



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

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 \$30.00 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 checklist. 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

315 Saint Joseph Street, 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.

Checklist For Vehicles – 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; you must circle all numbers from 1 through 7 that apply

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 (see #4).
- 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 (see #4).
- b) **AND** a copy of front and back of your **current** valid driver's licenses.

We also need to see:

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

3. Please fill in:

For car, light truck or motorcycle: (please circle)

Purchase date:

Is there a lien?

Who has the title?

Currently titled in state:

When do current plates expire?

Year

Make

Model

Color

Approximate weight

Number of tires

Type of fuel

Odometer

CCs of motorcycle

For 5th wheel, travel trailer or coach: (please circle)

Purchase date:

Is there a lien?

Who has the title?

Currently titled in state:

When do current plates expire?

Year

Make

Model

Color

Unladen or shipping weight

Length/width

Type of fuel (if applicable)

Odometer (only if coach UNDER 16,000 lbs GVWR)

Number of tires

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

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

Verification of SSNs: **COPY** of original card or **COPY** of 1099 or W-2 from any year

If you had a trade-in, what state was it titled in? Keep current SD plates and list plate number:

4. Name and address of lienholder(s), including VIN, name and FAX number for title request and loan number.

5. **Signed, dated bill of sale or purchase order** (**NOT** a financial agreement) if you are paying tax to SD. Must show VIN, value, state of title, year, make and model of trade-in to receive credit.

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

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

7. 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 above, we will figure your costs. Our checklist fee of \$15.00/vehicle (plus tax) will be assessed at that time. Once your registration has been completed by us with the county, the remaining fee of \$15.00/vehicle (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. Your SD title comes to your PMB address in about a month.

**** * * PLEASE CONTACT OUR OFFICE IMMEDIATELY IF THIS IS A LEASED VEHICLE! * * ****

Sample Page

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:

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

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.

<input type="checkbox"/>	Jointly (both owners named must sign)	Check The Appropriate Box or we will fill in for you
--------------------------	---------------------------------------	--

<input type="checkbox"/>	Severally (either owner named can sign)	Check The Appropriate Box or we will fill in for you
--------------------------	---	--

<input type="checkbox"/>	GROUP 2—ONE OR MORE SELECTIONS MUST BE MADE.	Check The Appropriate Boxes or we will fill in for you
--------------------------	--	--

<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.
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Vehicle/Boat Description **Americas Mailbox Will Fill In ALL This Information for you.**

DESCRIBED VEHICLE OR BOAT

Year ____ Make _____ Model _____ VIN# _____ Title# _____

DESCRIBED VEHICLE OR BOAT

Year ____ Make _____ Model _____ VIN# _____ Title# _____

Disclosure, Signature and Notary Public Section

Fill In Names Completely And Have Notarized.

If It Is NOT Notarized Properly, We Can Do Nothing.

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 Sign Name Here Exactly As It
Appears On Current Title/Registration

SIGNATURE Sign Other Name Here Exactly As It
Appears On Current Title/Registration

PRINTED NAME Print Name Here Exactly As It
Appears On Current Title/Registration

PRINTED NAME Print Other Name Here Exactly As It
Appears On Current Title/Registration

SWORN TO AND WITNESSED BY ME THIS _____ DAY OF _____

NOTARY PUBLIC SIGNATURE _____

MY COMMISSION EXPIRES THE _____ DAY OF _____

This MUST Be Notarized
If you are coming to the office, we
can notarize it for you. If the title has
more than one name, South Dakota is
recommending that each person have
their own Power of Atty. _____

Power of Attorney

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

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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)

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Jointly (both people named must sign)

Severally (either person named can sign)

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Vehicle/Boat Description

DESCRIBED VEHICLE OR BOAT

Year ____ Make _____ Model _____ VIN# _____ Title# _____

DESCRIBED VEHICLE OR BOAT

Year ____ Make _____ Model _____ VIN# _____ Title# _____

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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