

# INSTRUCTIONS FOR SELLING A VEHICLE

Wisconsin Department of Transportation  
MV2928 2/2002

**Before you sell a vehicle in Wisconsin, you must have a title in your name**, even if you have never driven the vehicle. If you have lost your title, contact the Division of Motor Vehicles to obtain a replacement.

**Never sign your title or give it to anyone until you have been paid for the vehicle.**

Once you have sold your vehicle, you must do the following:

- Sign and date the title in the area for the signature of the selling owner or owners. If the title shows more than one owner and the names are separated by the word "and", all owners shown must sign. If the word "or" separates the names, any of the owners shown may sign.
- Fill in the vehicle odometer mileage statement on the title. This is required under federal law.
- Complete the brand disclosure area on the title (if applicable).
- Fill in the selling price on the title. The Department of Revenue checks titles and investigates suspiciously low sale prices.
- Fill in the name and address of the buyer or buyers on the title.
- If you owe money for your vehicle, pay off the loan. Provide the buyer with a lien release document from your lien holder; the buyer will need this to title the vehicle.
- Remove the license plates from the vehicle. If the vehicle is a truck registered at 10,000 pounds or more, a farm truck registered at 16,000 pounds or more, a moped, a trailer or a mobile home, the license plates stay with the vehicle and do not need to be removed.

Additional information from the WisDOT, Division of Motor Vehicles is available on our website at [www.dot.state.wi.us](http://www.dot.state.wi.us) or by calling 608-266-1466.

The Bill of Sale below is provided for your convenience, and when completed, can be your documentation of the sale. It should be kept with your records. Make a copy for the buyer.

## Bill of Sale

Vehicle Year	Make	Model	Body Type	Vehicle Identification Number (VIN)		
Sale Date			Purchase Price		Vehicle Delivery Date	
Seller Name - Print				Buyer Name - Print		
Seller Name – If Joint Ownership - Print				Buyer Name - If Joint Ownership - Print		
Seller Driver License # - As Proof of Identity				Buyer Driver License # - As Proof of Identity		
Street Address				Street Address		
City		State	Zip Code	City		State Zip Code

I, the undersigned seller, do sell the above-described vehicle to the buyer for the amount shown and certify that all of the information provided in this Bill of Sale is true and accurate to the best of my knowledge.

\_\_\_\_\_  
(Seller Signature) (Date)

\_\_\_\_\_  
(Buyer Signature) (Date)

\_\_\_\_\_  
(Seller Signature – If Joint Ownership) (Date)

\_\_\_\_\_  
(Buyer Signature – If Joint Ownership) (Date)