

Control Sheet # 000000

DROP OFF AND PICK UP ALL WORK AT SMART LOCKERS

Dealer, Government, & Specialized Transactions

Payment Method - [] Check Number [] Dealer Trust Account Date:

Contact Information

Company Name: ABC Motors Dealer PIN: 1234, if applicable
 Contact Name: John Smith Agent/Customer Signature:
 Contact Phone: 239-000-0000
 Contact email: johnsmith@gmail2.com

John Smith

Lee County Tax Collector
Noelle Branning

Completed by Dealer/Agency/Customer. All applicable sections must be completed

Transaction Information:

Please select your title transaction

Please select your registration transaction

Complete Applicant Name:	Vehicle Year	Vehicle Make	Transfer Title or MSO	Title Only/Duplicate (no tag)	Fast Title -or- Print Electronic Title	Transfer Current Tag and/or Decal	Replace Plate	New (First) Tag	For Renewals or New Plates, Specify # of Registration Months.			Government Agencies Only: Plate type (City, County, or State)	Processed ("Y" or "N")	Special Instructions
									1-12	13-15	16-27			
1 Jones, Stella	05	VW		X										
2 Daniels, Luna	21	GMC	X			X	X			X				
3 Jones, Stephen Tag# ABC123														Surrender Plate
4														
5														
6														
7														
8														
9														
10														
11														
12														

Office Use Only -

Total Processed:

Total Rejected:

Processed By:

Amount \$:

Batch #:

Date Processed:

FORM #232 Revised 2/2025

Items in red box are required, unless otherwise stated.

Items in orange boxes must be completed accurately & fully for each customer/ transaction requested.

Control Sheet Rejections:
 Incomplete control sheets, missing valid preparer identification or missing payment will result in an automatic rejection of work.

Payment methods accepted:

- Checks payable to Lee County Tax Collector
- Dealer Trustee Account (pre-paid account using cash, credit or debit card, check or money order)

- Each control sheet accommodates up to 12 transactions. (Examples of transactions displayed above). If additional transactions are submitted, they must have their own control sheet and payment.
- Each transaction submitted must be listed on the control sheet, with transaction types checked & any applicable registration period. If additional instructions are needed, use special instructions box.
- A new control sheet must be submitted if work has been rejected.
- We do not maintain a record of Dealer PIN numbers, it is utilized for each applicable transaction only. You must contact the regional office in Palmetto for information on obtaining your PIN.
- Additional control sheets may be ordered through Dealer Services. Please visit our resource area on leetc.com.