

Dealer Connection

Spring 2026

The South Carolina Department of Motor Vehicles (SCDMV) is proud to be a resource for the dealer community through the Dealer Connection newsletter.

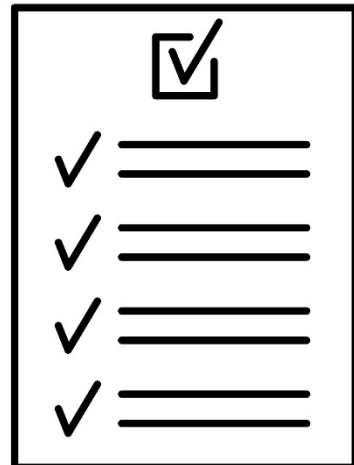
Digital Security Reminder

A reminder on digital security rules: online transactions such as change of address requests must be completed by the customer.

The Latest Information on SCDMV Forms

1. Updates to the PTO- Affidavit & Notification of Sale of Motor Vehicle/ DRA-001- SC Dealer Reassignment Form usage

- a. Effective June 1, 2026, dealers will no longer be able to utilize the PTO form to reassign vehicles to other dealerships or as a final assignment to an individual. Dealers must complete a DRA-001 form or the back of the title to reassign vehicles to other dealerships. Dealers must utilize the back of the title or use Form 4031 (Secure Bill of Sale) to reassign vehicles to individuals/businesses.
- b. Dealers will be allowed to use the DRA-001 form with the lien holder error until all the DRA-001 forms are exhausted.



2. Affidavit for Repossessed Motor Vehicle

Lenders should utilize the repossessed vehicle affidavit form of the state where the titled or registered vehicle owner resides and not the state of the lien holder.

Example: If the vehicle is titled or registered in NC and the lender is in CA, the repossessed vehicle affidavit form should be a NC repossessed vehicle affidavit form.

Ways to prevent QA and DMV rejections

1. **Completing the form 400 completely and ensuring that the information on the form 400 is correct. Ensuring that you are using the most current version of the form. Form 400 rev 07/2025 is the current version of the form 400.**

Section 1 of 400

- a. Every form 400 should have the transaction type checked



TRANSACTION TYPE

- TITLE
 REGISTRATION NEW
 PLATE TRANSFER _____

- b. Complete vehicle information including the fuel type. You can only select one fuel type. The vehicle will have gas, diesel, electric, or hybrid. If it is a combination of any two it is hybrid. Please only select one. Body style and empty weight is required.

VEHICLE INFORMATION				
VEHICLE IDENTIFICATION NUMBER (VIN)		MAKE	MODEL	YEAR
BODY STYLE	<input type="checkbox"/> GAS <input type="checkbox"/> DIESEL <input type="checkbox"/> HYBRID or <input type="checkbox"/> ELECTRIC	EMPTY WEIGHT	MOPED – ENGINE CCs OR WATTAGE	

- c. The owner information needs to be completed. A vehicle sold to a business requires the business' Fein number on the form. If there are two owners, ensure that the co-owner is also listed on the form 400.
 - i. If the vehicle is being title to a Trust, the Trust will need to be listed as the primary owner. The Trustees will be listed as co-owners. You can have up to 3 Trustees using multiple 400's.

OWNER/LESSEE INFORMATION					
<i>Your complete name is required on all title and registration documents.</i>					
NEW PRIMARY OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)			CUSTOMER NO., DL NO., SSN, OR FEIN	DATE OF BIRTH	
NEW CO-OWNER/LESSEE COMPLETE LEGAL NAME (LAST, FIRST, MIDDLE)		SHARED OWNERSHIP <input type="checkbox"/> AND or <input type="checkbox"/> OR	CUSTOMER NO., DL NO., SSN, OR FEIN	DATE OF BIRTH	
PRIMARY OWNER'S/LESSEE RESIDENCE ADDRESS (APT. NO. IF APPLICABLE)		CITY	STATE	ZIP CODE	COUNTY
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		CITY	STATE	ZIP CODE	COUNTY

- d. If it is a leased vehicle, you will need the leasing companies' information completed.

LEASING COMPANY INFORMATION					
<i>Complete only for a leased vehicle</i>					
LEASING COMPANY NAME		PHONE NUMBER	CONTACT PERSON	CUSTOMER NUMBER	
ADDRESS		CITY	STATE	ZIP CODE	COUNTY

Section 2 of 400

- a. Odometer section must be completed. If the out of state title does not show mileage reading, then it will be an exempt vehicle, and you will need to select that on the form. Vehicles 2010 or older can be exempt. Mileage cannot decrease from the title. Ensure that the mileage on the form 400 has increased from the title if it is not exempt.

ODOMETER MILEAGE

Federal and state law requires that you state the mileage when transferring ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

I STATE THAT THE ODOMETER NOW READS _____ (MILES NOT KILOMETERS, NO TENTHS) AND TO THE BEST OF MY KNOWLEDGE THAT IT REFLECTS THE **ACTUAL MILEAGE** OF THE VEHICLE DESCRIBED ABOVE **UNLESS** ONE OF THE FOLLOWING STATEMENTS IS CHECKED:



DO NOT CHECK ONE OF THE FOLLOWING UNLESS IT APPLIES.

- EXEMPT
- I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE ODOMETER READING REFLECTS THE AMOUNT OF MILEAGE IN EXCESS OF ITS MECHANICAL LIMITS.
- I CERTIFY THAT THE ODOMETER READING IS NOT THE ACTUAL MILEAGE. **WARNING ODOMETER DISCREPANCY.**

- b. If there is a lien on the vehicle the lien information should be completed. The lien holder customer number needs to be added. The lien date and the purchase date should match.

LIEN INFORMATION					
<i>ELT provider must include ELT customer Number.</i>					
CUSTOMER NO. OR FEIN	LIENHOLDER NAME (FIRST LIEN)	DATE OF LIEN	CONTACT PERSON	PHONE NUMBER	
MAILING ADDRESS			CITY	STATE	ZIP CODE
CUSTOMER NO. OR FEIN	LIENHOLDER NAME (SECOND LIEN)	DATE OF LIEN	CONTACT PERSON	PHONE NUMBER	
MAILING ADDRESS			CITY	STATE	ZIP CODE

- c. The correct prior title number must match the titling document. Date first operated must be completed.

ADDITIONAL INFORMATION

PRIOR TITLE STATE	PRIOR TITLE NUMBER	DATE FIRST OPERATED IN SC	ENERGY EFFICIENT MANUFACTURED/MOBILE HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO
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- d. Seller or dealer information must be completed. Ensure the dealer number is filled in and date of purchase. Check if the vehicle is a new or used vehicle.
 - a. Sales price needs to be correct. The Spring 2025 Dealer Connection has an overview on how to calculate the correct Sales Prices. If you do not receive the dealer connections you can sign up at <https://scdmvonline.com/Business-Customers/Dealers/Dealer-Communications>
 - b. If there is a trade in the amount and the trade in vehicle Vin number must be completed.

PURCHASE INFORMATION

*Gross capitalized cost is the original cost of the vehicle not including taxes, interest, or cab customizing and is used to calculate the road use fee for vehicles that have a gross vehicle weight (GVW) of 26,001 lbs. or more. Leave blank if this does not apply to your vehicle.

SELLER OR DEALER NAME		ADDRESS		CITY	STATE	ZIP CODE
DEALER NO.	SALES TAX NO.	<input type="checkbox"/> NEW or <input type="checkbox"/> USED	DATE OF PURCHASE	SALES PRICE	*GROSS CAPITALIZED COST	
TRADE-IN AMOUNT	TRADE-IN VEHICLE IDENTIFICATION NUMBER					

Section 3 of 400

- a. If a new plate is purchased, new plate should be checked. If there is a transfer plate, transfer plate should be checked, as well as the plate number being written in.

SELECT DESIRED TRANSACTION			
<input type="checkbox"/> NEW PLATE	<input type="checkbox"/> TRANSFER PLATE	PLATE NUMBER TO TRANSFER	<input type="checkbox"/> EXCHANGE
			NEW PLATE TYPE

- b. If the vehicle is a truck or a cargo van, the gross vehicle weight (GVW) must be completed.

GROSS VEHICLE WEIGHT (GVW)	<input type="checkbox"/> TO INCREASE GROSS VEHICLE WEIGHT	NEW GROSS VEHICLE WEIGHT:	<input type="checkbox"/> COMMERCIAL or <input type="checkbox"/> NON-COMMERCIAL
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- c. If a plate is issued or transferred the insurance company must be completed.

I (WE) DECLARE THAT THIS VEHICLE IS INSURED WITH:	INSURANCE COMPANY
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Section 4 of 400

- a. The owner's signature is required and the co-owner's signature (if applicable).

OWNER	DATE	CO-OWNER	DATE
SIGNATURE OF OWNER(S) MAY BE SIGNED IN INK BY OWNER OR AUTHORIZED AGENT (ATTACH POWER OF ATTORNEY IF APPLICABLE). ELECTRONIC OR DIGITAL SIGNATURES ARE ACCEPTABLE.			

- b. If the vehicle is a dealer resale or a short-term rental use by a licensed dealer then the boxes at the bottom of the form 400 needs to be checked.

THIS SECTION FOR SHORT-TERM RENTAL COMPANIES AND DEALERS ONLY

THE ABOVE VEHICLE IS FOR:

DEALER RESALE

SHORT-TERM RENTAL USE BY A LICENSED DEALER

2. Title errors

- a. Ensure the title has the required signatures
- b. The date of purchase must be completed
- c. Purchaser or seller information must be completely filled out
- d. Odometer must be filled in. If exempt, you can write exempt.
- e. If applicable, the lien holder information on the title should be completed.

- f. An agent of a dealership signing their personal name. The agent should print the dealership name and then sign their name as an agent. See Error Example below:

The image shows three examples of South Carolina Department of Motor Vehicles "Assignment of a Vehicle" forms. Each form contains fields for the name and address of the lessor, the date of sale, the odometer reading, and the signature of the seller. In the first form, the seller is Sean Bevan, and his signature is circled in red with a question mark. In the second form, the seller is Destiny Morales, and her signature is circled in red with a question mark. In the third form, the seller is Eric Parker AMCC, and his signature is circled in red with a question mark. A red arrow points to the signature field in the third form, indicating that the agent's personal name is used instead of the dealership name.

3. Dealers should ensure they are using the most current documents. Outdated documents will be rejected. When purchasing vehicles to sale ensure the forms being provided are the correct and most current forms.
4. If a correction needs to be made do not write-over, scribble, or use white out on any documents. You can modify any field on documents exempt the Vin and the Odometer. If you need to make a correction, use a single line strikethrough to correct the mistake.
5. Scanning issues
 - a. The quality of your documents must be clear. You cannot take pictures of documents on your phone. Your documents must be scanned with a scanner.
 - b. Ensure the documents are not blurry and are legible.

- c. Documents should not be scanned upside down.
- d. Ensure documents are not cut off.
- e. If you are rejected by QA and need to make corrections, make sure that you remove the incorrect documents and do not submit the paperwork with duplicate documents before resubmitting to QA for approval.
- f. The title must be scanned in color.

6. Ensure that your documentations match your entry. Below is an example of a deal that was submitted with one lien company on the form 400 and a different lien on the bill of sale and the PTO. The lien on the form 400 was submitted but the correct lien holder was the one on the bill of sale and PTO. Document information should flow and be consistent throughout the paperwork.

CUSTOMER NO. OR FEIN 11130145	LIENHOLDER NAME (FIRST LIEN) FOUNDERS FEDERAL CREDIT UNION	DATE OF LIEN 09-20-2024	CONTACT PERSON	PHONE NUMBER
MAILING ADDRESS 737 PLANTATION RD			CITY LANCASTER	STATE SC
				ZIP CODE 297205808

And the above vehicle is free of all liens and encumbrances in the buyer's name except:
ONEMAIN FINANCIAL GROUP LLC PO BOX 278 Wilmington, OH 45177

Deponent further states that there are no liens or encumbrances on the said vehicle except as listed below:

Lienholder: ONE MAIN FINANCIAL Group LLC. Amount: 10,385.00
 Address: P.O. Box 278 Wilmington, OH 45177 Date: 9/20/2024

**7. If a plate is being transferred or purchased, you must include a PTO.
The PTO should include the following:**

SCADA
AFFIDAVIT & NOTIFICATION OF SALE OF MOTOR VEHICLE
(Entire Form Must Be Typed or Printed) No. 48241101

Personally appeared before me _____ (Seller) (Dealer Retail Tax #) _____
(Address) _____
who being duly sworn, deposes and says that on the _____ day of _____, 20____,
he sold the following motor vehicle: Make _____ Model _____
Year _____ Vehicle Identification No. _____
License No. _____ to _____ (Buyer)
(Street) (City) (County) (State) (Zip) _____
Special Mailing Address _____
Deponent further states that there are no liens or encumbrances on the said vehicle except as listed below:
Lienholder _____ Amount _____
Address _____ Date _____
I certify that the odometer now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.
 (1) I hereby certify that to the best of my knowledge, the odometer reading reflects the amount of mileage in excess of its mechanical limit.
 (2) I hereby certify that the odometer reading is NOT the actual mileage. WARNING - ODOMETER DISCREPANCY
Federal law (and State law, if applicable) requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.
Property Tax Section
Check One:
____ Purchase License Plate
D.L. Number _____
License Plate Issued _____
____ Transfer License Plate
Signature of Buyer _____
Property taxes will be due in 120 days

(Signature of Seller) _____
(Print Seller's Name) _____
(Signature of Buyer) _____
(Print Buyer's Name) _____

SCADA TO REORDER GO TO SCADA.ORG SCADA

- a. The seller information and the date of sale
- b. Vehicle information
- c. Purchaser information
- d. Lien information if applicable
- e. Odometer reading
- f. Signature of seller and at least one buyer.
- g. Property tax section must be completed and signed. This is required for transfer plates as well as new purchases.

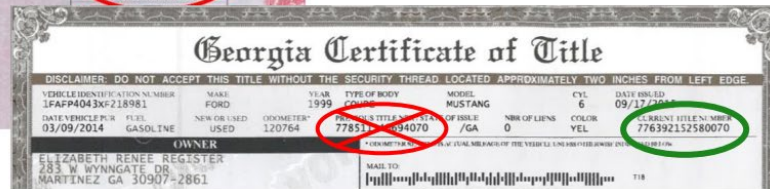
8. Some forms that are left out in error and cause rejections are:

- a. Buyer's order or buyer's invoice
- b. Bill of sale
- c. Form TI-006 and supporting documents (this is the form used for purchasers that do not have a South Carolina credential)
- d. PTO not included but a tag was purchased.
- e. Power of Attorney
- f. Repossession Affidavit
- g. TEA-1 for errors during title reassignments

- h. Form 4057 for address updates
- i. Lease agreement for leased vehicles

9. Entering in the incorrect previous out of state title numbers.

- a. Some states will list two title numbers on their titles. One is the current title number, and the other is the number from the previous title. You must use the 'Current' title number, NOT the 'Previous' title number



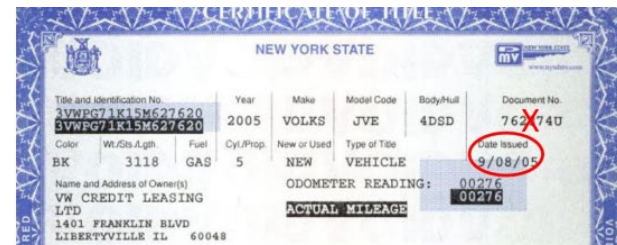
- b. New Jersey title numbers include the two alpha characters and the number (if the title number does not have 17 characters you will need to enter "0000" before the last four numbers of the title)



- c. California and New York use the title issue date in the title number field using the format (YYYYMMDD). Do not use the registration issue date or title document number.



Date issued: 04/07/2006
Title Number: 20060407



Date issued: 09/08/2005
Title Number: 20050908

Exempted transactions that can be processed at a branch office

Dealers are required to contact their EVR Service Provider if there is an exception needed for a transaction not included on this list before going to a branch office.

a. Transactions involving a Housed address

b. Duplicate title requests

c. Title corrections

i. With e-mail approval

d. Clearing a Suspense title

i. Suspense Codes (transactions that can't be cleared after dealer has contacted Service Provider and Service Provider has contacted DMV: branch office will be notified by email of the transaction that needs to be processed)

ii. TLN Suspense

e. Government Vehicle/Fleet

i. Title must be processed through EVR

ii. Plate requests are processed in branch office or by mail

f. Courtesy Delivery

g. Changing to a Salvage Rebuilt Brand

h. Brands from an Out-of-State Title to S.C. Title

i. MCO to Used Car for Dealer Loaner Vehicles

j. Dealer titling in dealer name

k. Lien Release Notice from Lender

l. Transactions collecting sales tax, not IMF

i. Trailers (personal use = sales tax, business use = IMF)

ATVs/off-road vehicles

m. MCO Backout (MCO has been backed out due to an error and the EVR system will not allow the dealer to transmit for the correct/new customer)

n. Lease buyouts

o. TI Body Style error

p. Multi-Stage Vehicles

q. Renew and transfer plate

(Title must be processed through EVR)

r. IFTA/IRP Customers will have options to complete the titling and registration of the newly acquired vehicle:

i. Option 1: Dealer processes via EVR System as a title-only transaction and the customer complete the IFTA/IRP either through the Web Portal or at one of the eight MCS offices.

ii. Option 2-A: Dealer processes title at any SCDMV branch and the customer completes the IFTA/IRP either through the Web Portal or at one of the Motor Carrier branch offices.

iii. Option 2-B: Customer handles both title and registration at one of the Motor Carrier branch offices.

iv. Option 2-C: Dealer takes full packet to Motor Carrier branch for processing.

s. Trust