



## Inter & Intra Agency Bi-Lateral Netting Instructions and Fees

The net purchase price of a vehicle must be typed in the upper right corner where indicated.  
 The 6.5% sales tax will automatically calculate, display, and complete lines H1, H2, and H3.

*Sales tax and fees will automatically calculate and display.*

Effective January 1, 2016, Minnesota law requires all vehicle owners to provide insurance company name, insurance policy number, and the policy expiration date when registering, re-registering or transferring the ownership of all motor vehicles and motorcycles.

The payment form may be used for more than one motor vehicle application. The form must include the signature of the authorized agency agent, agency name, and telephone number.

1. List the vehicle ID number (i.e. VIN or serial number) for each vehicle that you are paying fees for on the payment form. Use additional sheets if necessary to complete the list.
2. Enter the information from the completed form into SWIFT. Record the Purchase Order Number in the upper right corner. Enter the Customer Number in the lower left corner. *\*DVS will record invoice number when billing.*  
**DO NOT SEND CASH, CHECKS OR MONEY ORDERS.**
3. List corresponding fees and vehicle insurance information (auto insurance company, policy number, and expiration date) on the Application to Title/Register a Vehicle (PS2000).
4. Submit two copies of the payment form with the completed application and all supporting documents to Driver and Vehicle Services at the address listed above. **You may not submit your application to a deputy registrar.**
5. Retain a copy of all documents for your records.

Use the chart below to help determine the amount(s) to fill in under the Amount (AMOUNT) columns on the payment form.

TYPES OF APPLICATION	TRANSACTION TYPES	TRANSACTION FEES
Transfer of ownership and issuance of non-expiring State of Minn. tax exempt license plates	(A) Plate Fee	\$10 for two plates (car or truck) / \$5 single plate ( trailer or motorcycle)
	(B) Admin. Fee	\$20
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(F) Title Fee	\$4.10
	(G) Title Fee/VSOFF	\$4.15
	(H1, H2, H3) Sales Tax	6.5% of net purchase price (statewide); <i>automatically calculated</i>
	(J) PSV Fee	\$3.50
	(K1) Title Technology Surcharge	\$2.25
	(L) Filing Fee T/S	\$1.50
Transfer of Title Only	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(F) Title Fee	\$4.10
	(G) Title Fee/VSOFF	\$4.15
	(H1, H2, H3) Sales Tax	6.5% of net purchase price (statewide); <i>automatically calculated</i>
	(J) PSV Fee	\$3.50
	(K1) Title Technology Surcharge	\$2.25
	(L) Filing Fee T/S	\$1.50
Duplicate Title	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(F) Title Fee	\$4
	(G) Title Fee/VSOFF	\$3.25
	(K1) Title Technology Surcharge	\$2.25
	(L) Filing Fee T/S	\$1.50
Add Lien to Title	(F) Title Fee	\$2 – in addition to regular title fee

TYPES OF APPLICATION	TRANSACTION TYPES	TRANSACTION FEES
Correction of Title <i>Note: No fees are due if the error was made by DVS, for example, a typing error</i>	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(F) Title Fee	\$4.10
	(G) Title Fee/VSOFF	\$4.15
	(K1) Title Technology Surcharge	\$2.25
	(L) Filing Fee T/S	\$1.50
Disability Parking Certificate	(I) Certificate Fee	\$5
Conversion from regular tax-exempt plates or unmarked plates to non-expiring State of Minnesota tax-exempt license plates	(A) Plate Fee	\$10 for two plates (car or truck) / \$5 single plate ( trailer or motorcycle)
	(B) Admin. Fee	\$10
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(K2) Reg. Technology Surcharge	\$2.25
	(L) Filing Fee T/S	\$1.50
Unmarked Vehicles/ First Registration  <ul style="list-style-type: none"> <li>Initial title and registration-see items: A-L</li> <li>Conversion to unmarked-see items: A,B,C,D,L</li> </ul>	(A) Plate Fee	\$10 for two plates (car or truck) / \$5 single plate ( trailer or motorcycle)
	(B) Admin. Fee	\$5
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(F) Title Fee	\$4.10
	(G) Title Fee/VSOFF	\$4.15
	(H1, H2, H3) Sales Tax	6.5% of net purchase price (statewide); <i>automatically calculated</i>
	(J) PSV Fee	\$3.50
	(K1) Title Technology Surcharge	\$2.25
	(L) Filing Fee T/S	\$1.50
	Unmarked Vehicles/ Renewals Only	(B) Admin. Fee
(E) Filing Fee/VSOFF		\$5.50
(K2) Reg. Technology Surcharge		\$2.25
(L) Filing Fee T/S		\$1.50
Permanent Sticker Non-title trailers equal or less than 3,000 lbs.	(A) Plate Fee	\$5 – Original Adhesive
	(B) Admin. Fee	\$20
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(H1, H2, H3) Sales Tax	6.5% of net purchase price (statewide); <i>automatically calculated</i>
	(L) Filing Fee T/S	\$1.50
Duplicate Unmarked Plate(s)	(A) Plate Fee	\$8 for two plates / \$6 for trailer or motorcycle plate
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(L) Filing Fee T/S	\$1.50
Duplicate Non-expiring License Plate(s)	(A) Plate Fee	\$10 for two plates (car or truck) / \$8.50 single plate ( trailer or motorcycle)
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(L) Filing Fee T/S	\$1.50
Duplicate Permanent Sticker Trailers equal or less than 3000lbs	(A) Plate Fee	\$2.50 – Duplicate Adhesive
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(L) Filing Fee T/S	\$1.50
Duplicate Unmarked Stickers	(B) Admin. Fee	\$1.50
	(C) Filing Fee/VSOFF	\$6
	(D) Filing Fee/Gen	\$3.50
	(L) Filing Fee T/S	\$1.50

See page 3 for Miscellaneous Categories

TYPES OF APPLICATION	TRANSACTION TYPES	TRANSACTION FEES
Miscellaneous	(M1) Critical Habitat Plate contribution	\$30
	(M2) Support Our Troops Plate contribution	\$30
	(M3) Salvage Inspection Fee- General Fund	\$20
	(M4) Salvage Inspection Fee-State Operating Fund	\$15