

How to fill out TR-155 — Request for Release of Lien

sellmycarhub.com

Kansas · written against TR-155 (Rev 07/24), issued under K.S.A. 8-1,157

/forms/kansas/tr-155-request-for-release-of-lien/

The demand letter with a statute stapled to it. When a paid-off lienholder is slow with the release, this form starts the legal clock: it records the vehicle, the owner, the lienholder, exactly how and when the final payment was made, and where the release must be sent - and beneath the request it reprints K.S.A. 8-1,157 in nine numbered paragraphs, from the three-business-day deadline for cash payoffs to the civil penalties, treble liability, costs and attorneys' fees waiting for a lienholder who ignores it.

This sheet is not the form. Download the blank TR-155 from the Kansas Department of Revenue, Division of Vehicles at <https://www.ksrevenue.gov/pdf/tr155.pdf?f=ks-tr155.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Vehicle, owner, lender	The identification row, your name and address as the record holds them, and the lienholder with an account number if you have one. Watch out: The account number is optional on the form and priceless in the lender's mailroom - it is how the request finds the loan without a phone call.
2	YOU	How you paid	One box only: cash, wired funds, intra-bank transfer, teller's check, certified check, cashier's check or other. Watch out: The box you tick chooses the deadline - three business days for the first three methods, ten for the rest. Wire the payoff if the calendar matters.
3	YOU	Amount and date	The amount tendered as payment in full and the date the payment was sent. Watch out: Payment in full is the operative phrase. A payoff quote expires; if per-diem interest has crept past your figure, the lien is not satisfied and the clock never started.
4	YOU	Where the release goes	Mail or fax, with the name, address and fax number. Watch out: Direct it to yourself unless the buyer's county is waiting on it. The statute counts the release complete when mailed, delivered, or faxed to the Division or a county treasurer's office - so aim it where it does the most good.
5	YOU	Sign and send with the payment	Signature, printed name, date - then attach the form to the final payment. Watch out: Keep a copy and, if you fax anything, the confirmation sheet: the statute names that page as the required proof of delivery, and it is your exhibit if the Division ever has to hold the hearing.

What gets this one rejected

- Two payment boxes ticked. The form says check only one, because the deadline differs by method - three business days for cash, wired funds or intra-bank transfer, ten business days for everything else.
- A request sent before payment in full. The clock the statute starts runs from receipt of payment and a request for the release - a request racing the final cheque starts nothing.
- No destination for the release. The mail-or-fax block is the point of the form: a lienholder must mail or deliver the release where directed by the person who requested it, and this is where you direct them.
- Losing the fax confirmation. The statute's own paragraph makes the fax received confirmation sheet with the transmitted date the required proof of delivery - it is the receipt in any later complaint.
- Using it against a lender who was never paid. This is a remedy for a satisfied lien left standing, not a negotiating tool for one still owed money.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off TR-155 (Rev 07/24) and the Kansas Department of Revenue, Division of Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

sellmycarhub.com

KANSAS
DEPARTMENT OF REVENUE
DIVISION OF VEHICLE
www.ksrevenue.gov

REQUEST FOR RELEASE OF LIEN

VEHICLE INFORMATION

1 VIN: 3KPF24AD9KE201936 Year: 2019 Make: Kia Model: Forte Style: Sedan

OWNER'S NAME(S) (Last, First, Middle Initial)

Name(s): Regier, Gervase P.

9127 W 79th Ter Overland Park KS 66204
 Address City State ZIP

LIEN HOLDER'S INFORMATION

2 Name: Cottonwood Draw Credit Union Account Number (If available): 801-4472196

447 E Crawford St Salina KS 67401
 Address City State ZIP

3 **Method of Payment Used:** ☐ Cash ☐ Wired funds ☐ Intra-bank Transfer <See No. 1 below
 Check Only ONE ☐ Teller's Check ☐ Certified Check ☒ Cashier's Check ☐ Other: _____ <See No. 2 below

4 Amount tendered as payment in full: \$ 6,214.55 Date payment was sent: 07/31/2026

Please: ☒ Mail ☐ Fax - the Release of Lien to:

5 Name: Gervase P. Regier Fax Number: _____

9127 W 79th Ter Overland Park KS 66204
 Address City State ZIP

Requested by: _____ Printed Name of Requestor: Gervase P. Regier Date: 07/31/2026
 Signature

- ✓ The form must be attached to the final payment submitted to the lien holder or delivered to the lien holder once the final payment is electronically submitted.
- ✓ As reviewed in No. 1 and 2 below, the lien holder will have a set number of days (based on payment method) to fully execute the release of lien and mail or deliver the release where directed by the person or business shown above.

Kansas Statutes Annotated (KSA) 8-1,157 states:

1. When a lien has been paid in full by cash, intra-bank transfer or wired funds, the lien is considered paid in full (satisfied) as soon as the lien holder receipts the payment. The lien holder will then have three (3) business days after the receipt of payment and a request for the release of the lien to fully execute a release of lien and shall mail or deliver such release where directed by the person who requested the release.
2. When a lien holder has been paid in full by any other form of payment (other than cash, intra-bank transfer or wired funds) and a request for the release of the lien, the lien holder must fully execute a release of lien within ten (10) business days and shall mail or deliver such release where directed by the person who requested the release.
3. The release will be considered completed when it is placed in the US mail, postage prepaid or, delivered to the person requesting the lien release or, is faxed to the Kansas Division of Vehicles or a Kansas County Treasurer's Motor Vehicle office. For liens released electronically (e lien) the release will be considered completed when it is delivered electronically to the Division.
4. The fax received confirmation sheet with the transmitted date and the fax number sent to will be required as proof of delivery.
5. If a lien holder does not comply with these requirements, the aggrieved party may file a complaint against the lien holder with the Division of Vehicles. An aggrieved party can be the Division, the owner of the vehicle subject to the lien, or the person making a valid request on a form approved by the Division.
6. The Division will conduct a hearing and may assess a civil administrative penalty on a lien holder who fails to comply with the applicable portions of the statute or any rules and regulation adopted by the Division pursuant to this statute. A copy of KSA 8-1,157 with details concerning penalties and interest is available at: <http://www.kslegislature.org/legslv-statutes/getStatute.do?number=1406>
7. The Division will send the lien holder notice of the penalty, their rights under the Kansas Administrative Procedures Act, informing them they have the right to a hearing, the requirements the lien holder must comply with to avoid waiving the right to a hearing and the manner of payment if the lien holder elects to pay the penalty and waive the hearing.
8. Failure of a lien holder to pay the administrative penalty after it becomes final will result in the lien holder being liable to the Division for up to three times the amount of the penalty together with the costs plus interest for the time the penalty became final and attorneys' fees, including all costs and attorneys' fees incurred directly in the collection thereof. The rate of interest is 10% per annum.
9. In addition to the penalties provided by this statute, a lien holder who fails to provide a lien release shall be liable to the holder of the title requesting the release for any loss caused to the holder by such lien holder's failure to comply.