






Reprinting a RUT-25 (Sales Tax Form)

IMPORTANT NOTES

If at a 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 transaction itself, or prepaid 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 accounts copy, and will not be sent with your bundle

1. First, select the  **Menu** from the left.
2. Then select the  **Registration Icon**.
3. **Highlight the transaction** you would like to reprint the form for.
4. Make sure the  **RUT 25 Icon** is selected from the top menu.
5. Select the  **Display Icon**.
We Select Display for two reasons.
 - a. To load the image into computer/printer 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 option(s), and click **“OK”**
7. A print preview window will appear. **To print what is in this window, select the  Icon.**