






Reprinting an ST-556 (Sales Tax Form)

IMPORTANT NOTES

If at a Title Clerk Station you are reprinting an ST-556 after a sales price change, trade-in value change, tax exemption change, address change, etc, you may only reprint completely corrected copies after you have completed the transaction itself, or prepaid the taxes with corrected, recalculated values

What if the customer signed a now void or incorrect ST-556? – Simply attach the new ST-556 to the old, with the new copy on top, and clearly indicate on the old and/or voided ST-556 it is only attached for proof of signature, this copy is your accounts copy, and should not be sent with your bundle report

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  **ST 556 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 will then be prompted** to either print the **Seller's Copy**, the **Purchaser's copy**, or possibly the **Fee Note**. If you need all copies, select any one now, and reprint the other(s) after printing this copy. Then **click OK**.
7. A print preview window will appear. **To print what is in this window, select the**  **Icon**.