



Mail Forwarding & Home Base Services

Corporate Offices
514 Americas Way ♦ Box Elder SD 57719-7600
(605) 718-1234, M-F, 9-5 Mountain — Fax: (866) 481-0676
24/7/365 Message Center (605) 939-0411
For general new membership questions only: Call (605) 593-4496 or (866) 747-3700 to reach Don & Barb wherever they are at the moment!
Website: www.Americas-Mailbox.com eMail: Americas.Mailbox@GMail.com

Our Exclusive Golden Rule Guarantee



Services:

Our Own Campground (Full hookups, open all year round)

Our Own Comfortable Guest Rooms



RV Service, Parts & Supplies



Vehicle Titling

Vehicle Registration

In-House Independent Vehicle Insurance Agents



Mail Forwarding Home Base Plan Scanning Mail Private Mailbox Rentals Lucky 7 Plan

U.S. Postal Services FedEx-Air/Ground Package Handling COD Acceptance Junk Mail Removal Emergency Locator



Fax Send & Receive

Notary Services

Voter Registration



Recommendations for:

Banking

Health Insurance

Accounting

Financial Planning

Wills and Trusts

and a free meal when you visit us in person!

(certain common-sense restrictions apply)

The following pages are for folks wanting to join Americas Mailbox in South Dakota and register their vehicles in that state.

South Dakota Vehicle Registration:

Americas Mailbox will take care of licensing and registration for you with our signed notarized Power of Attorney form (you can have it notarized anywhere in the country). You may need other notarized documents depending on your specific circumstances. If you're coming to our office, we can notarize all of your documents for you. The fee for our full registration service is currently only \$30 to \$50 for most first time registrations of a vehicle in SD and for the work and services that this requires, this is a bargain.

License and registration fees are calculated based on the age and weight of your specific vehicles, and then prorated for the first year based upon the first letter of your last name. Please supply us with this information and we will tell you the cost. Fill out our convenient checklists. The fee is \$15.00 plus tax if you only want your costs figured.

If you own outright OR have just purchased the vehicle, you must supply the original title or the original manufacturer's Certificate of Origin (keep copies for your records). If you do NOT have the title in your possession, we must obtain the original title from your lienholder. Fill out the required contact information for them on our vehicle checklist, and sign our Power of Attorney in front of a notary in the same way your name(s) appear on the vehicle title.

The unladen or shipping weight with the VIN for your motorhome or trailer must be provided. This is always on the certificate of origin, occasionally on your title or registration, or you can take a picture with a digital camera of the placard inside one of your cabinets. We CANNOT use the gross weight. If you cannot get the empty weight any other way, you must supply a certified weigh ticket from any truck scale (Flying J/Pilot, Loves, TSA, etc.) Empty holding tanks if possible, but you do NOT have to remove your belongings. Weigh the trailer or coach by itself, without any truck or tow car attached. If you do not know where the closest truck scale is, call the nearest State Police or Highway Patrol and ask them where they take trucks to be weighed.

If you have already paid at least 4% sales tax on your vehicles, sign an affidavit attesting to that and you will not owe the one-time 4% South Dakota excise tax on vehicles. You may also need the dealer to fill out a South Dakota tax verification form on a newer purchase. This is usually not necessary if you have held clear title for more than six months. Unregistered vehicles with excise tax due will be subject to penalties if not registered within 45 days of purchase, no matter how long the temporary tags from another state are good for.

Cashier's checks, certified checks, or money orders made out to "Pennington County Treasurer" are accepted by the county (you cannot use a personal check or dealer check).

We recommend you send us all these important documents by USPS/Priority mail, FedEx or UPS (please do NOT use other US Postal Services for this since they may take a VERY long time to reach us).

You DO NOT have to have a South Dakota driver's license first in order to register your vehicles in Pennington County. You can also get your driver's license anywhere in the state, not necessarily in Rapid City. Call the state at the number below, and carefully read the information on our web site at:

http://www.americas-mailbox.com/home/tips/drivers-license

South Dakota Driver's License in Rapid City is CLOSED Sat., Sun., & Mon.

Driver's License Bureau: 1301 East Catron Blvd, Rapid City SD 57701

800-952-3696 (statewide number in Central Time Zone). Rapid City open Tues-Fri 7-5:30

SD Voter's Registration (We will help you with voter's registration forms at our office):

Office of the Pennington County Auditor/Election Supervisor

130 Kansas City Street, #230 Rapid City SD 57701 605/394-2152 Ext. 15 605/394-6840 Fax

In order to register to vote, a member of Americas Mailbox MUST spend at least one night in Pennington County. When you stay at our campground or guest rooms, you will list your Americas Mailbox PMB address on the form as BOTH your residential AND mailing address.



**Basic Checklist For Cars, Trucks and Motorcycles (including medium/heavy duty trucks)**

**If this is a leased vehicle, or held in a trust, then go to our website for the checklists specifically designed for those types of ownership.**

**You may fax to 866-481-0676 or scan and e-mail to Americas.Mailbox@gmail.com**

**Must be completed fully to have us figure fees**

Name: \_\_\_\_\_ PMB: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Please use **BLOCK** letters for e-mail to insure accuracy.)

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1A: Circle A if you do NOT yet have a South Dakota driver's license: We need:**  
a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.  
b) **AND** a copy of both sides of your **current** valid driver's licenses and Social Security card or W-2/1099  
c) **AND** a notarized "Nomad" affidavit if you do not own a home, OR physical address of a home you own.

**1B: Circle B if ALL the vehicle owners DO have a South Dakota driver's license:**  
a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.  
b) **AND** a copy of front and back of your **current** valid driver's licenses.

**1. Use a separate checklist for each vehicle.**

Purchase date:

What state is it currently titled in?

When do your current plates expire?

Where is the title physically located?

Is there a lien?

Name of lienholder:

Fax number to lienholder's state-to-state title transfer department

Loan account number at lienholder

Year \_\_\_\_\_ Make \_\_\_\_\_ Model & Model Package \_\_\_\_\_

Color \_\_\_\_\_ Approximate weight \_\_\_\_\_ Number of tires \_\_\_\_\_ Type of fuel \_\_\_\_\_

Odometer \_\_\_\_\_ CCs of motorcycle \_\_\_\_\_

Medium and heavy duty trucks **require** documentation of the GROSS weight of the truck PLUS the GROSS weight of the trailer it is pulling to register on tonnage. This option is available for light duty trucks if you wish.

**2. For vehicles coming from the states of AL, AK, CO, MT, NH, NM, NC, OK, OR, & SC:**

You must go to NadaGuides.com, enter your specific vehicle information, and print out the current retail value sheet. You must also fill out the South Dakota tax verification form:

<http://www.americas-mailbox.com/Forms/ApplicantsTaxPaymentVerification.pdf>

Fax or scan these to us with your other documents.

**3. On a new purchase we must have a clear copy of the signed, dated bill of sale or purchase order (NOT a financial agreement) if you are paying tax to SD or proving that you paid tax elsewhere. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.**

**4. Notarized Power of Attorney—2 vehicles per sheet—name Americas Mailbox as person appointed.**

**REQUIRED:** Valid *South Dakota* Driver's Lic # **OR** SSN \_\_\_\_\_ Name \_\_\_\_\_

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**If you are coming to our office, we can notarize all documents for you.**

You must supply a cashier's check, certified check or money order made out to **Pennington County Treasurer** **once we calculate the amount and give you the amount due. Please note...the pro-rated amount changes every month.**

***Once we receive and look over ALL the information required, we will figure your costs. We will send a final email requesting all documents and fees. We recommend using Fedex or UPS (a private carrier) to ship all final documents. Once your registration has been completed by us with the county, the services fee (usually \$30-\$50 plus tax) will be charged to your postage/services fund. Plates and registrations will usually be obtained within one week after receiving your complete mailed information, titles, and payment to Pennington County Treasurer at our office. If you have clear title, your SD title comes to your PMB address in about a month.***

**Basic Checklist For Fifth Wheel, Travel Trailer or Coach (includes any trailer)**  
**If this is a leased vehicle, or held in a trust, then go to our website for the checklists specifically designed for those types of ownership.**

**You may fax to 866-481-0676 or scan and e-mail to Americas.Mailbox@gmail.com**

**Must be completed fully to have us figure fees**

**Name:** \_\_\_\_\_ **PMB:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
 (Please use **BLOCK** letters for e-mail to insure accuracy.)

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**IA: Circle A if you do NOT yet have a South Dakota driver's license:** We need:  
 a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.  
 b) **AND** a copy of both sides of your **current** valid driver's licenses and Social Security card or W-2/1099  
 c) **AND** a notarized "Nomad" affidavit if you do not own a home, OR physical address of a home you own.

**IB: Circle B if ALL the vehicle owners DO have a South Dakota driver's license:**  
 a) Your original title **OR** MSO (for a new vehicle), or we will obtain the title from your lienholder.  
 b) **AND** a copy of front and back of your **current** valid driver's licenses.

**1. Use a separate checklist for each vehicle.**

Purchase date:

What state is it currently titled in?

When do your current plates expire?

Where is the title physically located?

Is there a lien?

Name of lienholder:

Fax number to lienholder's state-to-state title transfer department

Loan account number at lienholder

Year \_\_\_\_\_ Make \_\_\_\_\_ Model & Model Package \_\_\_\_\_

Color \_\_\_\_\_ Length \_\_\_\_\_ Number of tires \_\_\_\_\_ Type of fuel (if applicable) \_\_\_\_\_

Odometer (if applicable) \_\_\_\_\_

**Required: proof of Empty, Unladen, Shipping or Curb Weight from title OR MSO OR sticker in vehicle (take a digital picture) OR certified scale, OR printed spec sheet with year, make and model.**

**2. For vehicles coming from the states of AL, AK, CO, MT, NH, NM, NC, OK, OR, & SC:**

You must go to NadaGuides.com, enter your specific vehicle information, and print out the current retail value sheet. You must also fill out the South Dakota tax verification form:

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Fax or scan these to us with your other documents.

**3. On a new purchase we must have a clear copy of the signed, dated bill of sale or purchase order (NOT a financial agreement) if you are paying tax to SD or proving that you paid tax elsewhere. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.**

**4. Notarized Power of Attorney—2 vehicles per sheet—name Americas Mailbox as person appointed.**

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You must supply a cashier's check, certified check or money order made out to *Pennington County Treasurer* **once we calculate the amount and give you the amount due. Please note...the pro-rated amount changes every month. Once we receive and look over ALL the information required, we will figure your costs. We will send a final email requesting all documents and fees. We recommend using Fedex or UPS (a private carrier) to ship all final documents. Once your registration has been completed by us with the county, the services fee (usually \$30-\$50 plus tax) will be charged to your postage/services fund. Plates and registrations will usually be obtained within one week after receiving your complete mailed information, titles, and payment to Pennington County Treasurer at our office. If you have clear title, your SD title comes to your PMB address in about a month.**

# Sample Page

Power of Attorney	
<b>Application Instructions</b> Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.	
Let it be known that the undersigned:	
Write Your Name(s) Here	
of the city of Box Elder, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:	
Name of Person(s) Appointed	Street Address / State / City / Zip Code
Americas Mailbox Inc	514 Americas Way, Box Elder SD 57719-7600
<b>Attorney Powers</b> The appointed attorney(s) may exercise the following designated powers. (Check all that apply)	
GROUP 1—TO BE USED ONLY IF MORE THAN ONE PERSON IS NAMED ABOVE.	
<input type="checkbox"/>	Jointly (both owners named must sign) <span style="float: right; color: red;">Check The Appropriate Box or we will fill in for you</span>
<input type="checkbox"/>	Severally (either owner named can sign) <span style="float: right; color: red;">Check The Appropriate Box or we will fill in for you</span>
GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE. <span style="float: right; color: red;">Check The Appropriate Boxes or we will fill in for you</span>	
<input type="checkbox"/>	To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To obtain original title from lienholder for the described vehicle/boat on behalf of the undersigned.
<input type="checkbox"/>	To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned.
<input type="checkbox"/>	To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.
<b>Vehicle/Boat Description</b> <span style="float: right; color: red;">Americas Mailbox Will Fill In ALL This Information for you.</span>	
DESCRIBED VEHICLE OR BOAT	
Year _____	Make _____ Model _____ VIN# _____ Title# _____
DESCRIBED VEHICLE OR BOAT	
Year _____	Make _____ Model _____ VIN# _____ Title# _____
<b>Disclosure, Signature and Notary Public Section</b> <span style="float: right; color: red;">Fill In Names Completely And Have Notarized. If It Is NOT Notarized Properly, We Can Do Nothing.</span>	
The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.	
IN WITNESS WHEREOF the undersigned has executed this instrument on this _____ day of _____, 20____.	
SIGNATURE	SIGNATURE
Sign Name Here <u>Exactly</u> As It Appears On Current Title/Registration	Sign Other Name Here <u>Exactly</u> As It Appears On Current Title/Registration
PRINTED NAME	PRINTED NAME
Print Name Here <u>Exactly</u> As It Appears On Current Title/Registration	Print Other Name Here <u>Exactly</u> As It Appears On Current Title/Registration
SWORN TO AND WITNESSED BY ME THIS _____ DAY OF _____	20____
NOTARY PUBLIC SIGNATURE _____	<b><i>This MUST Be Notarized</i></b> If you are coming to the office, we <u>can notarize it for you.</u> If the title has more than one name, South Dakota is recommending that each person have their own Power of Atty.
MY COMMISSION EXPIRES THE _____ DAY OF _____	

## Power of Attorney

### Application Instructions

Only to be used to designate power of attorney to make application for a Certificate of Title, obtain or renew vehicle registrations, or complete a Report of Sale and/or a Seller's Permit.

Let it be known that the undersigned:

of the city of Box Elder, South Dakota, does (do) hereby appoint the following true and lawful attorney(s) for the purpose listed below:

Name of Person(s) Appointed

Street Address / State / City / Zip Code

Americas Mailbox, Inc.

514 Americas Way, Box Elder SD 57719-7600

### Attorney Powers

The appointed attorney(s) may exercise the following designated powers. (Check all that apply)

GROUP 1—TO BE USED ONLY IF MORE THAN ONE PERSON IS NAMED ABOVE.

Jointly (both people named must sign)

Severally (either person named can sign)

GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE.

To apply for a Certificate of Title for the described vehicle/boat in the name of the undersigned.

To obtain original title from lienholder for the described vehicle/boat on behalf of the undersigned

To obtain or renew the vehicle's registration for the described vehicle/boat in the name of the undersigned.

To assign all right, title and interest in the described vehicle/boat on behalf of the undersigned.

### Vehicle/Boat Description

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

DESCRIBED VEHICLE OR BOAT

Year \_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Title# \_\_\_\_\_

### Disclosure, Signature and Notary Public Section

The undersigned does further authorize said attorney(s) to include in any application for title and/or the assignment, such statements and warranties as to mortgages, liens and encumbrances upon the above described motor vehicle/boat as they, or either of them, may believe to be true in fact. The undersigned does hereby ratify and confirm each and every act which said attorneys or either of them may do pursuant to the power herein granted.

IN WITNESS WHEREOF the undersigned has executed this instrument on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

SWORN TO AND WITNESSED BY ME THIS

DAY OF

20

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES THE

DAY OF

20