


Reprinting an ST-556 (Sales Tax Form)

IMPORTANT NOTES

***If at the Title Clerk Station you are reprinting an ST-556 after a sale price change, trade-in value change, tax exemption change, address change, etc,** you may only reprint completely corrected copies after you have completed the deal itself, or pre-paid 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 dealerships copy, and should not be sent with your bundle report*

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 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**.