



Finance and Delivery Checklist

Congratulations on your new car purchase! To help us complete the purchase process in a timely manner, please bring the following documents for each person on the registration and loan paperwork.

Required documents for all customers:

- Valid drivers license
- Proof of full coverage auto insurance

If you are an out-of-state resident:

In order to be exempt from Washington State sales tax, we'll need three forms of proof that you live out of state. Acceptable forms include:

- Driver's License, Voter's registration card, hunting and/or fishing license, or a utility bill.

If you are out-of-state military personnel:

- Military ID
- Current out-of-state drivers license

If you have a trade-in vehicle:

- Vehicle registration – signed by all parties named on the registration
- Vehicle Title – if there is no balance owed on the vehicle

If you are completing a business purchase or lease:

- A copy of your corporate resolution
- Your tax ID number

If you are a Canadian customer (pre-owned sales only):

In order to be exempt from Washington State sales tax, we'll need three forms of proof that you are a non-resident. Acceptable forms include:

- Driver's License, Voter's registration card, hunting and/or fishing license, or a utility bill.

Once the purchase order and odometer disclosure are signed by the customer and the vehicle balance is paid in full, the vehicle will be delivered to the boarder where it will be imported to Canada after a 3 day waiting period.

If you are a member of a federally recognized Native American Tribe:

- Completed [Retail Sales Tax Exemption for Vehicles Sold](#) Certificate
- Proof of enrollment – tribal membership card, fishing or hunting license, or enrollment certificate

Vehicle must be delivered to the buyer on Washington reservation/trust land during daylight hours. For tax records we must take a photo of the vehicle, customer, and a landmark on the reservation.

If you would like us to have the information preloaded upon your arrival, please ensure that your Sales Coordinator has the following information:

- Full Name
- Address
- Phone number
- Work phone number
- Social security number
- Date of birth
- Completed credit application on file - [Heartland Toyota Credit Application](#)