

How to fill out VT-023 — Authorization for Payoff

Vermont · written against VT-023 (11/2023), issued under 23 V.S.A. s. 2045 and s. 2046, lienholder's duties on release, certified under penalties of 23 V.S.A. s. 202, s. 203, s. 2082, s. 2083, s. 3829 and s. 3830

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/forms/vermont/vt023-
authorization-for-payoff/

The instruction that lets a buyer's money reach your lender and the certificate come back released. It is signed by you as the owner but issued and countersigned by a Vermont dealer or an insurance company, which is why it is not a form to download and post on your own - it exists for the case where somebody else is handling the payoff. Read it anyway, because its middle sentence is the exact wording your own lender needs to hear before it will release paper to a stranger.

This sheet is not the form. Download the blank VT-023 from the Vermont Department of Motor Vehicles, Agency of Transportation at https://dmv.vermont.gov/sites/dmv/files/documents/VT-023-Authorization_For_Payoff.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	Owner's Name and Co-Owner's Name	Both owners, with their own address blocks beneath. Watch out: Use the names the lender has on the loan, not the ones on the title, if by some accident they differ. This form is read by the lender first.
2	YOU	Name of Purchaser and Address of Purchaser	The person or dealership the certificate is to be surrendered to. Watch out: This is the whole point of the form. A lender that cannot identify the purchaser will post the certificate to you instead, three weeks later.
3	YOU	Make, Model, Model Year, Body/Hull Style	Four boxes describing the car as the certificate describes it. Watch out: Body style is the department's word for it, not the manufacturer's trim name. Wagon rather than Premium.
4	YOU	Vehicle Identification Number and Title Number	Seventeen characters, and the number printed on the certificate the lender is holding. Watch out: If you cannot find the title number because the lender has the certificate, it is also noted on the face of your registration.
5	YOU	The payoff amount	The full balance due on the account, written into the sentence rather than into a labelled box. Watch out: Ask for a per-diem figure as well as a payoff quote. A ten-day quote that expires on a Friday is how a Saturday completion falls apart.
6	YOU	The salvage, rebuilt or totalled ticks	Three boxes, completed only if any of them applies. Watch out: A branded car still has to be disclosed to the purchaser orally and in writing. A lender's paperwork does not do that job for you.
7	YOU	Owner's and Co-owner's signatures	Both, with dates, under a certification made under six statutory sections. Watch out: Read the payoff figure once more immediately above your pen. It is the number the lender will act on and the number the buyer will hand over.
8	DEALER	Dealer/insurance company name and authorised agent's signature	The countersignature that turns this into a three-party instruction. Watch out: If nobody is going to countersign it because there is no dealer involved, do not use this form at all. Write to your lender with the same sentence and get a payoff letter back.

What gets this one rejected

- A private seller sending this in on their own. There is a dealer or insurance company signature block at the foot and the form is not complete without it.
- A payoff figure that has gone stale. Interest accrues daily and a lender will refuse a figure that no longer clears the account.
- One owner's signature where the certificate names two. Both owners are surrendering a certificate; both have to authorise it.
- The purchaser's block left vague. The lender is being told who to hand a certificate of title to, and it will not act on an incomplete name.
- The salvage ticks skipped on a branded vehicle. Section 2093 does not stop applying because a lender is involved.
- A title number left blank where one exists. It is the fastest way for the lender's back office to find the right file, and its absence is a week.

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

Read off VT-023 (11/2023) and the Vermont Department of Motor Vehicles, Agency of Transportation's own pages, current as of 2026-08-24. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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Authorization for Payoff

120 State Street
Montpelier, Vermont 05603-0001
802.828.2000
dmv.vermont.gov

Index #:

Owner's Name Delphine R. Ouimette			Co-Owner's Name Gaston P. Ouimette		
Mailing Address (Street, Rd, Box Number) 212 Websterville Rd			Mailing Address (Street, Rd, Box Number) 212 Websterville Rd		
City/Town Barre, VT	State VT	Zip 05641	City/Town Barre, VT	State VT	Zip 05641
Phone (802) 555-0143			email d.ouimette@example.com		

Name of Purchaser Truman K. Hazeltine		Address of Purchaser 47 Seymour St, Middlebury, VT 05753			
Make SUBARU	Model Outback	Model Year 2016	Body/Hull Style 4-Dr Wagon	Vessel Length Feet INCHES	
Vehicle/Vessel/ATV/Snowmobile Identification Number (VIN) 4S4BSANC4G3241785				Title Number 418293067514	

Subject, however, to the rights and interests therein, I/we hereby authorize you to accept from said purchaser thereof the amount of \$ 4,318.62, being the full balance due on my/our account, and upon receipt and acceptance of the above amount you are instructed to surrender to said purchaser the Certificate of Title to said motor vehicle/vessel/ATV/snowmobile, properly released and endorsed.

To be completed only if the vehicle is salvage, salvaged and rebuilt or totaled:
I/we certify that the motor vehicle/vessel/ATV/snowmobile described above is:
☐ Salvage ☐ Salvaged and Rebuilt ☐ Declared a total loss by an insurance company

I certify that the statements made herein are true. This declaration is made under penalties of 23 V.S.A. Sections 202, 203, 2082, 2083, 3829 and 3830.

Owner's signature	DATE
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Co-owners signature	DATE
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Dealer/insurance company name Winooski Valley Auto Sales
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Signature (authorized agent of dealer/insurance company)	DATE
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