

Buying a Car from an Individual Seller Checklist



MEMBERS 1ST

— Credit Union —

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Once you seal the deal with the seller, you have **10 days** to transfer the title of the vehicle.

What you need to collect from the seller:

- Copy of the vehicle's current registration (not expired within 60 days)
- Copy of each seller's driver's license
- Copy of vehicle's smog certification or \$8 fee (obtained within 90 days)
- The vehicle's title

TIP

Verify that there is no lien holder or that the lien holder has signed off on the vehicle's title. If the seller has an existing loan on the vehicle, ask Members 1st to provide you with an authorization of payoff form. You will also need to obtain the account number and/or a bank statement for the existing loan.

What the buyer and seller need to fill out together:

- The Vehicle/Vessel Transfer Form (Reg 262 Form is available at any Members 1st branch or through the DMV)

TIP

This form is not available online, as it is printed on security paper. It is a multi-purpose form that combines odometer disclosure, bill of sale, and power of attorney. If you make an error, please start over. The DMV does not accept paperwork where information has been written over or crossed out. Make sure you have multiple Reg 262 Forms available.

What the buyer needs to gather:

- Copy of buyer's driver's license
- Copy of insurance declaration page

Fees collected from the buyer:

- Vehicle transfer fee of \$15
- Use sales tax

TIP

Tax based on city of residence. Must be paid using cash/check.