

How to fill out SFN 62502 — Private Party Vehicle Bill of Sale

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North Dakota · written against SFN 62502 (4-2026), issued under North Dakota Department of Transportation, Motor Vehicle Division; the excise tax valuation it supports is NDCC 57-40.3-01, printed on the form

/forms/north-dakota/sfn-62502-private-party-vehicle-bill-of-sale/

The department's own bill of sale for a sale between two private people, and the most useful piece of paper in a North Dakota transaction that is not the certificate itself. It does three jobs at once: it records the price and date, it gives the buyer the dated evidence of ownership that lets them drive an unregistered car for five days, and it carries a Vehicle Condition Notes block that exists specifically so a below-guide price can be explained before the department queries it. The form states the reason in its own words - vehicles are subject to excise tax based on the fair market value of the vehicle according to established standards and guides.

This sheet is not the form. Download the blank SFN 62502 from the North Dakota Department of Transportation, Motor Vehicle Division at <https://dot.nd.gov/forms/sfn62502.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	The vehicle row	Vehicle identification number, year, make and model. Watch out: Copy the VIN from the certificate of title, and check it character by character - this sheet travels with the title application, and two documents disagreeing about the VIN stops the transfer at the counter.
2	YOU	Date of Sale and Selling Price	The day possession changed and the amount actually paid. Watch out: Both need to match what you wrote on the certificate. The date is also what makes this sheet the buyer's dated evidence of ownership for their five plateless days.
3	YOU	Vehicle Condition Notes	Free text, and the place to explain a price that sits below what a guide would say the car is worth. Watch out: Be specific and be factual. This is the block the department reads if it questions the price, and it says on the form that additional documentation may be requested at any time.
4	YOU	Drivable, and towed or delivered	Two yes-or-no questions about the state the vehicle left in. A No on drivable sends you back up to the condition notes to explain. Watch out: Answer them honestly even when the answer is awkward. A car sold not running has a lower value the department can see a reason for, which is the point of the question.
5	YOU	The trade block	Whether a vehicle was traded for this one, whether it was an even trade, the value of the trade and the trade VIN. Watch out: A trade reduces the buyer's tax base, so the department wants the traded vehicle identified. Leave the whole block alone if money was the only thing that changed hands.
6	YOU	Seller Information	Your legal name, a driver's licence or FEIN number with the Check One box marked, telephone, and your full mailing address. Watch out: Use the name the certificate of title carries. Every document in the buyer's folder is matched against the title at the counter, and a shortened first name is enough to slow that down.
7	YOU	Signature of Seller, and the date	Your signature above the declaration that everything in the bill of sale is true and correct, with the date. A second line takes an additional seller where the title names two. Watch out: Sign both copies while you are still standing together. A bill of sale the buyer takes away unsigned is not evidence of anything.
8	BUYER	Buyer Information and co-buyer	The buyer's legal name, identifier and address, then a co-buyer's name, identifier and telephone. Watch out: Let them write their own details and check the spelling against the name you put on the certificate. Those two documents have to agree.
9	BUYER	Buyer's Acknowledgment	The buyer signs and dates, certifying the information is true and correct to the best of their knowledge. Watch out: This is the signature that puts them above the same penalty line you are above. It is also what makes the sheet useful to them as proof of ownership on the drive home.

What gets this one rejected

- A price written with nothing in the condition notes to explain it. The department says on the form that information provided is subject to review and additional documentation may be requested at any time - and a bare figure well under guide value is what triggers the request.
- Ticking a Gift From box on a sale for money. The gift boxes name specific relationships and they exist for genuine gifts; a sale with a price in the selling price box is not one.
- Leaving the drivable and towed questions blank. They are yes-or-no questions on a form the buyer will hand across a counter, and an unanswered one is an incomplete form.
- A trade recorded with no VIN. The trade block asks for the value and the trade VIN together, and a value without the vehicle it belongs to cannot be allowed against the tax.
- Only one signature where the certificate names two owners. The form provides an Additional Seller Signature line for exactly that reason.

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

PRIVATE PARTY VEHICLE BILL OF SALE

North Dakota Department of Transportation, Motor Vehicle
SFN 62502 (4-2026)

MOTOR VEHICLE DIVISION
ND DEPT OF TRANSPORTATION
608 E BOULEVARD AVE
BISMARCK ND 58505-0780
Telephone (701) 328-2725
Website: <https://dot.nd.gov>

Vehicle Information

1 Vehicle Identification Number 3Z9GK5LC7H6412873	Year 2017	Make Chevrolet	Model Equinox LT
2 Date of Sale 08/21/2026	Selling Price (\$) 11,650.00	Gift From (check one, if applicable) : ☐ Spouse ☐ Parent(s) ☐ Grandparent(s) ☐ Grandchild ☐ Child ☐ Sibling(s) ☐ Other:	

Vehicles are subject to excise tax based on the fair market value of the vehicle according to established standards and guides (NDCC 57-40.3-01). If the selling price is below fair market value, provide detailed information regarding the vehicle condition or other circumstances which affect the selling price of the vehicle. Information provided is subject to review and additional documentation may be requested by the department at any time.

3 Vehicle Condition Notes <i>Sold at fair market value. Rear tailgate strut replaced May 2026; original service records handed over with the keys. No accident damage.</i>

4 Was the vehicle in drivable condition at the time of sale? If no, explain above. ☒ Yes ☐ No	Was a vehicle traded for this vehicle? ☐ Yes ☒ No If yes, was it an even trade? ☐ Yes ☐ No	5
Was the vehicle towed, hauled, or delivered to the new owner? ☐ Yes ☒ No	Value of Trade (\$):	
	Trade VIN:	

Seller Information

6 Seller's Legal Name Marlys J. Thorsrud	Check One: ☒ Driver's License ☐ FEIN 4180263	Telephone Number (701) 555-0146
Mailing Address 1427 Chestnut St	City Grand Forks	State ND
		Zip Code 58201

Seller(s), by signing below, do declare all information provided within this Bill of Sale is true and correct.

7 Signature of Seller Marlys J. Thorsrud	Date 08/21/2026
Additional Seller Signature	Date

Buyer Information

8 Buyer's Legal Name Desmond R. Kalvig	Check One: ☒ Driver's License ☐ FEIN 7620418	Telephone Number (701) 555-0132
Mailing Address 908 Prairiewood Dr S	City Fargo	State ND
		Zip Code 58103
Co-Buyer's Legal Name Renee M. Kalvig	Check One: ☒ Driver's License ☐ FEIN 7620419	Telephone Number (701) 555-0197

Buyer's Acknowledgment

By signing below, I certify all information is true and correct to the best of my knowledge.

9 Signature of Buyer Desmond R. Kalvig	Date 08/21/2026
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PENALTY: The filing of false or fraudulent purchaser's certificate is a Class B misdemeanor punishable by a fine of up to \$1500.00 and/or thirty (30) days in jail (NDCC 57-40.3-11).