

CHECKLIST FOR MEMBERS HANDLING THEIR OWN DMV PROCESSING (VEHICLES WITH CALIFORNIA REGISTRATION)

Thank you for allowing Redwood Credit Union to provide the financing for your new vehicle!

In order to make your interactions with the DMV as fast and easy as possible, we recommend you follow the steps outlined below:

- 1) DMV Form REG 262 – Vehicle/Vessel Transfer and Reassignment Form. You will need to complete Form REG 262, and bring it to the DMV with you for your appointment (see step #3 below). You can get Form REG 262 in any RCU Branch or by visiting your local DMV office. The form is not available online.
- 2) Verify Requirements with DMV – Contact the DMV at 1-800-777-0133 to verify you can pay the sales tax before you have the title, and to see if they will require any documents in addition to the Form REG 262.
- 3) Making a DMV Appointment – Make an appointment with the DMV to pay the sales tax on your vehicle. Appointments may be made online <https://www.dmv.ca.gov/portal/dmv/dm> or by calling 1-800-777-0133. Remember to make sure you ask what documents you should bring in addition to the Form REG 262.
- 4) Paying Sales Tax – Go to DMV with the completed Form REG 262 and any other documents DMV said were required. This must be done **within 10 days** of your purchase of the vehicle, or DMV penalties may apply. You can pay the sales tax in cash, or by check, money order or ATM/Debit card. The DMV does not accept credit cards.
- 5) Getting Your Registration – If all paperwork is complete, the DMV will give you your vehicle registration. If documents are missing, you will need to get the missing documentation and go back to the DMV to complete the registration process.
- 6) Verify Accuracy - Before leaving DMV please check your registration to make sure RCU shows as lienholder with the following address:
Redwood CU
PO BX 6104
Santa Rosa, CA 95406-6104
- 7) Registration to RCU - Provide a copy of the registration to RCU to show the transaction has been completed.

While you are responsible for handling the DMV process, we are here to help. If, after reviewing the steps outlined above, you have questions or need assistance, please contact us at 1-800-479-7928. Remember, time is of the essence, as your loan agreement provides for increased rates and payments should we not receive a copy of your registration within 30 days of the date of your loan.

Thanks again for letting Redwood Credit Union help you purchase your new vehicle!