




DEPARTMENT OF TRANSPORTATION  
DRIVER AND MOTOR VEHICLE SERVICES  
1905 LANA AVE NE, SALEM OREGON 97314

# APPLICATION FOR TRANSITIONAL OWNERSHIP DOCUMENT (TOD) FILING FEE ACCOUNT

THIS ACCOUNT WILL ONLY BE USED FOR BILLING TOD FILING FEES FOR TODS FILED BY FAX.

FOR OFFICE USE ONLY

| IDENTIFICATION NUMBERS  | NEW ACCOUNT NUMBER           | ACCOUNT TYPE     | ACCOUNT # |
|---|------------------------------|------------------|-----------|
|   | FEDERAL EMPLOYER I.D. NUMBER | DATE LAST CLOSED |           |
| DRIVER LICENSE NUMBER   | REASON CLOSED                |                  |           |
|  | RECEIVED                     |                  |           |
|   | RETURNED                     |                  |           |
|   | APPROVED BY                  | DATE             |           |

## ACCOUNT HOLDER INFORMATION

|  |                       |                         |
|--|-----------------------|-------------------------|
| NAME (ACCOUNT HOLDER NAME, BUSINESS OR INDIVIDUAL – IF OREGON DEALER, INCLUDE DEALER NUMBER) |                       | DEALER NUMBER           |
| STREET ADDRESS   | CITY, STATE, ZIP CODE |                         |
| MAILING ADDRESS (IF DIFFERENT)   | CITY, STATE, ZIP CODE |                         |
| TYPE OF BUSINESS (DEALERSHIP, BANK, CREDIT UNION, ETC.)                                      | CONTACT PERSON        | TELEPHONE NUMBER<br>( ) |
| NAME OF APPLICANT  | TITLE                 |                         |

**I certify:**

- The above information is true and correct to the best of my knowledge.

|                        |      |
|------------------------|------|
| SIGNATURE OF APPLICANT | DATE |
| <b>X</b>               |      |

**A \$70 NON-REFUNDABLE PROCESSING FEE MUST ACCOMPANY THIS APPLICATION.**

- DMV furnishes summary billings only (i.e., type of record). Be sure to keep an internal log of your request so that you can reconcile your monthly billing.
- Payment (made out to “Oregon DMV”) on the account must be accompanied by the bottom part of the invoice, with the amount paid in the space provided.
- Payment on the account must be made within 30 days of receipt of invoice.
- If your account should become past-due, those TODs associated with the past-due account will become invalid.
- If you do not use the account at least once in a 12-month period, the account will automatically be closed for non-use.

**MAIL APPLICATION AND \$70 FEE TO:**  
(A check or money order payable to “Oregon DMV”)

OREGON DMV SERVICES  
Attn: FINANCIAL & ACCOUNTS UNIT - TOD  
1905 LANA AVE NE  
SALEM, OR 97314