



OKLAHOMA TAX COMMISSION



Dear Creditor:

On the _____ day of _____, _____, (taxpayer) _____
applied for an Oklahoma title to the following vehicle/boat/outboard motor:

Year and Make: _____

VIN/HIN: _____ Oklahoma Title: _____

Information provided shows you have a perfected lien on the above vehicle/boat/outboard motor. Under Oklahoma law, a lien entry form has been completed for you and secures your interest in Oklahoma.

PLEASE KEEP THE ENCLOSED LIEN ENTRY FORM WITH YOUR RECORDS OF THE LOAN

OUT OF STATE CREDITORS

Oklahoma is not a title holding state. The Oklahoma title, with your security interest noted, will not be released to your debtor until the current out-of-state title has been surrendered. *If you want your debtor to have the Oklahoma title with your security interest noted*, please surrender the title you now hold to the Oklahoma Tax Commission, P.O. Box 269061, Oklahoma City, Oklahoma 73126-9061. If you surrender the title, the Oklahoma title will be MAILED TO THE DEBTOR. If you prefer to retain the title you now hold, you may do so. However, when the lien is satisfied, you MUST release the Oklahoma lien in the manner described below.

If your state is NOT a title holding state and your debtor has the certificate of title with your lien noted on the face of the document, Oklahoma will issue and mail a title, with your security interest noted, to your debtor. You **MUST** release the Oklahoma lien in the manner described below.

When this lien is satisfied by your debtor, you must furnish a release to the debtor and to the Oklahoma Tax Commission within seven (7) business days.

TO RELEASE YOUR SECURITY INTEREST:

1. Mail **SIGNED AND DATED** Lien Release to the Oklahoma Tax Commission, Post Office Box 269061, Oklahoma City, Oklahoma 73126-9061.
2. Mail **SIGNED AND DATED** Lien Release to your debtor.
3. If the security interest has been satisfied by payment from a licensed used motor vehicle or boat/outboard motor dealer to whom the motor vehicle/boat/outboard motor has been transferred, the secured party shall also, within seven (7) business days after such satisfaction, mail a **CERTIFIED COPY** to such dealer.

If you have questions about the procedure outlined in this letter, contact the Oklahoma Tax Commission, Motor Vehicle Division, Lien Section at 405-521-3535.

Sincerely,

_____, Motor License Agent

_____, Oklahoma