

**STATE OF SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS**



Mailing Address
Registered Creditors
P.O. Box 5246
Columbia, SC 29250-5246

Initial Motor Vehicle Dealer Closing Fee Filing
S.C. Code Ann. § 37-2-307 et seq. (Supp. 2009)
www.consumer.sc.gov
803-734-4238/800-922-1594

Street Address
2221 Devine Street, Suite 200
Columbia, SC 29208-2418

NOTE: THIS ORIGINAL FORM MUST ACCOMPANY A \$10.00 FILING FEE

Company Name: _____ Federal ID No. _____
D/B/A (In S.C.) _____ SSN (Sole Proprietor Only) _____ - -
Address _____ Registration No. _____
City, State Zip _____ Contact Person _____
Telephone No. () - _____

Disclosure of Closing Fees Notice

This dealership charges closing fees on a motor vehicle sales contract. It is a charge that is permitted but not required by law (Section 37-2-307). The full cash price charged at any dealership depends on many factors, including all products and services bought with the vehicle.

The closing fee charged by

Dealer Name _____ Mailing Address _____
Physical Address _____ E-Mail Address _____
City, State Zip _____

Will not exceed \$ _____
Filing expires June 30, 2016

Will you charge an Annual Percentage Rate of more than 18%? Yes No

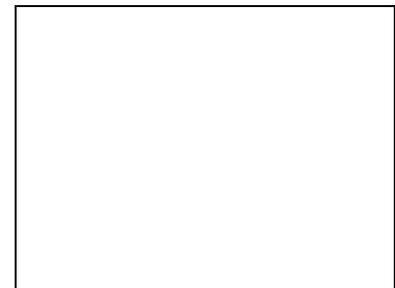
Signature _____

Name of Officer (Typed) _____

Title _____

Date _____

The South Carolina Freedom of Information Act may require the Department to release a copy of your filing as a public record. Personal identifying information will be released only if required by law.



(Display in a conspicuous location of dealership)

For Department's Use

Instructions

1. Please complete the disclosure of closing fees notice, if your dealership intends to charge closing fees on motor vehicle sales. **Submit the original filing form and a \$10.00 check or money order, payable to the South Carolina Department of Consumer Affairs (SCDCA), PO Box 5246, Columbia SC 29250, Attn: Legal Division-Registered Creditors.** See Administrative Interpretation summary below.
2. **The legal division must receive the original filing and filing fee before dealers can charge this closing fee to consumers. Renewals may be made at any time during the fiscal year, the department's renewal season runs from November 1 through January 31 of each year. Dealers are required to file a new disclosure form and submit an additional \$10.00 filing fee anytime the dealership increases the closing fee amount.**
3. Please call the Legal Division at (803) 734-4238 with any questions.

Administrative Interpretation 2.307-0101

The assessment of a "closing" or "documentation" fee (also occasionally denominated as an "administrative," "processing," or "procurement" fee) in a consumer credit sale of a motor vehicle is dependent on four factors:

1. The dealer must pay the department a \$10.00 filing fee each state fiscal year prior to the assessment of a closing fee;
2. The existence of a closing fee must be disclosed on the sales contract;
3. The closing fee must be disclosed as a statement conspicuously located in the dealership;
4. The closing fee must be included in the advertised price, for advertised vehicles, if a closing fee is charged.

A closing fee may only be assessed once these factors are met and the dealership has in its possession a SCDCA certified, date stamped copy of its disclosure. The charging of "closing," "documentation," or similar fees in connection with a consumer credit sale of a motor vehicle in the absence of any of these requirements constitutes the charging of an excess charge for Consumer Protection Code purposes.

ONLINE FILING WITH SOUTH CAROLINA BUSINESS ONE STOP(SCBOS)

Online Filing is a simple process that offers immediate confirmation that your filings have been received by SCDCA, reduced data input time and an official receipt that can be used in the interim before certificates arrive via electronic mail.

Go to www.scbos.sc.gov and click on the log in icon at the top right corner or from our website www.consumer.sc.gov , click the SCBOS icon on the right hand side under "Links and Helpful Tips"