

Control Sheet # 000000

**DROP OFF AND PICK UP ALL WORK AT SMART LOCKERS**

Dealer, Government, &amp; 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.