

YOU MUST HAVE ORIGINAL TITLE or CO

New Plates

Business Owned

New Plate transactions are performed when a Business is obtaining new plates for their vehicle. The Business will request an eligible plate type that can be issued through EVR. A new title will be issued for every transaction.

Transfer Plates

Business Owned

Transfer Plate transactions are performed when a Business is obtaining new plates for their vehicle. The Business will request an eligible plate type that can be issued through EVR. A new title will be issued for every transaction.

Plate Reassignment

Lease BUYOUT

Plate Reassign transactions are performed when the Business is moving plates from or to a lease.

To transfer plates, the Business information of the plates must not change. (Except for the Garage address)



Adding/ Changing and FID

If business has never registered a vehicle in the Company name, they will need to be added to ATLAS first– To add business or change address go to <https://www.mass.gov/doc/evr-fid-change-requirements-request-form/download>

Send required Paperwork in an email to massdotrmvmfid@dot.state.ma.us



EVR FID Requirements Cover Sheet

Registry of Motor Vehicles · FID Section
P.O. Box 55889 · Boston, MA 02205-5889

Instructions

Email completed application and any supporting documents to the RMV's FID section at MassDOTRMVMFID@dot.state.ma.us

EVR Location Information

Dealership/Agency Name	City/Town	
Name of contact person	Phone Number	Email Address
FID Number (to be added/modified)		

Requested Action

Source documents may not be more than two years old.

Add New FID

A source document from the IRS (containing FID#, name and address) is required to add a company/FID to the RMV system. (Forms from the IRS have the client information printed by the IRS, not by the client.) Acceptable forms are: FORM 8109, FORM 147C and FORM CP575. Massachusetts tax exempt organizations may provide the ST-2.

ALTERED DOCUMENTS ARE NOT ACCEPTABLE.

DBAs/Sole Proprietorships are to be registered under the owner's name and not the DBA/company name. A company name may only be added if the company is registered with the MA Secretary of the Commonwealth (SOC).

Prior to submitting this request, and to expedite the transaction, check the SOC website and verify the name and address match at <https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>.

Change/Add a Company Address

Submit a 147C FORM with the new address. Prior to submission, the address must be updated on the SOC website.

Change a Corporate Name

Name changes for incorporated companies must be accompanied by Articles of Amendment, which can be obtained from the SOC website.

Rating

Auto Home

Dwelling Umbrella

RMV Services

All Services

Plate Number

Renew Reinstatement

ACORD

New Form

Carrier Credentials

ALL SERVICES





SinglePoint RMV Services

Register and Title a new vehicle

EVR Enabled



Transfer plate to a new vehicle

EVR Enabled



Reassign plate

EVR Enabled



Duplicate Registration

EVR Enabled



Create RTA for all other transactions



Renew vehicle Registration



Reinstate vehicle Registration



Download Documents for Completed Transactions



» = Immediate processing

Run inquiry for driver or vehicle



Open Saved RMV Transaction



Open Saved EVR Transaction



EVR Document Destruction



Inventory Management



Service Type

Fill in the appropriate information

SERVICE TYPE

[Instructions for Completing RTA](#)

I Want To:

Register and title a vehicle ▼

Purchase Type: ⓘ

Casual Dealer

Ownership Type:

Ownership ▼

Save

Save and Close

NEXT

If customer is a Person/Trust and has an EIN/TIN They are considered a business

Vehicle

1 Service Type 2 **Vehicle** 3 Owner/Addresses 4 Purchase 5 Insurance

New Title And Registration

VEHICLE

[Instructions for Completing RTA](#)

Lookup VIN

enter VIN and click look up VIN.

VIN:

Vehicle Details

Year, Make, Model, Model Number:	<input type="text" value="2020"/>	<input type="text" value="Chevrolet"/>	<input type="text" value="EQUINOX"/>	<input type="text" value="Model Number"/>
Trim:	<input type="text" value="Base"/>			
Body Style and Type:	<input type="text" value="Sports Utility Vehicle"/>	<input type="text" value="Passenger"/>		
Primary and Secondary Color:	<input type="text" value="Black"/>	<input type="text" value="Secondary Color"/>		
Transmission and Cylinders:	<input type="text" value="Automatic Transmission Type"/>	<input type="text" value="4"/>		
Passengers and Doors:	<input type="text" value="5"/>	<input type="text" value="4"/>		
Fuel Type:	<input type="text" value="Gas"/>			
Gross Vehicle Weight:	<input type="text" value="5000"/>			
Condition:	<input checked="" type="radio"/> Used <input type="radio"/> New			
Registration Type:	<input type="text" value="Commercial"/>			
Odometer:	<input type="text" value="82540"/>	<input type="text" value="Actual Mileage"/>		
Registered Weight:	<input type="text" value="5000"/>			
Number of Seats:	<input type="text" value="Number of Seats"/>			
New Plate Type:	<input type="text" value="CMCOMM - Commercial (CON)"/>	<input type="text" value="Plate Type Help"/>		
Previous Title:	<input type="text" value="CB165512"/>	<input type="text" value="MA"/>	<input type="text" value="07/10/2020"/>	<input type="text" value=""/>
Title and Brand Type	<input type="text" value="Clear"/>	<input type="text" value=""/>		

TRIM

is required Can be found using VIN look up sites from RMV.

BODY STYLE

SUV should NOT say UTILITY TRUCK. Utility Truck are the commercial trucks Verizon and National Grid use.

Gross Weight and

Registered Weight ONLY needed if commercial plates are being requested


[Skip to RTA Form](#)

[RETURN TO RMV DASHBOARD](#)

Owner/ Address – Business NEW Plate

Enter FID#. Look Up FID will look this number up in ATLAS and return the address and name on file. If the name or address is NOT correct you will need to update with the RMV and Secretary of State.

OWNER INFORMATION

FID:	<input type="text" value="921621832"/>		<input type="button" value="LOOKUP FID"/>
------	--	---	---

Business Name:	<input type="text" value="GOSSELIN RACING INC"/>				
Account Type:	<input type="text"/>				
Address:	<input type="text" value="308 COOPER RD"/>	Unit or Apt.	<input type="text"/>		
	<input type="text" value="NORTHBRIDGE"/>	MA	<input type="text" value="015341198"/>		

Always pick NEW for business Garage address

Is Vehicle Financed:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Is Vehicle Leased:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Garaging Address: 	<input type="text" value="New Address"/>				
Address:	<input type="text" value="Street"/>	Unit/Apt	<input type="text"/>	Unit Type	<input type="text"/>
	<input type="text" value="Street 2"/>				
	<input type="text" value="City"/>	MA	<input type="text"/>	Zip	<input type="text"/>

Owner/ Address – Business TRANSFER Plate – Plate REASSIGN (lease buyout)

No need to enter FID#. This information pulls from the Transfer plate report. (Owner of plate cannot change example Bob's Towing must be the registered owner if this is how the prior registration read.)

OWNER INFORMATION

FID:

Is Vehicle Financed: Yes No

Lienholder: [Lookup Lienholder](#)

Is Vehicle Leased: Yes No

Lessor: [Lookup Lessor](#)

YES, a lienholder CAN be on a Lease (not always)

Owner/ Addresses

Financed? Leased? Lienholder?

If there is a loan pick YES.

If this is a LEASED vehicle pick Yes.

YES, a Lienholder CAN be on a Lease (not always)

Service Type — Vehicle — **3 Owner/Addresses** — 4 Purchase — 5 Insurance

New Title And Registration

OWNER INFORMATION

[Instructions for Completing RTA](#)

FID:	<input type="text" value="042495247"/>	
Is Vehicle Financed:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Lienholder:	<input type="text"/> <input type="text"/>	Lookup Lienholder
Is Vehicle Leased:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Lessor:	<input type="text"/> <input type="text"/>	Lookup Lessor
Garaging Address:	<input type="text" value="Garaging Address"/>	

[Skip to RTA Form](#)

[Save](#)

[Save and Close](#)

[PREVIOUS](#)

[NEXT](#)

[RETURN TO RMV DASHBOARD](#)

Owner/ Addresses

Lienholder

Is Vehicle Financed: Yes No

Lienholder: Lookup Lienholder

SELECT LIENHOLDER Code 1-3 of 3

	Lienholder Name	Address	Code
<input type="radio"/>	AMERICAN HONDA FINANCE	PO BOX 997515 SACRAMENTO CA 958990000	00890
<input type="radio"/>	AMERICAN HONDA FINANCE	PO BOX 2867 TORRANCE CA 905092867	14072
<input type="radio"/>	AMERICAN HONDA FINANCE	PO BOX 997503 SACRAMENTO CA 958990000	28699

SELECT LIENHOLDER Cancel

The bank MUST provided the code! This verifies you select the proper bank

Enter the numbers not the C. Pick CODE and then click the magnifying glass

Owner/ Addresses

Lease

Is Vehicle Leased: Yes No

Lessor:

Fid ◀ 1 - 10 of 1687 ▶

	Lessor Name	Address	FID
<input type="radio"/>	LD LEASING LLC	77B CHAMPION DR Chicopee MA 01020	823998673
<input type="radio"/>	CUMMINGTON FIRE ASSOC INC	8 FAIRGROUNDS RD Cummington MA 01026	042582210
<input type="radio"/>	COUNTRY HYUNDAI INC	BX 1450 Northampton MA 01060	261566356
<input type="radio"/>	VOLVO CARS PIONEER VALLEY	BX 1450 Northampton MA 01060	831133474
<input type="radio"/>	DODGE CONSTRUCTION CO INC	BX 436 Pittsfield MA 01202	042262074
<input type="radio"/>	BLACKSTONE TOWN OF MUNICIPAL CENTER	MUNICIPAL CENTER Blackstone MA 01504	046001090
<input type="radio"/>	MAG RETAIL HOLDINGS BMS LLC	770 BOSTON TURNPIKE Shrewsbury MA 01545	823379615
<input type="radio"/>	AAF LEASING CORP	50 WASHINGTON ST Westborough MA 01581	042853803
<input type="radio"/>	MAG RETAIL HOLDINGS GMW LLC	150 TURNPIKE ROAD Westborough MA 01581	823410525
<input type="radio"/>	HARR IMPORTS INC	100 GOLD STAR BLVD Worcester MA 01606	042730062

Owner/ Addresses

Garage Address

Service Type Vehicle **3 Owner/Addresses** 4 Purchase 5 Insurance

New Title And Registration

OWNER INFORMATION Instructions for Completing RTA

FID:

Is Vehicle Financed: Yes No

Lienholder: [Lookup Lienholder](#)

Is Vehicle Leased: Yes No

Lessor: [Lookup Lessor](#)

Garaging Address:

[Skip to RTA Form](#)

[RETURN TO RMV DASHBOARD](#)

Garage Address

Enter Address where the vehicle is parked when not being used during work hours. This is the only address allowed to be different from the business location.

Garaging Address:

Address:

Purchase

Dealer Sale or Lease buyout

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State: ⓘ

07/11/2024



FL

If Dealer is in FL pick FL not MA.

Seller Business or Name:

Robert Associate TransportationLLC

First Name

Last Name

Address:

4630 S Kirkman Rd

PMB 339

Orlando

FL

32811

Dealer FID:

123456789

Auction Sale:

Yes No

Tax Exempt:

Yes No

Sale Price:

7600

OOS Sales Tax Paid: ⓘ

Out of State Sales Tax Previously Paid

MA Resident At Time of Purchase:

Yes No

Trade-In?:

None 1 2

Save

Save and Close

PREVIOUS

NEXT

Purchase

Tax Exempt reason for DEALER Sale

Tax Exempt: Yes No

Tax Exempt Type: [Motor Vehicle Sales Tax Forms](#)

If trade value = More than purchase price

Must have proof of exemption

- [Even Trade](#)
- [Exempt Organization](#)
- ~~[Family Transfer](#)~~
- ~~[Fire Engine/Ambulance](#)~~
- ~~[For Resale](#)~~
- ~~[Gift](#)~~
- ~~[Inheritance](#)~~
- ~~[Intra-City Busing](#)~~

Leases are tax exempt

- [Leasing Company](#)
- ~~[Repossession](#)~~

Rental Cars

- [Short Term Lease](#)
- ~~[Surviving Spouse](#)~~
- ~~[Tax Paid to Other State](#)~~

This hyperlink will take you to the RMV website to download the tax form you may need.

Purchase

DEALER Sale

Sale Price & OOS Sales Tax Paid?

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State:	<input type="text" value="07/11/2024"/>	<input type="text" value="FL"/>	
Seller Business or Name:	<input type="text" value="Robert Associate TransportationLLC"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Address:	<input type="text" value="4630 S Kirkman Rd"/>	<input type="text" value="PMB 339"/>	
	<input type="text" value="Orlando"/>	<input type="text" value="FL"/>	<input type="text" value="32811"/>
Dealer FID:	<input type="text" value="123456789"/>		
Auction Sale:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Tax Exempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sale Price:	<input type="text" value="7600"/>		
OOS Sales Tax Paid:	<input type="text" value="Out of State Sales Tax Previously Paid"/>		
MA Resident At Time of Purchase:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Trade-In?:	<input type="radio"/> None <input type="radio"/> 1 <input type="radio"/> 2		

Save

Save and Close

PREVIOUS

NEXT

If seller is not in MA you must enter a value in the OOS Sales tax paid.

If nothing was paid enter 0

If something was paid you need a receipt from the STATE showing it was paid.

Purchase

Trade in Dealer sale ONLY

Was a vehicle traded into the Dealership? The trade MUST be registered in the EXACT business name that is registering the new vehicle.

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State: ⓘ	<input type="text" value="07/11/2024"/> 📅	<input type="text" value="FL"/> ▼		
Seller Business or Name:	<input type="text" value="Robert Associate TransportationLLC"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	
Address:	<input type="text" value="4630 S Kirkman Rd"/>	<input type="text" value="PMB 339"/>		
	<input type="text" value="Orlando"/>	<input type="text" value="FL"/> ▼	<input type="text" value="32811"/>	
Dealer FID:	<input type="text" value="123456789"/>			
Auction Sale:	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Tax Exempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Sale Price:	<input type="text" value="7600"/>			
OOS Sales Tax Paid: ⓘ	<input type="text" value="Out of State Sales Tax Previously Paid"/>			
MA Resident At Time of Purchase:	<input checked="" type="radio"/> Yes <input type="radio"/> No			
Trade-In?:	<input type="radio"/> None <input type="radio"/> 1 <input type="radio"/> 2			

Save

Save and Close

PREVIOUS

NEXT

Purchase

Trade info

Trade-In?: None 1 2

Trade-In 1 VIN:

Trade-In 1 Details

Year, Make, Model, Vehicle Type:

Trade-In Allowance:

Trade-In 2 VIN:

Trade-In 2 Details

Year, Make, Model, Vehicle Type:

Trade-In Allowance:

Purchase

Casual Sale

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State: ⓘ

07/24/2024

MA

Seller Business or Name:

Business Name

Parsnip

Pure

Address:

48 Kermit the Frog Ter

Unit or Apt.

New Bedford

MA

02744

Tax Exempt:

Yes No

Sale Price:

Sale Price

MA Resident At Time of Purchase:

Yes No

Save

Save and Close

PREVIOUS

NEXT

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State: ⓘ

07/24/2024

FL

If Seller is in FL pick FL not MA.

Seller Business or Name:

Business Name

Parsnip

Pure

Address:

48 Kermit the Frog Ter

Unit or Apt.

Cedar Key

FL

32625

Tax Exempt:

Yes No

Sale Price:

Sale Price

OOS Sales Tax Paid: ⓘ

Out of State Sales Tax Previously Paid

MA Resident At Time of Purchase:

Yes No

Save

Save and Close

PREVIOUS

NEXT

Purchase

Tax Exempt CASUAL SALE

Tax Exempt: Yes No

Tax Exempt Type: [Motor Vehicle Sales Tax Forms](#)

- ~~Even Trade~~
- Must have proof of exemption [Exempt Organization](#)
- ~~Family Transfer~~
- ~~Fire Engine/Ambulance~~
- ~~For Resale~~
- ~~Gift~~
- ~~Inheritance~~
- ~~Intra-City Busing~~
- Leases are tax exempt [Leasing Company](#)
- ~~Repossession~~
- Rental Cars [Short Term Lease](#)
- ~~Surviving Spouse~~
- ~~Tax Paid to Other State~~

Gift/ Family Transfer are
NOT allowed on BUSINESS

Purchase

CASUAL SALE

Sale Price & OOS Sales Tax Paid?

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State: ⓘ

07/24/2024

FL

Seller Business or Name:

Business Name

Parsnip

Pure

Address:

48 Kermit the Frog Ter

Unit or Apt.

Cedar Key

FL

32625

Tax Exempt:

Yes No

Sale Price:

Sale Price

OOS Sales Tax Paid: ⓘ

Out of State Sales Tax Previously Paid

MA Resident At Time of Purchase:

Yes No

Save

Save and Close

PREVIOUS

NEXT

Casual sale enter either JD Power book value OR price paid which ever is higher.

Insurance

MAIP Policy

Service Type — 2 Vehicle — 3 Owner/Addresses — 4 Purchase — 5 **Insurance**

New Title And Registration

INSURANCE VERIFICATION Instructions for Completing RTA

Effective Date:	MM/DD/YYYY
Policy Change Date:	MM/DD/YYYY
Writing Company: ⓘ	MAIP (000)
Assigned Carrier:	
Signed By:	

Skip to RTA Form

[RETURN TO RMV DASHBOARD](#)

- AIG Property Casualty Company
- Allstate Insurance Company
- Amica Mutual Insurance Company
- Arbella Mutual Insurance Company
- Bankers Standard Insurance Company
- Bayley Insurance Company
- Commerce Insurance Company
- Electric Insurance Company
- Essentia Insurance Company
- Farm Family Casualty Insurance Company
- Farmers Property and Casualty Insurance Company
- Foremost Insurance Company Grand Rapids, Michigan
- Government Employees Insurance Company

Save Save and Close PREVIOUS CHECK RMV ELIGIBILITY

In the writing company pick MAIP. Under Assigned Carrier pick the carrier. SIGNED BY: Must be the name of person processing this EVR transaction.

Insurance

INSURANCE VERIFICATION

[Instructions for Completing RTA](#)

Effective Date:	<input type="text" value="MM/DD/YYYY"/>		This is effective date of current Policy
Policy Change Date:	<input type="text" value="MM/DD/YYYY"/>		This is the change date of the Policy
Writing Company:	<input type="text"/>		
Signed By:	<input type="text"/>		Person who is processing the EVR transaction

[Skip to RTA Form](#)

If you are NOT going to be able to pay for the transaction TODAY and submit to the RMV and print the registration documents pick Save or Save and Close!!!

Do NOT check RMV eligibility if the above cannot be done!

The writing companies listed are ones your agency has subscriptions with Boston Software for. If you have one not in the drop down have the Insurance Company email estamps@bostonsoftware.com

Transfer or Reassign Plate

RMV RESULTS

▼ The RMV returned the following information for the data you entered:

Vehicle: [REDACTED]
Plate: [REDACTED]

▼ Eligibility Options:



This transaction is eligible for EVR Lite Plate issuance. Click initiate to begin process of uploading required documents and collecting fees to complete the registration process.

You must review Plate Inquiry here to initiate

INITIATE

Go Back

NEW Plate

RMV RESULTS

▼ The RMV returned the following information for the data you entered:

Owner 1: [REDACTED]
Vehicle: [REDACTED]

▼ Eligibility Options:



This transaction is eligible for EVR Lite Plate issuance. Click initiate to begin process of uploading required documents and collecting fees to complete the registration process.

INITIATE

Go Back

THE FOLLOWING SCREENS MUST BE COMPLETED SAME DAY

Please be advised the RMV requires all activity to be completed the same day, otherwise the EVR Transaction will be REJECTED.

Before proceeding:

- Verify you have all necessary documents available
- Verify the customer will be able to pay the processing fee TODAY
- Verify you will be able to complete the RMV transaction TODAY upon payment receipt.

PROCEED Go Back

If not go back

EVR

EVR VALIDATE RESULTS

✓ Success! The RMV has provided a completed RTA

RMV Required Documents: <ul style="list-style-type: none">- Proof of Ownership Title- Registration and Title Application (Completed)	
Transaction Fees <ul style="list-style-type: none">-Certificate of Title Fee \$75.00-Vehicle Sales Tax \$520.31-Trailer Normal - Issue \$320.00	
Pay by Credit Card <ul style="list-style-type: none">-Third Party Expedite Fee \$30.00-Payment Processing Fee \$28.54	Agency Bill <ul style="list-style-type: none">-Third Party Expedite Fee \$10.00
Total <ul style="list-style-type: none">• \$973.85	Total <ul style="list-style-type: none">• \$925.31

If NOT ready to make payment and upload documents, click Go Back

If ready to make payment and upload documents, click continue to EVR Lite

CONTINUE TO EVR

Jump To Get Ready

Go Back

Sales tax, plate fees and other fees will be different with every transaction, depending on the type of plates and the purchase price of the vehicle.



EVR Screen



INSURED AND VEHICLE INFORMATION

Owner:	<input type="text"/>	Status:	In Progress
Vehicle:	<input type="text"/>	Transaction:	PrefillNewTitleAndRegistration

DOCUMENT UPLOAD

Proof of Ownership Title	<input type="text"/>	<input type="button" value="Upload"/>	Delete
Registration and Title Application (Completed)	<input type="text"/>	<input type="button" value="Upload"/>	Delete
Add Other Document			

FEE SCHEDULE

Transaction Fees Certificate of Title Fee \$75.00 Vehicle Sales Tax \$125.00 Commercial Normal Vehicle Registration Fee - Issue \$180.00 Third Party Expedite Fee \$30.00	<input type="radio"/> Pay At Agency Total Charge \$410.00 <input type="button" value="RECEIVE PAYMENT"/>	<input type="radio"/> Send Online Payment Request Payment Processing Fee \$12.55 Total charge for online payment \$422.55 <input type="text" value="Email Address"/> <input type="button" value="SEND PAYMENT REQUEST"/>
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ISSUE PLATE

By submitting to the RMV, you are attesting that you have a physical copy of the Title and will comply with the document destruction guidelines.

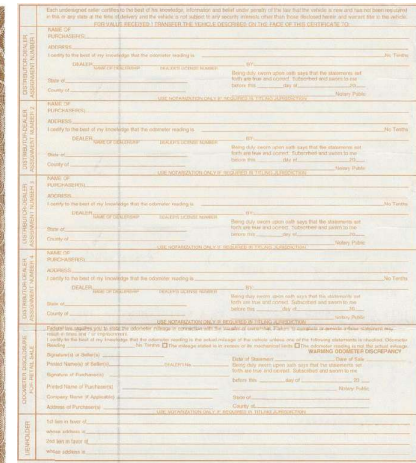
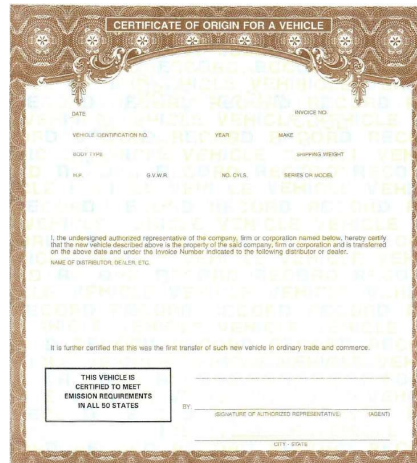
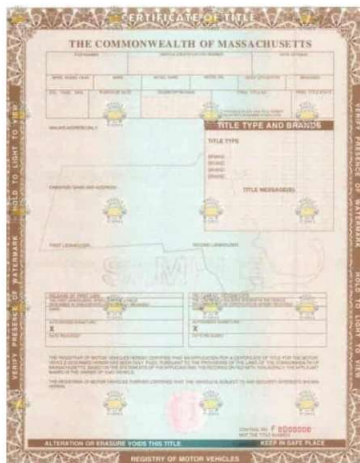
Document Upload – Must be color

DOCUMENT UPLOAD

10MB MAX PER FILE

Proof of Ownership Certificate of Origin	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
Registration and Title Application (Completed)	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
Add Other Document			

When you scan, please make sure you are scanning front and back as 1 document. For example, the Used Vehicle Title or Certificate of origin – There are assignments, DRT1 forms, other types of documents. Those should all be in 1 file. The per file size is max 10MB. If the file exceeds that size, please click add other document.



Registration & Title Application (RTA)

DOCUMENT UPLOAD

10MB MAX PER FILE

Proof of Ownership Certificate of Origin

Upload

Delete

Registration and Title Application (Completed)

Upload

Delete

Add Other Document

MAKE SURE YOU PUT YOUR FIRST INITIAL AND LAST NAME ON THE RTA BEING SCANNED

Registration and Title Application

A. Service Type

I want to:

Register and title a vehicle
 Transfer plate to a new vehicle*
 Renew a registration*
 Amend a registration*
 Reissue a registration*
 Amend a registration*

Select the information to be amended.
 Enter new information in the section indicated.

Apply for a salvage title
 Apply for a title only
 Apply for a registration only
 Transfer a plate between two vehicles*
 Register previously titled vehicle*
 Title previously registered vehicle*
 Transfer vehicle to surviving spouse*

Change plate on existing vehicle with no amendments*
 Renew a registration*
 Amend a registration*
 Amend a registration*

B. Vehicle Information

B1. Vehicle Identification Number (VIN)
 R548RBCCKE332781

B3. Registration Type Passenger Commercial Bus Livery Camper
 Trailer Taxi Motorcycle Semi-Trailer Other

B4. Color(s) Black White Brown Blue Yellow Gray
 Purple Green Orange Red Silver Gold

B5. Year: 2014 Make: SUBARU Model: OUTBACK Trim: WAGON SD OUTBACK I

B6. Transmission Type Automatic Manual
 B7. Number of Cylinders / Passengers / Doors: 4 / 5 / 4
 B8. Fuel Type Gas Electric Propane Diesel Hybrid Other 128.869
 B9. Odometer (Miles)

B10. Bus Regular DRU School Bus School Pupil If carrying passengers for hire, enter max seating capacity. Cannot exceed GVWR. 4.585
 School Pupil/Taxi School Pupil/Livery

C. Title Information

C1. Vehicle Condition New Used
 C2. Previous Title Issue Date (MM/DD/YYYY)
 10/15/2015

C3. Previous Title: 01961Q NY USA Previous Title State: Previous Title Country:

C4. Title Type Clear Salvage Reconstructed C8. Primary Salvage Title Brand: Vandam Flood
 Theft Prior Owner Retained Owner Retained Repairable Parts Only Theft Fire Salt Collision Other

D. Owner 1 Information

D1. Select Owner(s) Identification Requirement being provided for registration purposes MA License ID Social Security Number Out of State License Out of Country License Social Security Number Legal Presence

D2. 1st Owner's Name (Last, First, Middle) _____
 D3. Date of Birth (MM/DD/YYYY) _____
 D4. License# (DM/ SSN) _____

D5. Residential Address Apt. # _____ City _____ State _____ Zip Code _____
 D6. State/Country of License/ID _____

D7. Mailing Address Same as Residential Apt. # _____ City _____ State _____ Zip Code _____
 D8. Exp. Date of License/ID/Legal Presence _____

D9. Email _____
 Call Home Work Phone # _____

Owner 2 Information

D10. Select Owner(s) Identification Requirement being provided for registration purposes MA License ID Social Security Number Out of State License Out of Country License

D11. 2nd Owner's Name (Last, First, Middle) _____
 D12. Date of Birth (MM/DD/YYYY) _____
 D13. License# (DM/ SSN) _____

D14. Residential Address Apt. # _____ City _____ State _____ Zip Code _____
 D15. State/Country of License/ID _____

D16. Mailing Address Same as Residential Apt. # _____ City _____ State _____ Zip Code _____
 D17. Exp. Date of License/ID/Legal Presence _____

D18. Email _____
 Call Home Work Phone # _____

E. Lessee Information / In Custody of

E1. 1st Lessee # ID #/ SSN/ FID _____
 E2. 1st Lessee or Corp/Co/Organizations Name _____
 E3. 1st Lessee Address _____

E4. 2nd Lessee # ID #/ SSN/ FID _____
 E5. 2nd Lessee or Corp/Co/Organizations Name _____
 E6. 2nd Lessee Address _____

TLRREG100_1119

F. Business Owner Information

F1. Email _____
 Cell Home Work Phone # _____

F2. EIN/FID 04-2911621
 F3. Corp/CO/Organization/Lessee Name GLENWOOD KITCHEN USA INC
 F4. USDOT# _____
 F5. Title _____

F6. DBA Dealer - Farmer - OC - Repair - and transporter use only
 F7. SSN # Sole Proprietor _____

F8. Physical Address Apt. # _____ City _____ State _____ Zip Code _____
 657 PATRIOTS RD TEMPLETON MA 01468-1309

F9. Mailing Address Same as Physical Address Apt. # _____ City _____ State _____ Zip Code _____

G. Garaging Address Address where vehicle is principally garaged.

G1. Address Apt. # _____ City _____ State _____ Zip Code _____
 657 PATRIOTS RD TEMPLETON MA 01468-1309

H. Lienholder Information The bank, financial institution, or private party that financed your vehicle loan

H1. Lien Code _____ Name _____ Address _____
 H2. Lien Code _____ Name _____ Address _____
 H3. Lien Code _____ Name _____ Address _____

I. Sales or Use Tax Schedule Numbers 11 or 12 must be completed by a licensed dealer. Number 12 must be completed for all casual/private sales. Number 13 is completed for sales tax exemptions by the RMV.

I1. Sale By Licensed Motor Dealer Dealer EIN/FID #: 83-2586300
 Authorized Dealer's Signature: _____
 MSRP: \$25,795.00 Total Sales Price: \$10,000.00
 Less Manufacturers Excise: \$0.00
 Trade-In 1 VIN: _____ Less Trade-In Allowance: _____
 Year: _____ Make: _____ Model: _____ MA Sales/Use Tax: _____
 Trade-In 2 VIN: _____ Less Trade-In Allowance: _____
 Year: _____ Make: _____ Model: _____ State that Sales Tax was Paid to: _____
 Taxable Sales Price: \$10,000.00 MA Sales Tax Paid: \$625.00
 Form Attached (If Required) _____

J. Purchase Information

J1. Purchase Date: 11/03/2022
 J2. Is this vehicle being converted from another state with the same owner? Yes No
 J3. MA Resident at Time of Purchase? Yes No
 J4. Was Mass Sales Tax Previously Paid? Yes No
 J5. Proof of Tax or Letter of Delivery Provided? Yes No

K. Insurance Information

K1. Insurance Company FOREMOST INSURANCE COMPANY
 K2. Insurance Code 989
 K3. Effective Date of Insurance 11/03/2022
 K4. Self Insured? Yes No
 K5. Policy Change Date _____
 K6. Policy Change Date _____

L. Seller Information

L1. Seller Name (Please Print) P & M AUTO SALES
 L2. Address Apt. # _____ City _____ State _____ Zip Code _____
 107 E MAIN ST GRANGE MA 01334

M. Certification and Signature of Applicant(s) Application not complete without all required signatures.

I/we the applicants hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). The RMV reserves the right to verify any representations or documents you provide. Whoever knowingly makes any false statement in application for registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c.90, §24). The Registrar may also revoke any registration obtained by false statements or misrepresentations. I hereby affirm under the penalty of perjury that the representations and/or documents I have provided in this Section are true and accurate. I further understand that falsely affirming to any matter required by the Registrar under Chapter 90 may be considered to be the commission of perjury under Chapter 90, Section 28 and punished as such under M.G.L. c. 266, §1.

Signature: Owner/Lessee 1 _____ Date: _____
 Signature: Owner/Lessee 2 _____ Date: _____

Vehicle Identification Number (VIN) From B1 4548RBCCKE332781 TLRREG100_1119

Check EVR Scanning and Tagging Guidelines Document for documents that should be scanned. This is not a complete list.

INSURED AND VEHICLE INFORMATION

Owner: [Redacted] Status: In Progress

Vehicle: [Redacted] Transaction: New Title And Registration

[DOWNLOAD VALIDATED RTA](#)

DOCUMENT UPLOAD

10MB MAX PER FILE

Proof of Ownership Title	Title.pdf	Upload	Delete
Registration and Title Application (Completed)	Registration and Title Application (Validated).pdf	Upload	Delete
Bill of Sale	Bill of Sale.pdf	Upload	Delete
Add Other Document			

r m v EVR Scanning & Tagging Guidelines - Agents

The EVR Scanning and Tagging Guidelines identifies the documents that may be required for each transaction that can be processed by insurance agents on the EVR program along with the approximate tag (date) that should be used for those documents in your software. The exact name of the tag in your software may vary.

Disclaimer: The documents listed in the tables that follow represent the possible required documents for each transaction. Some of the documents listed may be required for every transaction of that type while others are common supporting documents that may or may not be required to be collected and scanned for a customer's given scenario.

Tip: The footnotes below each table may help you determine when select documents are required, but for more detailed information the required documentation refer to your EVR Reference Guides or the specific job aids associated with each transaction.

Prior to processing any transactions on EVR:

- Always review your paperwork! Ensure all documents are completed and signed. And that all information is correct and matches across your documents appropriately.
- Write your first initial and full last name in the upper right-hand corner of RMV Applications being used for and scanned into the transaction (this includes the RTA, Duplicate Title Application, Duplicate Registration with Amendment Request Form, and Affidavit for Cancellation of Registration)
- For all sale transactions:
 - Make sure you have the physical Certificate of Origin or Title! These documents are always required and a vehicle registration is NOT/ER allowed to be used in lieu of a title to process.
 - Review the chain of ownership on either the Certificate of Origin or Title as well as all corresponding assignments, the odometer reading, and VINs to make sure this information is complete and correct. Make sure you do not process any title with a salvage brand or salvage title type. Refer to the [EVR Rules for Title Processing](#) job aid for more information!

After processing any transaction on EVR:

- Print an extra copy of the RMV Fee receipt to include with the original documents that you must retain and store for the transaction.

IMPORTANT: Once a transaction is finalized, you can't scan additional items to that transaction. Contact your EVR Compliance Officer immediately if you need to add a document to the scanned items.

[Click the Name of the Transaction Below to See the Scanning Guidelines](#)

Private/Casual Sale	2
(Transaction Types: New Registration & Title, Plate Transfer, Plate Reactivation)	2
Agents Processing a Dealer Sale	3
(Transaction Types: New Registration & Title, Plate Transfer, Plate Reactivation)	3
Lease Buyout Processed by Agents	4
(Transaction Types: New Registration & Title, Plate Reassignment)	4
Registration Renewals	4
Duplicate Title	5
Duplicate Registration	5
Registration Reinstatement	5
Registration Cancellation/Plate Cancel	5
Document Retention and Destruction FAQs	6

r m v EVR Scanning & Tagging Guidelines - Agents

Private/Casual Sale
(Transaction Types: New Registration & Title, Plate Transfer, Plate Reactivation)

Approximate Software Tag:	For These Documents:
Registration and Title Application Completed	RTA (insurance stamped with required signatures)
Proof of Ownership (Certificate of Origin or Title)	Certificate of Title ¹ The following supporting documents should be included with the proof of ownership if applicable: <ul style="list-style-type: none"> Notarized Affidavit for Correction Lien Release for Previous Loan Power of Attorney Paperwork
Other	Proof of Book Value ² Bill of Sale ³ Plate Inquiry ⁴ Secretary of the Commonwealth Verification ⁵ Out of State Driver's License ⁶ Probate Paperwork Registration Certification for EVR ⁷ Affidavit of Surviving Spouse ⁸
Sales Tax Exemption Form	MVU-24 (Gift Exemption) MVU-26 (Family Transfer) MVU-27 (Inheritance Exemption) MVU-29 (Vehicles Purchased Outside of MA) MVU-33 (Disabled Exemptions) ST-TR or VIN Inquiry (Tax Previously Paid to MA Exemption) ST-2 Form (Tax Exempt Organizations)

¹Must be an original document. On EVR, the physical Title is required for all casual sale transactions.
²Reminder: The Gross Sale Price for a casual sale is the higher of either the Clean Trade-in value from NADA or the purchase price of the vehicle.
³Must be collected for out of state titles with no purchase price.
⁴Required to be scanned for all Plate Transfers and Plate Reactivations.
⁵Required for all business entities.
⁶Must be a color copy of the front and back of the license.
⁷Required for all Plate Reactivation Transactions - [https://www.mass.gov/info-details/registration-certification-for-evr](#)

r m v EVR Scanning & Tagging Guidelines - Agents

Agents Processing a Dealer Sale
(Transaction Types: New Registration & Title, Plate Transfer, Plate Reactivation)

Approximate Software Tag:	For These Documents:
Registration and Title Application Completed	RTA (with required signatures that has been stamped for insurance)
Proof of Ownership (Certificate of Origin or Title)	Certificate of Title ¹ The following supporting documents should be included with the proof of ownership if applicable: <ul style="list-style-type: none"> DRT-1 Notarized Affidavit for Correction Lien Release for Previous Loan Repossession Paperwork Power of Attorney Paperwork Any additional document that completes the chain of ownership (i.e., out of state assignment forms)
Purchase & Sales Agreement (or Other)	Purchase & Sales Agreement
Other	Out of State Driver's License ² Proof of Trade (Copy of Title or Registration or an inquiry of the vehicle) Plate Inquiry ³ Secretary of the Commonwealth Verification ⁴ Probate Paperwork Registration Certification for EVR ⁵ Affidavit of Surviving Spouse ⁶
Sales Tax Exemption Form	MVU-26 (Family Transfer) ⁷ MVU-27 (Inheritance Exemption) ⁸ ST-2 Form (Tax Exempt Organizations)

¹Must be original documents. On EVR, the physical O/O or Title is required for all dealer sale transactions.
²Must be a color copy of the front and back of the license.
³Required to be scanned for all Plate Transfers and Plate Reactivations.
⁴Required for all business entities.
⁵Required for all Plate Reactivation Transactions - [https://www.mass.gov/info-details/registration-certification-for-evr](#)
⁶Must be a color copy of the front and back of the license.
⁷For dealer sales, the Affidavit of Surviving Spouse, MVU-26, and MVU-27 are only applicable to use as supporting documents to Proof of Trade for trade-in vehicles.

r m v EVR Scanning & Tagging Guidelines - Agents

Lease Buyout Processed By Agents
(Transaction Types: New Registration & Title, Plate Reassignment)

Approximate Software Tag:	For These Documents:
Registration and Title Application Completed	RTA (insurance stamped with required signatures) ¹
Proof of Ownership (Certificate of Origin or Title)	Certificate of Title ² The following supporting documents should be included with the proof of ownership if applicable: <ul style="list-style-type: none"> Notarized Affidavit for Correction Lien Release for Previous Loan Power of Attorney Paperwork
Other	Bill of Sale ³ Plate Inquiry ⁴ Secretary of the Commonwealth Verification ⁵ Out of State Driver's License ⁶ Probate Paperwork Affidavit of Surviving Spouse ⁷
Approval for Plate Reassignment	Request for License Plate Reassignment Form
Sales Tax Exemption Form	MVU-33 (Disabled Exemptions) ST-2 Form (Tax Exempt Organizations)

¹The RTA Sales and Use Tax section is completed like a Dealer sale for a lease buyout, however the Authorized Dealer signature can be left blank.
²Must be an original document. On EVR, the physical Title is required for lease buyouts and must be signed by both the buyer and the leasing company as the seller.
³Required for all lease buyouts and must be signed by the leasing company.
⁴Required to be scanned for all Plate Transfers and Plate Reactivations.
⁵Required for all business entities.
⁶Must be a color copy of the front and back of the license.
⁷Required for all business entities.

Registration Renewals
Not all Registration Renewals require scanned documents.

Approximate Software Tag:	For These Documents:
Registration and Title Application Completed	RTA (insurance stamped with required signatures) ¹ RMV-28 ²
2290 - Heavy Vehicle Use Tax (or Other)	2290 Heavy Vehicle Use Tax Form ³

¹An amendment is being made during renewal or if an insurance stamp is required to renew, either an RTA or RMV-2 is required.
²Required at every renewal for commercial vehicles with a Registered Weight of 55,000 lbs. or more.

Other Documents

Other	Proof of Book Value ² Bill of Sale ³ Plate Inquiry ⁴ Secretary of the Commonwealth Verification ⁵ Massachusetts Driver's License, ID Card, or Permit ⁶ Out of State Driver's License ⁷ Probate Paperwork Reactivation Certification for EVR⁸ Affidavit of Surviving Spouse
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Any document listed in this section – scan as 1 PDF.

Upload as 1 PDF.

Do not upload each one separate.

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If no image appears delete the upload and try again.