

NAME OF DEALERSHIP OR LEASING COMPANY		CONTACT PERSON	
TYPE OF BUSINESS <input type="checkbox"/> DEALER <input type="checkbox"/> LEASING CO.	DEALER/LEASING LICENSE NO.	TELEPHONE NUMBER	DATE SUBMITTED

DEALER OR LEASING COMPANY TRANSMITTAL SHEET TO DMV - G-138 REV. 9-2005 STATE OF CONNECTICUT
INSTRUCTIONS: DEPARTMENT OF MOTOR VEHICLES
1. Use a separate transmittal sheet for 60 DAY CERTIFICATES, DEALER 60 DAY TRANSFERS, LEASE CO 60 DAY TRANSFERS, and NEW PLATE ISSUES (Motorcycle and Bulk only). 60 STATE STREET
2. List all registrations submitted with this transmittal. WETHERSFIELD CT 06161
3. Complete Sections A and B of this form. Forward all three copies of this form to DMV with a self-addressed stamped envelope. On The Web at ct.gov/dmv
4. Multiply the number of transactions submitted on this sheet by \$10.00 and submit separate check payable to "DMV" for that amount.



DMV VALIDATION ABOVE

SECTION A - REGISTRANT INFORMATION

Check the type of transaction submitted 60 Day Certificate Dealer 60 Day Transfers Lease Co. 20 Day Transfers New Plate Issues (Motorcycle and Bulk Only)

DATE OF ISSUE	TEMP PLATE NUMBER	REGISTRATION		NAME OF PRIMARY OWNER	DATE OF BIRTH	NAME OF SECONDARY OWNER	DATE OF BIRTH	FEES COLLECTED	DMV USE ONLY	
		CC	NUMBER						REASONS TRANSACTIONS CANNOT BE PROCESSED	
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

SECTION B - DEALER CHECKLIST - Please review all transactions submitted with this transmittal. Review the paperwork submitted to DMV and check the appropriate box below. If a box is NOT checked below, review your paperwork again and correct the problem before submission to the DMV.

- DOCUMENTATION**
- K-160A is completed (all boxes are completed)
 - Sections 1-9 are completed on the H-13 application
 - All ownership documents are being submitted and are completed (*must show complete chain of ownership on all transactions*)
 - All federal odometer statements enclosed and signed by buyer and seller
 - Valid Connecticut Insurance Card indicating registrant name(s): NEW ISSUES ONLY (*information is required on transfers*)
 - All signatures are present on H-13, Odometer Statements, and ownership documents.
 - The DMV Section of the H-13 is completed (*i.e., fees, expiration dates*)
 - Mailing labels are attached (*New Issues only*)
 - A self-addressed stamped envelope is enclosed (*optional*)

FOR 10 YEAR OLD AND OUT OF STATE VEHICLES ONLY

- Administrative fee (\$10) submitted
- Valid VIN Verification
- Valid emissions report enclosed

FEES

- A separate check is being submitted for each transaction for all applicable registration fees
- One check is being submitted for Total K-160A certificates recorded on this transmittal sheet. (*\$10.00 x Number of Certificates Issued*)

DMV USE ONLY					
DATE RECEIVED	COUNT	DATE COMPLETED	COUNT	EXAMINER	CASHIER

DISTRIBUTION: White - DMV Processing Unit Canary - DMV Fiscal Pink - Dealer