



DIEGO MORALES
SECRETARY OF STATE

STATE OF INDIANA AUTO DEALER SERVICES DIVISION

DEAL JACKET CONTENTS CHECKLIST

All transactions:

- Bill of Sale
 - This could be a copy of a used car buyer's order, or a purchase order
 - BMV Bill of Sale State Form 44237 is **not** acceptable
- Copy of the reassigned title (front and back)
- Proof of title delivery
- Odometer disclosure statement
- Federal Buyers Guide for used vehicles
 - Keep a copy of the completed Federal Buyers Guide signed by the customer. Give a copy of the document to the purchaser.
- 31-day title delivery affidavit
- Proof of sales tax collected: DOR Form ST-108, ST-108E (sales tax exempt transaction), or ST108-NR (sales made to out-of-state residents)
- Retail installment contract and/or other documents required by lender

If applicable to particular transaction:

- Auction receipt or other proof of vehicle purchase
- Branded title information and required disclosures (salvage/rebuilt disclosure or flood damage affidavit)
- Consignment agreement
- Warranty documents
- Verifiable export document
- Voided interim plate(s)
- Documents necessary to support the explanation of any unusual circumstances surrounding the sale or transaction

Disclaimer: The content of this document is intended only as a general point of reference addressing the most common documentation requirements pursuant to IC 9-32. Additional documentation may be required based on specifics of a particular transaction or other laws, rules, or regulations. This document does not constitute legal advice. The dealer is ultimately responsible for understanding what records they are required to maintain, and reliance upon this document does not constitute a defense against enforcement action by the Division or any other governmental entity.

If you have any questions, contact dealers@sos.in.gov.

Rev. 8/22/24