

How to fill out Gift Letter (family) — Vehicle Gift Letter - Immediate Family Members Only

What replaces the bill of sale when the car is a gift inside the family, and the document that stops the Division of Taxation charging tax on book value for a transfer where no money moved. Its own subheading is the whole eligibility test, and it is a closed list: spouse, mother, father or stepparent, children or step-children, sibling or step-sibling.

This sheet is not the form. Download the blank Gift Letter (family) from the Rhode Island Division of Motor Vehicles at <https://dmv.ri.gov/media/1826/download?f=ri-gift-letter-family.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	Date of gift	The day the car changes hands, at the head of the letter. Watch out: It sets the same clock a sale would. The tax exemption is claimed against this date and the registration in your name expires on it.
2	YOU	Print and sign as the person gifting	Two rules, and every owner named on the registration or the certificate appears on both. Watch out: The instruction is printed on each rule - if two owners, both must print, and if two owners, both must sign. A jointly registered car needs both, even inside one household.
3	YOU	The vehicle block	Year, make, model, identification number and mileage. Watch out: The mileage box here has no qualifying statements beside it, unlike the disclosure on the bill of sale. If the reading is not the actual mileage, that has to be said on the certificate's own odometer block.
4	YOU	Name the recipient and the relation	Printed name on one rule, relation of recipient on the next. Watch out: Write the relation in the words the subheading uses. Daughter, brother, stepfather - a description like family friend on this sheet is the wrong form and a taxable transfer.
5	YOU	Decide about the plate	Tick yes and record the plate number, type and design, or tick no. Watch out: If the plate is going too, the registration behind it still ends and the recipient re-registers. And if the plate you want to give is not the one on this car, it needs the separate Plate Gift Letter.
6	YOU	Hand it over with the proof of ownership	The letter travels with the certificate, or with the old registration where the car is older than the 2001 line. Watch out: A gift letter alone is not a transfer of ownership. It is the tax document; the assignment or the bill of sale is what actually moves the car.

What gets this one rejected

- A grandparent, grandchild, aunt, uncle, cousin, niece, nephew, in-law or friend. The subheading defines immediate family for this letter as spouse, mother, father, stepparent, children, step-children, sibling and step-sibling, and anybody outside it needs the notarised non-family letter and a gift affidavit instead.
- A notarised signature on this letter, which is the wrong document if a notary is involved - the DMV's tax page requires notarisation only for a gift from a non-immediate family member.
- A relation line left blank. It is the only place on the sheet where the exemption is actually claimed.
- A gift affidavit offered in place of a letter. The DMV's checklist says it plainly: the gift affidavit found on our website does NOT constitute a gift letter.
- One signature where two owners are named on the registration or certificate.
- Gifting a plate that is not the plate on the vehicle, on this sheet. The note at the foot says a separate plate gift letter must be used if the plate being gifted is NOT the plate on the vehicle being gifted.

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

VEHICLE GIFT LETTER

(IMMEDIATE FAMILY MEMBERS ONLY)

(DEFINED AS SPOUSE, MOTHER/FATHER/STEPPARENT, CHILDREN/STEP-CHILDREN, SIBLING/STEP-SIBLING)

1 — DATE OF GIFT: 08/22/2026

NAME OF THE PERSON(S) GIFTING THE VEHICLE

2 — Lucienne R. Sirois

FULL NAME (PRINT) - IF TWO (2) OWNERS, BOTH MUST PRINT

SIGNATURE - IF TWO (2) OWNERS, BOTH MUST SIGN

VEHICLE INFORMATION

3 — 2015 Kia Soul

YEAR MAKE MODEL

KNDJP3A53F7619204 71,406

VIN NUMBER MILEAGE

NAME OF THE PERSON(S) RECEIVING THE VEHICLE

Ondine M. Sirois

NAME OF RECIPIENT(S) (PRINT)

Daughter

RELATION OF RECIPIENT(S)

THE PLATE ON THE VEHICLE

5 — ☐ YES, GIFTING PLATE PLATE TYPE: PLATE DESIGN:

☒ NO, THE PLATE ON THE VEHICLE IS NOT BEING GIFTED.

IMPORTANT NOTE:

- A separate plate gift letter **must** be used if the plate being gifted is **NOT** the plate on the vehicle being gifted.

ALL FIELDS MUST BE COMPLETED. ANY ALTERATIONS, ERASURES OR WHITE-OUT WILL VOID THIS GIFT LETTER.