www.dmvNow.com
Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001

DEALER TRANSACTION RECAP SHEET

VSA 4 (10/25/2007)

Purpose: Dealers use this form to maintain a record of titling work submitted to DMV for processing.
Instructions: List each titling transaction individually. Return completed form and titling work to any Customer Service Center for submission to the DMV Dealer Center. Maintain a copy of the form for dealer records.

DEALER INFORMATION		
DEALER NAME	TELEPHONE NUMBER ( )	DATE (mm/dd/yyyy)

							DMV USE ONLY	
CUSTOMER NAME	TITLE FEE	LICENSE FEE	UMV FEE	PROCESSING FEE	SALES TAX	TOTAL	REMITTANCE SHORT	REMITTANCE OVER & RET
TOTALS								