

Vehicle Private Seller Guide

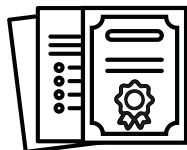
Purchasing a vehicle from a private seller differs from buying a vehicle from a dealer. So much so, that sometimes it's hard to keep track of everything you need. That's why we've put together a checklist that will help you navigate the sale or purchase of a vehicle from a private seller. Whether you're transferring plates or need new plates, we've got you covered.

Transferring Plates



Step 1: Complete the South Carolina DMV Bill of Sale

Present the South Carolina DMV Bill of Sale to the seller and ensure it is filled out accurately. Any mistakes or inaccuracies can result in rejection by the DMV. You can obtain the form from our office or any local DMV branch. Double-check all details to avoid any delays in the process.



Step 2: Submit Copies for Review

Once the Bill of Sale is completed, send copies of it along with the Title and the current vehicle registration card to your Member or Digital Specialist for review. They will confirm that everything is in order and give you the go-ahead to proceed to the next step.



Step 3: Finalize Loan Details and Sign Documents

Your Member or Digital Specialist will then discuss the final details of your loan, including the due date, payment terms, and any other necessary information. Once you're satisfied, you'll sign the loan documents, and we will issue a check made out to the seller for the agreed amount.



Step 4: Get a Check and Bring Original Documents to Our Office

Once completed, please bring the original Bill of Sale and Title to our office. It's common for the seller to accompany you with the title so they can ensure the transaction is completed. This is when the check is available.



Step 5: Notify Your Insurance Company

Contact your insurance company to inform them that we are the lienholder on the vehicle. Ensure that the lienholder information is updated to reflect:

Greenville Federal Credit Union
1501 Wade Hampton Blvd
Greenville, SC 29609

This step is crucial to ensure the insurance coverage is correctly aligned with the loan terms.

Need New Plates



Step 1: Complete the South Carolina DMV Bill of Sale

Present the South Carolina DMV Bill of Sale to the seller and ensure it is filled out accurately. Any mistakes or inaccuracies can result in rejection by the DMV. You can obtain the form either from our office or any local DMV branch. Double check all details to avoid any delays in the process.



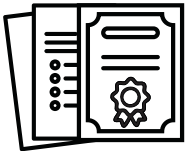
Step 2: Pay Property Taxes

Once the Bill of Sale is completed, go to your county tax office and pay the property taxes. Obtain the receipt verifying your taxes are paid.



Step 3: Temporary Plates

Go to the DMV with the fully executed Bill of Sale and pay for a temporary license plate. Your official plates will come in the mail within 45-60 days.



Step 4: Submit Copies for Review

Once you've paid your taxes, send copies of the receipt along with the Title and fully executed SC DMV Bill of Sale to your Member or Digital Specialist for review. They will confirm that everything is in order and give you the go-ahead to proceed to the next step.



Step 5: Finalize Loan Details and Sign Documents

Your Member or Digital Specialist will then discuss the final details of your loan, including the due date, payment terms, and any other necessary information. Once you're satisfied, you'll sign the loan documents, and we will issue a check made out to the seller for the agreed amount.



Step 6: Get Check and Bring Original Documents to Our Office

Once completed, please bring the original Bill of Sale and Title to our office. It's common for the seller to accompany you with the title so they can ensure the transaction being completed. This is when the check is available.



Step 7: Notify Your Insurance Company

Contact your insurance company to inform them that we are the lienholder on the vehicle. Ensure that the lienholder information is updated to reflect:

Greenville Federal Credit Union
1501 Wade Hampton Blvd
Greenville, SC 29609

This step is crucial to ensure the insurance coverage is correctly aligned with the loan terms.