



# ANNE M. GANNON

## CONSTITUTIONAL TAX COLLECTOR

*Serving Palm Beach County*

Governmental Center • 301 N. Olive Avenue, 3rd Floor • West Palm Beach, FL 33401

Mailing Address • Post Office Box 3715 • West Palm Beach, FL 33402-3715

www.pbctax.com • Tel (561) 355-2264 • Email Dt@pbctax.com

Date:

Lienholder Name:

Lienholder Address:

Lienholder City, State, Zip:

### **SUBJECT: REGISTRATION OF VEHICLE WITH OUT-OF-STATE TITLE WITH LIEN**

1) Privately owned vehicles - Our office is assisting the individual(s) named in Section 1 of this form with registering a vehicle in Florida. The individual(s) indicated you are the lienholder. To register a vehicle in Florida, we require the individual(s) to apply for a Florida title at the time of registration or to produce proof that the title is held by an out-of-state lienholder. **We request that you comply with one of the two options provided below.**

**Option 1:** Mail the title to the address in Section 2. The vehicle will be registered and titled in Florida showing your institution as lienholder. We prefer you follow this method. NOTE: If you release the title, in accordance with Florida statutes, the Department of Highway Safety and Motor Vehicles requires titles with liens held electronically. This means Florida's Electronic Lien and Title (ELT) program requires mandatory participation from lenders. **Provide a copy of this letter with the title when mailing. In addition, if mailing via USPS, FedEx, etc., provide your client with a tracking number to confirm receipt of the title.**

**Option 2:** If you do not release the title, you must send our office a copy of this letter, a letter on your letterhead indicating there is an outstanding lien on the described vehicle (include the year, make and vehicle identification number) **AND** a copy of the title (front and back)

**Option 3:** The out-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lienholder must state that. An email copy is acceptable. Please enter "**Out of State Title**" in the subject line when emailing. **Provide a copy of this letter with the title when emailing.**

2) Leased vehicles - Submit your Florida Sales Tax Exemption Number, a copy of the lease agreement and an original Power of Attorney allowing the lessee to sign the required documentation. **Provide a copy of this letter with the title when mailing. In addition, if mailing via USPS, FedEx, etc., provide your client with a tracking number to confirm receipt of the title.**

Your cooperation in this matter is appreciated.

### **SECTION 1:**

#### **Name and Address of Applicant(s):**

Name(s):

Address:

City, State, Zip:

Email address:

Best contact phone #:

#### **Vehicle Description:**

Account #:

Vehicle ID:

Year:

Make:

### **SECTION 2:**

#### **Send all information to the following address:**

**Mail:** Tax Collector, Palm Beach County  
16440 Town Center Parkway South  
Westlake, FL 33470  
Attn: Westlake Service Center

**Email:** westlake@pbctax.com  
Subject: Out of State Title