


Reprinting a RUT-25 (Sales Tax Form)

IMPORTANT NOTES

***If at the Title Clerk Station you are reprinting a RUT-25 after a sale price change, trade-in value change, tax exemption change, address change, etc,** you may reprint completely corrected copies only after you have completed the deal itself, or pre-paid the taxes with corrected, recalculated vales*


***What if the customer signed a now void or incorrect RUT-25?** – Simply attach the new RUT-25 to the old, with the new copy on top, and clearly indicate on the old and/or voided RUT-25 it is only attached for proof of signature, this copy is your dealerships copy, and will not be sent with your bundle*

1. First, select the  **Tab** from the left sliding menus.


2. Then select the  **Icon**.

3. **Highlight the deal** you want to reprint the form for.

4. **Make sure the**  **Icon is selected** from the top horizontal menu.

5. Select the  **Icon**.
We Select Display for two reasons.
a. To load the image of the document into the computers memory.
b. To print preview the document before actually printing.

6. **You may be prompted** to select an option on the format of the form, select the appropriate selection, and click "OK"

7. A print preview window will appear. **To print what is in this window, select the**  **Icon**.