



Title Drop-Off Checklist

Date: _____

Time: _____

Required Documents

- Completed and signed TR-212A
- Title
- Sales Tax Receipt (Kansas dealer)
OR Bill of Sale (Out-of-State dealer)
- Inspection (Required for out-of-state titles)
- Power of Attorney (if applicable)
- Payment
 - Check
 - Credit Card Authorization Form
 - ACH / E-Check
- Customer ID Copies
- Plate Type
 - Standard
 - Specialty
- Royalty Plate or Personalized Plate Form (if applicable)

Customer Information

Name: _____

Preferred Method of Contact:

Email Phone

Email: _____

Phone Number: _____