

How to fill out Form 1024 — Seller's Report of Sale

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South Dakota · written against Form 1024 (no revision printed), issued under South Dakota Department of Revenue, Motor Vehicle Division, filed with the county treasurer under SDCL 32-5-2.10

/forms/south-dakota/seller-report-of-sale/

This is the one South Dakota form with a statute behind it that gives you no days at all. SDCL 32-5-2.10 reads: at the time of sale of a vehicle, the seller shall file a report of sale with the department indicating the purchaser's name and address, and failure to file such a report is a Class 2 misdemeanor. Form 1024 is the paper way to do it; the tear-off strip at the foot of a recently issued certificate and the state's own vehicle portal are the other two. Its instruction block ends with a line worth reading twice - do not give this form to the buyer. The report is your notice, filed by you, kept by you.

This sheet is not the form. Download the blank Form 1024 from the South Dakota Department of Revenue, Motor Vehicle Division at <https://sddor.seamlessdocs.com/f/1024?f=1024.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, from the certificate	Year, make, model, VIN or HIN and the South Dakota title number, copied off the face of the title rather than off the advert. Watch out: The title number is the part people leave blank. It is what lets the department attach your report to the right record before the buyer's application exists.
2	YOU	Date of sale and selling price	The date must match the one you wrote into the assignment on the reverse of the title, and the price must match the bill of sale you handed over. Watch out: Two different dates on two documents is the fastest way to a phone call from a county treasurer, and the sale date is what the buyer's forty-five days and your forty-five days both run from.
3	YOU	Your name and address	The seller block, as the record owner. This is the department's contact route if something surfaces about the car later. Watch out: Use the address the department can reach you at after you move on from the car, not the one printed on a title issued years ago.
4	YOU	The buyer's name and full address	The statute requires the report to indicate the purchaser's name and address, so this block is the whole point of the filing. Watch out: Take it off their driver's licence while they are standing there. Reconstructing a buyer's address from a text message a week later is how these get filed wrong.
5	YOU	The buyer's licence number or SSN	One identifier, so the department can match your notice to their title application when it reaches a county counter. Watch out: A South Dakota licence number is the normal entry. A buyer from out of state supplies a social security number instead, which is the same identifier their title application will carry.

What gets this one rejected

- Giving it to the buyer. The instruction is printed on the form in the department's own words, and a report of sale that leaves with the car has not been filed by anyone.
- Filing it and assuming the car is off your record. The Procedures Manual is explicit that the report serves only as notification of a sale and does not cause any action to be taken against the title or registration record - the record changes when your buyer applies.
- A purchaser block with no address, or a town instead of one. Name and address are the two things SDCL 32-5-2.10 requires the report to indicate, so an incomplete one is not a filing.
- Sending it to Pierre instead of the courthouse. The form directs you to file the new purchaser information with your local county treasurer.
- Waiting until the buyer has titled the car. By then the notice has done nothing for you, and the offence it exists to avoid was complete on the day of the sale.

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

Read off Form 1024 (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>

Seller's Report of Sale

A
Instruction

For your protection, keep this notice until the vehicle is sold or transferred. When you sell the vehicle/boat you must file the new purchaser information with your local county treasurer. Failure to do so is a Class 2 misdemeanor. Do not give this form to the buyer. By submitting this form, you are notifying the state of South Dakota of the sale or transfer of this motor vehicle/boat. The title record will not be changed until the title is submitted for transfer. This may protect you from liabilities resulting from driving or movement of the vehicle/boat after the date of the sale. Owners should keep a copy of this notice for their records as proof of the transfer.

1
B
Vehicle
Information

Year: 2015 Make: Chevrolet Model: Equinox LT
VIN/HIN: 3G7NAXKV0F6412870 Title Number: 418266057

2
3
C
Sale
Information

Date of Sale: 08/19/2026 Selling Price: \$9,150.00
Seller's Name: Marlene D. Tschetter Address: 1408 Medary Ave
City: Brookings State: SD Zip Code: 57006

4
D
Purchaser
Information

Purchaser's Name: Orval J. Bjornson Address: 723 Kampeska St
City: Watertown State: SD Zip Code: 57201
Purchaser's SD Driver's License # or SSN: 07734159

E
Seller
Signature

I certify that I have sold or transferred the vehicle described herein and have assigned and delivered the certificate of title to the buyer or transferee, thereby releasing interest in this vehicle.

Seller's Signature: _____ Date: _____