

Dealer # \_\_\_\_\_ Folder# \_\_\_\_\_

FEIN Number \_\_\_\_\_

Dealership Name \_\_\_\_\_

SS # \_\_\_\_\_

Total Salvage Only Sales \_\_\_\_\_

Dealer Address: \_\_\_\_\_

Monthly Report for: \_\_\_\_\_

1

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
Title Surrendered Y\_\_\_ N\_\_\_

2

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
Title Surrendered Y\_\_\_ N\_\_\_

3

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
Title Surrendered Y\_\_\_ N\_\_\_

4

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
Title Surrendered Y\_\_\_ N\_\_\_

5

Purchaser: Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Sale \_\_\_\_\_

Vehicle Information: \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ VIN \_\_\_\_\_ Odometer Reading \_\_\_\_\_  
Title Surrendered Y\_\_\_ N\_\_\_

By my signature, I swear or affirm that this is a true and correct statement. I am aware that law provides severe penalties for making false statements.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Title \_\_\_\_\_

# Instructions

- 1 All reports must be completed in full and signed.
- 2 Reports are due no later than the 20th of the following month.
- 3 A SEPARATE REPORT MUST BE SUBMITTED FOR EACH MONTH. If no sales, enter, "NO SALES"
- 5 The TOTAL NUMBER of sales (vehicles) must be recorded, on the Sales Report Form and the Cover Sheet.
- 7 YOUR COVER SHEET must accompany all sales reports (please place on top of reports).
- 8 You must retain a copy of this report for 5 years.
- 9 You must use FEIN number if available.

## REMINDER

**Late Monthly Sales Reports will delay any 30-Day Permit orders and renewal of your dealers license.**

MAIL MONTHLY REPORTS TO:

**Dealer Licensing Bureau  
Post Office Box 2369  
Topeka, Kansas 66601-2369**