



## INSTRUCTIONS FOR OBTAINING A RECEIPT (FORM FS-6T) FOR A CERTIFICATE OF TITLE OR SALES TAX CLEARANCE

International Registration Bureau

PO Box 2850 - ESP

Albany NY 12220-0850

Phone: (518) 473-5834 / Fax: (518) 486-6579

Form FS-6T is the receipt issued to you after you apply for a NYS certificate of title. You must get this receipt at any Motor Vehicles office before you can file an application for apportioned registration in the International Registration Program.

You must bring all of the following documents to a Motor Vehicles office when you apply for your certificate of title:

**1. A completed form MV-82 (Vehicle Registration/Title Application) or form MV-82TON (Application for Title).**

The form must be completed and signed by the owner of the vehicle, or by a corporate officer or someone with Power of Attorney.

**2. Proof of Ownership for the Vehicle**

A) If purchased from an individual, you need:

- a bill of sale from the seller to the new owner
- for 1973 & newer vehicles, the previous owner's certificate of title properly transferred on the back to the new owner, with the odometer information completed.

B) If purchased from a registered NYS dealer:

- a Certificate of Sale (form MV-50) showing the transfer from the dealer to the new owner, **AND**
- for new vehicles, a Manufacturer's Certificate of Origin properly transferred to the new owner

**OR**

- for used vehicles, the previous owner's certificate of title properly transferred to the dealer.

C) If purchased from an out-of-state dealer:

- an original bill of sale from the dealer to the new owner.
- for new vehicles, a Manufacturer's Certificate of Origin properly transferred to the new owner.
- an odometer statement for vehicles less than 10 years old.
- for used vehicles, the previous owner's certificate of title, or the appropriate proof of ownership, properly transferred to the dealer.

**3. Sales Tax Clearance (Required for an out-of-state title, as well as a New York State title)**

Proof of Sales Tax Clearance:

1. If the vehicle is bought from a New York dealer, provide a Retail Certificate of Sale (MV-50). If the vehicle is bought from an out-of-state dealer, provide the original bill of sale that shows sales tax was collected.
2. The original bill of sale and the front of form DTF-802\* if the vehicle was purchased in a casual sale, the vehicle is a gift, or if the vehicle is obtained from a spouse, parent, child, stepparent or stepchild. **In addition**, the back of form DTF-802\* must be completed and signed by the seller/donor if the vehicle was purchased at less than fair market value or the vehicle is a gift from someone other than a spouse, parent, child, stepparent, or stepchild.
3. If you claim an exemption from sales tax, complete form DTF-803.\*
4. If partial sales tax was paid to another state, complete form DTF-804\* and pay the remainder of the tax due to New York State. The original bill of sale is required.
5. If the vehicle is leased, a copy of the lease agreement is required. Additional tax may be due when the vehicle is registered.

\*You can get DTF sales tax forms from any Motor Vehicles office, from the New York State Department of Taxation and Finance or from DMV's web site.

#### 4. Proof of Identity or Corporation

Please refer to “Proofs of Identity for Registration and Title” (form ID-82) for acceptable proofs of identity or “Registering/Titling a Vehicle in New York State” (form MV-82.1) for acceptable proofs of incorporation.

#### 5. A \$50 Title Processing Fee

When you apply for a certificate of title, tell the Motor Vehicles Representative who assists you that you want to “*apply only for a title because you will have an IRP apportioned registration*”.

Upon receipt of the necessary documents and forms, the Motor Vehicles Representative will process the title transaction and give you form FS-6T (receipt for Application of Title) as shown below:

New York State  
Department of Motor Vehicles

SERVICE SALES TAX/TITLE  
AMOUNT PAID \$50.00

SALES TAX AMOUNT: EXEMPT  
TITLE/LIENS AMOUNT \$50.00  
AUTO TITLE

PLATE	REG TYPE	YR	MAKE	REG EXPIRES
		1980	DODGE	

PRINT, SAMPLE  
ANYSTREET  
ANYTOWN NY 12228

VIN SAMPLETITLERECEIP  
SURRENDER DATE  
ITEMS SURRENDERED

0021001A OCT 01 2005  
WN7 TSTAQ3 200510G1110019

9000008C

FS-6T (1/15) COMMISSIONER OF MOTOR VEHICLES PART 2

If the receipt does not specify “Title - \$50.00” as shown above, it is incorrect and should be returned to the Motor Vehicles Representative who assisted you, for correction.

If you or a staff member in the Motor Vehicles office have any questions regarding this matter, please contact IRB at (518) 473-5834.