



# NEW TRAVEL TRAILER DEALER LICENSE PLATE APPLICATION INSTRUCTIONS

Payment must accompany the application. Make checks payable to Oklahoma Tax Commission. The Dealer number (if any) must appear on the check. A \$50.00 penalty will be assessed for any dishonored check.

**Replacement Plates and/or Decals:** If any Dealer plates and/or decals have been lost or stolen you must make a police report of the incident. You must include a copy of the **police report** with your application. **List the missing plates and the decal numbers that are on missing plates on the front of this application or on an additional sheet of paper.** Damaged plates must be returned with your application. If you have lost/stolen **decals only** then contact the Oklahoma Tax Commission/Dealer Plate Section.

**Renewals:** If you have damaged dealer plates or plates you are not renewing, they must be returned with your application. Your renewal application cannot be processed until you have accounted for all plates in your possession.

**Penalty Fees:** The license is non-assignable and expires December 31st of each year. If not renewed by that date, the applicant will become subject to a penalty of \$0.25 per plate per day for a period of thirty-one (31) days. After January 31st, the penalty will be \$10.00 per plate.

**Mail Fees:** \$3.00 per Plate, \$1.50 per 5 Decals (1-5 decals = \$1.50; 6-10 decals = \$3.00, etc.)

## AGREEMENT

It is hereby agreed by and between the Applicant and the Oklahoma Tax Commission that:

1. The Travel Trailer Dealer license and license plates will be revoked if the Applicant has violated or violates any provisions of the laws of this state.
2. Separate licenses and license plates are required for each location owned or operated by the Applicant.
3. The Applicant will not use dealer plates issued in connection with this license on any commercial/utility trailer, or on any vehicle that is used as a service/loaner car, is used for hire or is for private use.
4. The Applicant will advise each purchaser of a new trailer, in writing, about title requirements and of the payment of any taxes due the state.
5. A Franchise Agreement /Letter, a Sales Contract or Manufacturer's Limited Tax Exemption Certificate for each manufacturer must be submitted with each Original or Renewal application and must be submitted for any new manufacturer added to the license during the year. A new manufacturer's trailers **may not be sold before** the new manufacturer is reflected on the license.
6. The Applicant will keep such records on such forms as shall be prescribed by the Oklahoma Tax Commission and will make all reports required by the Oklahoma Tax Commission.

Mail this completed application and remittance to:

OKLAHOMA TAX COMMISSION  
MOTOR VEHICLE DIVISION  
DEALER LICENSE PLATES  
2501 NORTH LINCOLN BOULEVARD  
OKLAHOMA CITY, OKLAHOMA 73194-1000  
TELEPHONE: (405) 521-3669  
WWW.TAX.OK.GOV