

MV-4IS (2-25)



Pennsylvania
Department of Transportation

INSURANCE COMPANY APPLICATION FOR SALVAGE CERTIFICATE WHEN TITLE NOT ASSIGNED

(The space above is for Department use only)
Bureau of Motor Vehicles • P.O. Box 68593 • Harrisburg, PA 17106-8593

This application may only be used by an insurance company when the insurance company is unable to obtain the properly endorsed certificate of title or certification of salvage within 30 days following oral, written or electronic acceptance by the vehicle owner of an offer of an amount in settlement of a total loss. This application does not apply to a vehicle when there was NOT oral, written or electronic acceptance by the owner of the total loss settlement or to a vehicle that has been driven or taken without the consent of the vehicle owner. **No fee is required.**

A INSURANCE COMPANY INFORMATION

Name of Insurance Company

Keystone Mutual Casualty

Street Address

4400 Deer Path Rd

City

Harrisburg

State

PA

Zip

17110

B VEHICLE DESCRIPTION

Owner Name

Lorraine T. Hoffmeier

Title Number

58201936744PA

Vehicle Identification Number

2C4RC1BG4DR417082

Year

2013

Make

Chrysler

Body Style

VAN

Amount paid to customer

\$6,240.00

Sales tax (6% due. Unless a resident of Allegheny County must pay 7% or resident of the City of Philadelphia must pay 8%.):

\$374.40

C ODOMETER READING

I/We certify to the best of my/our knowledge that the odometer reading is 0 6 4 , 1 9 7 NO TENTHS ☒ miles and reflects the actual mileage of the vehicle, unless one of the following boxes is checked:

☐ Reflects the amount of mileage in excess of mechanical limits

☒ Is **NOT** the actual mileage. **WARNING:** Odometer discrepancy

WARNING: Federal and state laws require that you state the mileage in connection with this application. Failure to complete or providing a false statement may result in fines and or imprisonment.

D CERTIFICATION

- ☒ I understand documentation must be in the possession of the insurance company and available upon department request. These items do not need to be submitted with the application.
- ☒ The insurance company has made at least two written attempts, mailed or delivered, to obtain the assigned certificate of title or certificate of salvage.
- ☒ The insurance company has mailed or delivered the settlement payment to the vehicle owner.
- ☒ The owner has accepted the total loss settlement (oral, written or electronic acceptance).

I certify on behalf of the insurance company that the owner of the total loss vehicle named in this document has failed to provide an assigned certificate of title or certificate of salvage within the 30 days following acceptance of an offer settlement for the total loss. I further certify on behalf of the insurance company under penalty of law that ALL information contained herein is TRUE and CORRECT and that I/we understand that any misstatement of fact is a misdemeanor of the third degree punishable by a fine up to \$2,500 and/or imprisonment up to 1 year (18 Pa.C.S. Section 4904(b)).

Harlan V. Osterhout, Total Loss Unit

Printed Name of Authorized Signer

(717) 555-0155

Telephone Number

Harlan Osterhout

Signature of Authorized Signer

08/18/2026

Date

How to fill out MV-4IS — Insurance Company Application for Salvage Certificate When Title Not Assigned

Pennsylvania · written against MV-4IS (2-25), issued under 75 Pa.C.S. 1161

sellmycarhub.com
[/forms/pennsylvania/mv-4is-insurance-company-salvage-certificate/](https://forms/pennsylvania/mv-4is-insurance-company-salvage-certificate/)

Not the seller's form, and worth understanding anyway. It is how an insurer takes ownership of a written-off car when the owner has accepted the settlement and then never sent the signed title back. A private owner cannot file it - but if you have taken a total-loss payment and left the paperwork in a drawer, this is what is happening next.

This sheet is not the form. Download the blank MV-4IS from the Pennsylvania Department of Transportation at <https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/dvspubsforms/bmv/bmv-forms/mv-4is.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	VERIFIER	Section A, the company	The insurance company's name and full street address. Watch out: Only an insurance company can be the applicant. An adjuster, a salvage yard or an owner cannot use this form at all.
2	VERIFIER	Section B, the vehicle and the money	The owner's name, title number, VIN, year, make and body style, then the amount paid to the customer and the sales tax due on it. Watch out: Read your own name on that line if you are ever sent a copy. It is the last document that names you as owner of the car.
3	VERIFIER	Section B, the tax rate	6% of the settlement, unless the resident is in Allegheny County at 7% or the City of Philadelphia at 8%. Watch out: The same three rates that apply to a private buyer. Pennsylvania does not have a separate salvage rate.
4	VERIFIER	Section C, the odometer	Six printed boxes, whole miles only, and two ticks beside them for a reading past the odometer's mechanical limit or one that is not the true mileage. Watch out: Where the owner never returned a signed title, this figure is whatever the insurer recorded when they inspected. That is a reason to return the title rather than not.
5	VERIFIER	Section D, the four boxes	Documentation held and available on request; at least two written attempts to obtain the title; the settlement payment mailed or delivered; and the owner's acceptance of the total-loss settlement. Watch out: All four are conditions, not options. The certification underneath carries a third-degree misdemeanour penalty with a fine up to \$2,500.

What gets this one rejected

- An application before the 30 days have run. It may only be used where the company is unable to obtain the properly endorsed certificate of title or certification of salvage within 30 days following oral, written or electronic acceptance by the vehicle owner of an offer in settlement of a total loss.
- Using it where the owner never accepted the settlement. The form excludes that case in its opening paragraph.
- Using it on a stolen vehicle. It does not apply to a vehicle that has been driven or taken without the consent of the owner.
- An insurer who has not chased the title. Two of the tick boxes are that at least two written attempts, mailed or delivered, were made, and that the settlement payment was mailed or delivered.
- Anyone other than an insurance company filing it. There is no owner's block on the form at all.

☒ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off MV-4IS (2-25) and the Pennsylvania Department of Transportation's own pages, current as of 2026-08-23. Plain-language help with a form, [sellmycarhub.com](https://forms/pennsylvania/mv-4is-insurance-company-salvage-certificate/)
not legal advice — where this and the agency differ, the agency governs.