--|--|--|--|---|--|
| STATE OF MICHIGAN  |  | APPLICATION FOR MICHIGAN TITLE & REGISTRATION<br>STATEMENT OF VEHICLE SALE |  |  |  | DEPARTMENT OF STATE   |  |
| Purchase Date _____  |  | Invoice/Stock No. _____  |  |  |  |   |  |
| Delivery Date _____  |  | Invoice/Stock No. _____  |  |  |  |   |  |
| Dealer _____   |  | Expires On<br>Month _____ Day _____ Year _____                             |  | Months _____   |  | <input type="checkbox"/> NEW PLATE<br><input type="checkbox"/> RENEWAL<br><input type="checkbox"/> TRANSFER |  |
| Address _____  |  | Year _____   |  | Make _____   |  | Body Style _____  |  |
| City _____   |  | Code _____   |  | County _____   |  |   |  |
| County _____   |  | State<br><b>MICHIGAN</b>   |  | Zip Code _____   |  |   |  |
| Dealer License _____   |  | Sales Tax License _____  |  | Phone Number _____   |  |   |  |
| Vehicle Sold New <input type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/>  |  | Trade-In Yes <input type="checkbox"/> No <input type="checkbox"/>          |  |  |  |   |  |
| Trade-In Year _____  |  | Make _____   |  | Vehicle No. _____  |  |   |  |
| <b>TEMPORARY VEHICLE REGISTRATION USED TO TRANSFER PLATES</b><br>Expires 15 days after delivery date   |  |  |  |  |  |   |  |
| Plate transferred from: Year _____   |  | Make _____   |  |  |  |   |  |
| Vehicle No. _____  |  | Plate No. _____  |  | Temp. Expiration Date _____                                    |  |   |  |
| <b>VEHICLE USE AND HISTORY DISCLOSURE:</b>   |  |  |  |  |  |   |  |
| <input type="checkbox"/> POLICE VEHICLE  |  | <input type="checkbox"/> VEHICLE HAS BEEN FLOOD-DAMAGED                    |  |  |  |   |  |
| <input type="checkbox"/> GOVERNMENT VEHICLE  |  | <input type="checkbox"/> SALVAGE TITLE HAS PREVIOUSLY BEEN ISSUED          |  |  |  |   |  |
| <input type="checkbox"/> TAXI  |  |  |  |  |  |   |  |
| <b>ODOMETER MILEAGE</b>  |  |  |  |  |  |   |  |
| 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.  |  |  |  |  |  |   |  |
|  |  | NO TENTHS<br>_____   |  |  |  |   |  |
| <input type="checkbox"/> actual mileage  |  | <input type="checkbox"/> not actual mileage                                |  | <input type="checkbox"/> exceeds mechanical limits of odometer |  |   |  |
| Factory Installed Accessories _____  |  | <input type="checkbox"/> Factory List Affixed to Vehicle                   |  |  |  |   |  |
| Dealer Installed Accessories<br>When Optional to Purchaser _____   |  |  |  |  |  |   |  |
| REMARKS:   |  |  |  |  |  |   |  |
| <b>CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLES ONLY</b><br>*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 WARRANT THE TITLE TO THE VEHICLE AND CERTIFY THAT THE VEHICLE IS SUBJECT ONLY TO THE SECURITY INTERESTS NAMED ABOVE.*  |  |  |  |  |  |   |  |
| Dealer's Signature _____   |  | Title _____  |  |  |  |   |  |
| <b>PURCHASER WARNING: DO NOT SIGN BLANK FORM</b>   |  |  |  |  |  |   |  |
| 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 my driver license is not suspended, revoked, or denied as a repeat offender and I am eligible to purchase or register this vehicle. I further certify that if a tax exemption is shown above it is valid. |  |  |  |  |  |   |  |
| Date _____   |  | Date _____   |  | Date _____   |  | Date _____  |  |
| Date _____   |  | Date _____   |  | Date _____   |  | Date _____  |  |
| Date _____   |  | Date _____   |  | Date _____   |  | Date _____  |  |
| Purchaser's/Lessee's Signature(s) _____  |  | Purchaser's/Lessee's Signature(s) _____                                    |  | Purchaser's/Lessee's Signature(s) _____                        |  | Purchaser's/Lessee's Signature(s) _____   |  |
| <b>PURCHASERS NOTE: IF VEHICLE TITLE IS NOT RECEIVED WITHIN 30 DAYS, CONTACT THE BUREAU OF AUTOMOTIVE REGULATION AT 1-800-292-4204</b>   |  |  |  |  |  |   |  |
| <b>THIS FORM MUST BE TYPED ONLY</b>  |  |  |  |  |  |   |  |

Table 3

**VEHICLE REGISTRATION FEES AND EXPIRATION DATES**

| Vehicle Type and Owned by:  | Plate Series Used:   | Plate Expires on:                               | How and When Original Plate is Sold:   | Plate Can be Renewed:                                      |
|---|--|---|--|--|
| Passenger vehicle owned by an individual (not used commercially)                    | Passenger  | Owner's birthday                                | 1984 or later model - prorated by ad valorem.<br>1983 or earlier model - prorated by weight.   | 45 days ahead or with TR-3.<br>6 months ahead with reason. |
| Passenger vehicle owned by an individual (used commercially)                        | Regular commercial   | Owner's birthday                                | 1984 or later model - ad valorem or commercial weight, which ever is higher.<br>1983 or earlier model - prorated by weight.  | 45 days ahead or with TR-3.<br>6 months ahead with reason. |
| Passenger vehicle owned by a business including rental cars (not used commercially) | Passenger  | April 1 or the first of any month               | 1984 or later model - prorated by ad valorem.<br>1983 or earlier model - prorated by weight.   | 120 days ahead or with TR-3.                               |
| Passenger vehicle owned by a business (used commercially)                           | Regular commercial   | February 28 (or could go six months, see below) | Sold on 10/1 for 12-month fee. Half-fee on Sept. 1. 1984 or later model - ad valorem or commercial weight, which ever is higher.<br><br>1983 or earlier model - 12-month weight fee. | October 1.   |
| Motorcycle  | Motorcycle   | Owner's birthday                                | Sold anytime. \$23 fee is prorated for original.   | 45 days ahead or with TR-3.<br>6 months ahead with reason. |
| Pickup truck or van 8,000 lbs. or less owned by an individual                       | Passenger (or commercial if used for a commercial use)     | Owner's birthday                                | 1984 or later model - prorated by ad valorem.<br>1983 or earlier model - prorated by empty weight.   | 45 days ahead or with TR-3.<br>6 months ahead with reason. |
| Pickup truck or van over 8,000 lbs. owned by an individual                          | Passenger (or commercial if used commercially; may go GVW) | Owner's birthday                                | Prorated by empty weight (no ad valorem fees).   | 45 days ahead or with TR-3.<br>6 months ahead with reason. |
| Pickup truck or van 8,000 lbs. or less owned by a business                          | Regular commercial   | February 28 (or could go six months, see below) | Sold on 10/1 for 12-month fee. Half-fee on Sept. 1.<br>1984 or later model - ad valorem.<br>1983 or earlier model - empty weight.  | October 1.   |
| Pickup truck or van over 8,000 lbs. owned by a business                             | Regular commercial (could go GVW)                          | February 28 (or could go six months, see below) | Sold on 10/1 for 12-month fee. Half-fee on Sept. 1.<br>Use empty weight fee for trucks over 8,000 lbs.   | October 1.   |
| All other commercial vehicles including GVW 12-month fee                            | Regular commercial or GVW plate                            | February 28                                     | Sold on 10/1 for 12-month fee. Half-fee on Sept. 1.<br>Weight fees only.   | October 1.   |
| 6-month fee   | Regular commercial or GVW plate                            | 6 months from date of issue                     | Sold anytime. To qualify, 12-month fee must be \$50 or more. Collect 6-month fee plus \$10 service fee.  | 45 days ahead (reuse plate).                               |
| 3-month GVW fee   | GVW plate only   | 3 months from date of issue                     | Sold anytime. Must be a GVW fee. Collect 3-month GVW fee plus \$10 service fee.  | 45 days ahead (reuse plate).                               |
| Trailer or trailer coach owned by an individual or a business                       | Trailer  | Non-expiring                                    | Sold anytime. Fee based on empty weight.   | No (non-expiring permanent plate)                          |

**Table 4****LEASED VEHICLE REGISTRATION FEES AND EXPIRATION DATES**

| <b>Type of Vehicle:</b>         | <b>Lessee:</b>   | <b>Plate Type:</b> | <b>Expires on:</b>                      | <b>Type of Fee:</b>  |
|---------------------------------|--|--------------------|---|--|
| Passenger vehicle or motor home | Lessee is an individual                                | Passenger          | Lessee's birthday                       | Prorated ad valorem  |
| Passenger vehicle or motor home | Lessee is a business                                   | Passenger          | April 1<br>(or the first of any month). | Prorated ad valorem  |
| Passenger vehicle or motor home | Lessee is an individual using the vehicle commercially | Commercial         | Lessee's birthday                       | Compute both fees (prorated ad valorem and weight).<br>Use which ever is greater |
| Passenger vehicle or motor home | Lessee is a business using the vehicle commercially    | Commercial         | February 28                             | Compute both fees (prorated ad valorem and weight).<br>Use which ever is greater |
| Pickup truck or van             | Lessee is an individual                                | Passenger          | Lessee's birthday                       | Prorated ad valorem.<br>If over 8,000 lbs., use weight.                          |
| Pickup truck or van             | Lessee is a business                                   | Commercial         | February 28                             | Ad valorem (no proration).<br>If over 8,000 lbs., use weight.                    |
| All other commercial vehicles   | Lessee is an individual or a business                  | Commercial         | February 28                             | Weight (no proration).   |

Note: Leased vehicles with birthday expiration are eligible for special plates (personalized, ARO, veteran, special organization, etc.).

# COUNTY CODES FOR THE STATE OF MICHIGAN

| <u>COUNTY</u>  | <u>NO.</u> | <u>COUNTY</u> | <u>NO.</u> | <u>COUNTY</u> | <u>NO.</u> |
|----------------|------------|---------------|------------|---------------|------------|
| Alcona         | 01         | Gratiot       | 29         | Missaukee     | 57         |
| Alger          | 02         | Hillsdale     | 30         | Monroe        | 58         |
| Allegan        | 03         | Houghton      | 31         | Montcalm      | 59         |
| Alpena         | 04         | Huron         | 32         | Montmorency   | 60         |
| Antrim         | 05         | Ingham        | 33         | Muskegon      | 61         |
| Arenac         | 06         | Ionia         | 34         | Newaygo       | 62         |
| Baraga         | 07         | Iosco         | 35         | Oakland       | 63         |
| Barry          | 08         | Iron          | 36         | Oceana        | 64         |
| Bay            | 09         | Isabella      | 37         | Ogemaw        | 65         |
| Benzie         | 10         | Jackson       | 38         | Ontonagon     | 66         |
| Berrien        | 11         | Kalamazoo     | 39         | Osceola       | 67         |
| Branch         | 12         | Kalkaska      | 40         | Oscoda        | 68         |
| Calhoun        | 13         | Kent          | 41         | Otsego        | 69         |
| Cass           | 14         | Keweenaw      | 42         | Ottawa        | 70         |
| Charlevoix     | 15         | Lake          | 43         | Presque Isle  | 71         |
| Cheboygan      | 16         | Lapeer        | 44         | Roscommon     | 72         |
| Chippewa       | 17         | Leelanau      | 45         | Saginaw       | 73         |
| Clare          | 18         | Lenawee       | 46         | St. Clair     | 74         |
| Clinton        | 19         | Livingston    | 47         | St. Joseph    | 75         |
| Crawford       | 20         | Luce          | 48         | Sanilac       | 76         |
| Delta          | 21         | Mackinac      | 49         | Schoolcraft   | 77         |
| Dickinson      | 22         | Macomb        | 50         | Shiawassee    | 78         |
| Eaton          | 23         | Manistee      | 51         | Tuscola       | 79         |
| Emmet          | 24         | Marquette     | 52         | Van Buren     | 80         |
| Genesee        | 25         | Mason         | 53         | Washtenaw     | 81         |
| Gladwin        | 26         | Mecosta       | 54         | Wayne         | 82         |
| Gogebic        | 27         | Menominee     | 55         | Wexford       | 83         |
| Grand Traverse | 28         | Midland       | 56         | Foreign       | 84         |