

How to fill out Form 1600 — Refund Request

South Dakota · written against Form 1600 (no revision printed), issued under South Dakota Department of Revenue, Motor Vehicle Division, non-commercial refunds under SDCL 32-5-24

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/forms/south-dakota/refund-request/

This is the form people reach for after a sale, and reading it is how you find out that South Dakota does not work the way they expect. Selling a car does not produce a registration refund here. SDCL 32-5-2.7 gives the transferor a credit for the unexpired months, and only at the time the plates are attached to another vehicle - and it adds that no refund may be issued if the plate is detached and not reattached. Form 1600 covers three other things: a commercial licence being surrendered, a non-commercial registration that was renewed in error, and an excise tax paid on the wrong basis. The last of those is the one a private sale can actually trigger.

This sheet is not the form. Download the blank Form 1600 from the South Dakota Department of Revenue, Motor Vehicle Division at <https://sddor.seamlessdocs.com/f/1600?f=1600.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	Applicant details	Name and address of the vehicle owner. The form notes that refunds are paid directly to the vehicle owner. Watch out: It has to be the owner. A refund on a car already sold cannot be redirected to the buyer, which is one more reason the timing of these matters.
2	YOU	The vehicle, and the transaction	Year, make, model, transaction number, title number, VIN, plate number, date of registration and county. Watch out: The transaction number comes off the receipt the county gave you when the registration was paid. Without it the county is searching by hand.
3	YOU	Which of the three refunds	Commercial, non-commercial, or the 4% excise tax refund - one tick, with the certification printed beside it. Watch out: None of the three is a refund for selling the car. A South Dakota sale produces a credit against the next vehicle's registration and only when the plates are physically reattached.
4	YOU	On the excise tax route, the reason	Either the bill of sale was not available or incomplete at the time of application, or the trade-in or purchase was indicated incorrectly by the dealership. Watch out: The first reason is the one that follows a private sale, and it needs the bill of sale that was missing, the original title and a \$10 title correction fee.
5	YOU	Sign it, and surrender what it asks for	One owner's signature and date. The plates, registration and unused decals go in with the form on the registration routes. Watch out: Ninety days on the non-commercial route, and the stickers have to come back unused and still attached to the registration card.

What gets this one rejected

- A claim because the car was sold. There is no refund for that in South Dakota - the mechanism is a credit when the plates go onto your next vehicle.
- A non-commercial claim more than ninety days after the renewal. The form's terms are explicit: refunds must be requested within 90 days from the date the registration was renewed.
- Stickers that have been used. No refund may be made unless the stickers are returned unused and still attached to the registration card.
- A commercial claim with the plates still on the truck. Vehicle licence plates and registration forms must be surrendered at the time the refund request is made.
- An excise tax claim with no original title. The terms require the required documentation, the original title and a \$10 title correction fee.
- Filing a non-commercial claim in the wrong county. The application must be submitted to the county treasurer's office where the vehicle was registered.

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

Read off Form 1600 (no revision printed) and the South Dakota Department of Revenue, Motor Vehicle Division'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.

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State of South Dakota
Motor Vehicle Division
445 E. Capitol Avenue
Pierre, SD 57501
605-773-3541 <http://dor.sd.gov>

Form# 1600

Refund Request

A

Complete the applicable portion of the form to request a refund of fees paid.

Instructions

For commercial refund requests the following terms apply:

- Vehicle license plates and registration forms must be surrendered at the time the refund request is made.
- An administrative fee of \$10.00 will be withheld from the refund amount due.
- Applications for refund must be made by the 5th of the month for that month to be eligible for refund with the remaining months in the registration year.

For non-commercial refund requests the following terms apply:

- Refunds must be requested within 90 days from the date the registration was renewed.
- No refund may be made unless the stickers are returned **unused** and still attached to the registration card.
- Application must be submitted to the county treasurer's office where the vehicle was registered.

For refund requests of the SD motor vehicle excise tax the following terms apply:

- Required documentation must be submitted, along with the original title, and a \$10 title correction fee.

B

Applicant Information

Name: Marlene D. Tschetter Address: 1408 Medary Ave

City: Brookings State: SD Zip Code: 57006

C

Vehicle Information

Year: 2015 Make: Chevrolet Model: Equinox LT Transaction #: 2026-0884316

Title #: 418266057 VIN: 3G7NAXKV0F6412870 License Plate # (if applicable): 6B 4172

Date of Registration: 07/06/2026 Commercial License Tonnage (if applicable): _____

County: Brookings Effective Date of Termination (for commercial refunds): _____

D

Refund Request & Signature

Please select a check box and sign the form for the applicable refund request:

- ☐ **Commercial Refund**-I, the undersigned owner of the above reference vehicle, do hereby surrender the commercial license plates and vehicle registration form issued to this vehicle, and in doing, I understand this vehicle can no longer be used as a vehicle which is required by state law to be registered as a commercial vehicle. I request a refund of the unused portion of the commercial vehicle license fee paid.

- ☒ **Non-Commercial Refund**-I certify that the above referenced vehicle was renewed in error and I have surrendered the vehicle's registration along with the **unused** license plate(s) and/or decal(s). This request for refund is made within 90 days of the date the license fee was paid.

County Use: The above **unused** registration, plate and/or decal has been surrendered to our office.

Refund Amount: _____ County: _____ Employee Name: _____

- ☐ **4% Excise Tax Refund** -I certify that my reason for requesting a 4% excise tax refund is one of the following (select reason) and I have attached the required documentation, title correction fee, and original title:

☐ A bill of sale was not available or was incomplete at the time of the application. (submit bill of sale)

☐ Trade-in or purchase was indicated incorrectly by the dealership. (submit affidavit of facts from the dealership, corrected purchase agreement, and any other supporting documentation)

Owner's Signature: _____ Date: _____

Refund Calculation

Total Refund for _____ Months: \$ _____

Less Administrative Fee: \$ -10.00

Net Amount of Refund: \$ _____

Note: Refunds are paid directly to the vehicle owner.