NEW YORK STATE OF OPPORTUNITY. Department of Motor Vehicles

SAMPLE RECEIPT FORM

Commissioner's Regulations require a Private Service Bureau to issue a receipt for all services. You must attach a copy of the receipt you will be using to your application. The sample receipt below contains all of the items that are required.

XXX PRIVATE SERVICE BUREAU, INC.
123 Main Street
Anytown, NY 13064

(518) 555-5123 FAX (518) 555-1234

Date: _____ Receipt #: **00001**

Received from: _____

Address: _____

The sum of _____ Dollars

Services Provided	DMV Fee	Fee for Service
Obtaining Plates	$_____	$ _____
Sales Tax	$_____	$ _____
Transfer of Vehicle	$_____	$ _____
Duplicate Title	$_____	$ _____
Duplicate Registration	$_____	$ _____
Road Test Appt.	$_____	$ _____
Other:_____	$_____	$ _____
TOTAL	$_____	$ _____

Received by: _____

This is a licensed Private Service Bureau, but is not an official agency of the Department of Motor Vehicles, State of New York

If this is an assumed name and the business is owned by an individual or partnership, the name(s) of the owner(s) must appear below the name of the business.

Must be numbered consecutively.

This is the total amount received from the customer. Include the DMV fees and fees for your services.

These are only examples of services. List the services you commonly perform.

Wording of this statement must be exactly as printed here.

PLEASE RECYCLE · KEEP NEW YORK GREEN