



Vehicle Report of Sale

Use this form to notify Department of Licensing (DOL) that you have sold, traded, or given up ownership of a car, truck, motorcycle, trailer, or other registered vehicle.

Seller

To release your interest in the vehicle:

1. Sign the Vehicle Certificate of Title and give it to the buyer.
2. File a Report of Sale **within 5 business days of the sale** with DOL to document the sale.

Filing options (see dol.wa.gov for fee information):

- Online at dol.wa.gov or use your [License express account](#)
- In person or mail this form to any vehicle licensing office (**include [Report of Sale fees](#) with this form**)

Buyer

1. Apply for a new registration/title **within 15 calendar days** of purchasing the vehicle to avoid paying a penalty.
2. Take or mail the signed Certificate of Title and completed [Vehicle Title Application](#) (TD-420-001) to any vehicle licensing office and pay the required fees and taxes.

Vehicle information

1	Plate/Decal/Metal tag # BKT4192	Vehicle identification number (VIN) 2T3RFREV5FW184726	Model year 2015	Make Toyota	Model RAV4	2
4	Certificate of title number 2846019375	Date vehicle sold 08/12/2026	Sale price (enter 0 if gift or inheritance) \$16,750.00	Today's date 08/18/2026		5

Seller and buyer information

8	Seller name Rosalind T. Vandermeer		
Address 4118 N Ruby St			
City Spokane		State WA	ZIP code 99207
9	Buyer name Tobias K. Lindqvist		Driver license number (if available) LINDQTK291RJ
Address 2207 Harborview Ave			
City Bremerton		State WA	ZIP code 98337

A person who files a vehicle report of sale without the knowledge of the transferee shall be guilty of fraudulent filing and punished under state law. RCW 9.45.270

How to fill out 420-062 — Vehicle Report of Sale

Washington · written against 420-062 (R/7/21), issued under RCW 46.12.650(2) and WAC 308-56A-525

sellmycarhub.com
[/forms/washington/420-062-vehicle-report-of-sale/](https://forms.washington.gov/420-062-vehicle-report-of-sale/)

The one document in a Washington sale that belongs to the seller alone. It tells the Department of Licensing that the car has gone, and it is what stands between you and the next owner's parking tickets, tolls and towing bills. Nothing on it is signed and nothing on it is sworn - it is a notification, and the only thing that matters about it is that the department has it inside five business days of the sale.

This sheet is not the form. Download the blank 420-062 from the Washington State Department of Licensing at <https://dol.wa.gov/sites/default/files/forms/420062.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	Plate, decal or metal tag number	The number off the plates you are removing, letters and digits together. Watch out: Read it off the plate itself rather than off memory. A transposed character files a report against somebody else's vehicle record.
2	YOU	Vehicle identification number	Seventeen characters, copied from the certificate of ownership. Watch out: Take it from the certificate, not from the door jamb sticker. If the two disagree that is a problem to settle before the sale, not after.
3	YOU	Model year, make and model	Three boxes on the top row, matching what the certificate says rather than how the car is advertised. Watch out: Trim levels belong in the advert. The department wants the make and the model, and nothing about the specification.
4	YOU	Certificate of title number	The number printed on the certificate you signed over. Watch out: Write it down before the certificate leaves your hands. Once the buyer has it there is no way back to this number except by asking them.
5	YOU	Date vehicle sold	The date the buyer took the vehicle. Everything on this form runs off it. Watch out: Count the five business days from this date and not from the day you got round to the paperwork. A Friday sale over a long weekend gives you until the following Friday; a Monday sale does not.
6	YOU	Sale price	What you were actually paid. A gift, an inheritance or a scrapping goes in as a zero. Watch out: Leaving it blank is not the same as entering a zero. The instruction on the form is to enter 0, and the department's use-tax side reads this number.
7	YOU	Today's date	The date you are completing the report - a different box from the date sold, and usually a different day. Watch out: Filling both boxes with the same date on a report you are filing four days later is the small inconsistency that makes a licensing agent read the rest more carefully.
8	YOU	Seller name and address	Your name as the department holds it on the vehicle record, and your current address. Watch out: If you have moved since the tabs were last renewed, put the address the department can reach you at - this is the record they will use if the vehicle turns up abandoned.
9	YOU	Buyer name and driver licence number	Whoever took the vehicle. The licence number is marked if available and the report is complete without it. Watch out: Ask for it anyway and copy it off the licence. It is the only identifying detail on the form that is not already in the department's system.
10	YOU	Buyer address	Street number and name, apartment number if there is one, city, state and postcode. Watch out: A post office box on its own is allowed by the statute, but a box number tells you nothing if the car is later towed from somewhere and you are asked who has it.

What gets this one rejected

- Arriving late. The report must be received within five business days of the sale, and Saturdays, Sundays and state and federal holidays do not count towards the five.
- A part-filled page. An incomplete report is still put on the record, but the rule warns that one which does not meet the requirements of the law may not protect the seller from any civil or legal action if the vehicle is subsequently abandoned or involved in illegal activity.
- A guess in the buyer block. Filing one without the knowledge of the transferee is fraudulent filing, and the form prints the statute for it on its own face.
- An address with no street in it. The statute asks for the street name and number, and the apartment number where there is one.
- Assuming the postmark counts. The clock stops when the department receives the form, not when you post it.
- Fixing a mistake by writing a second one. An error means going to a vehicle licensing office to explain it, having the report deleted, and filing a new one.

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

