

Dealer's name and address (or dealer stamp)	Dealer batch no. (optional)									
	Date									
	LMCT									
	Cheque no.									
	Phone number (mobile preferred)									

Item	Date of delivery	Vehicle registration number	Customer surname and initials	Total payable \$
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

☐ Cheque/Money order attached (with sufficient funds available)

**Batch payment total**


## Please include the following:

- ☐ **Transfer application**  
Fully completed
- ☐ **Payment (including transfer fee and motor vehicle duty where applicable)**  
Please check before submitting
- ☐ **Current roadworthy certificate**

## Instructions for Use

### Payment conditions

- Use this payment summary to help reconcile your completed dealer transfer forms for a bulk submission. You must fill in a VicRoads *Dealer Application for Transfer of Registration* form for each transfer. Each transfer form must be fully completed and signed by both the vehicle buyer and the seller. Should details remain incomplete the transfer will not be accepted and processed by VicRoads. The entire batch will be returned unprocessed to you for correction if it contains non-compliant transfer forms.
- List all the transfer forms that are to be included in the batch on this payment summary. You can use the *Dealer batch no.* field to associate the transfer forms to this payment summary. The dealer batch no. can be any identifying code that you wish to use.
- Use the checklist to ensure that you have all the documents that are to be submitted for each transfer. Make cheques payable to VicRoads.
- Attach to this payment summary all the completed *Dealer Application for Transfer of Registration* forms, the Certificates of Roadworthiness (where applicable) and your final payment. Post these in to VicRoads, GPO Box 1644, Melbourne 3001. Dealer transfers will not be processed at VicRoads Customer Service Centres

## Credit card authorisation

**Complete if payment is to be made by credit card**
☐ Mastercard

☐ Visa

Name	Amount \$
Signature	Credit card number
	Expiry date

As the cardholder I accept that a card payment fee will apply to the transaction. By signing this form I authorise VicRoads to deduct the card payment fee in addition to any amounts payable. Details of the fee are available at [vicroads.vic.gov.au](http://vicroads.vic.gov.au).

ALL TRANSFERS MUST BE RECEIVED BY VICROADS WITHIN 14 DAYS OF VEHICLE DELIVERY OR PENALTIES MAY APPLY.

**THIS ORIGINAL MUST BE SUBMITTED TO VICROADS**

Post: VicRoads, GPO Box 1644, Melbourne, Victoria, 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: [vicroads.vic.gov.au](http://vicroads.vic.gov.au)