

BACKING OUT AN MCO

Defined as: Deal not consummated; Canceling sale of a new vehicle; Returning to new car status; Clearing a title from the NJMVC database

STIPULATIONS:

- This is a time sensitive process. MVC's Special Title Unit must receive the paperwork within 30 calendar days of date of issuance listed on the front of the title.
- If the request for cancellation is not within the 30-day limit, MVC will issue a title in the selling dealership's name. Subsequent sale of the vehicle will result in a prefix to the Vehicle Identification Number (VIN), indicating a previous owner.
- If the original dealership on the front of the MCO is not the selling dealership, the originating dealership, subsequently assigned dealership(s), and selling dealership must all provide letters to back out an MCO
- After receiving written confirmation from MVC acknowledging cancellation, the original dealership on the front of the MCO must apply for a duplicate MCO from the manufacturer.

REQUIRED PAPERWORK:

- ** Original Notarized statement from the originating dealership (if other than the selling dealership) must be as follows:
 - On dealership letterhead.
 - Full description of vehicle including year, make, model, and complete vehicle identification number.
 - State the date and mileage the vehicle was signed over to subsequent dealership.
 - Signature of dealership officer, printed name and title.
- ** Original Notarized statement from the selling dealership must be as follows:
 - On dealership letterhead.
 - Full description of vehicle including year, make, model, and complete vehicle identification number.
 - State why the sale was not consummated and give the titled owner(s) name. (Financing fell thru, customer changed mind, different vehicle purchased (list that vehicle).)
 - State the vehicle never left the showroom.
 - State current mileage on vehicle. (Exactly as it reads on the title.)
 - Signature of dealership officer, printed name and title.

- ** Original Notarized statement from titled owner(s)/lessee as follows:
- On plain paper or owner's stationary if an individual.
 - On business stationary if a company is the titled owner.
 - Full description of vehicle including year, make, model, and complete vehicle identification number.
 - State why the sale was not consummated. (Must match the reason stated in the dealership's letter and specify vehicle.)
 - State the vehicle was not operated by the owner or his/her agent on public streets or highways.
 - Signed by titled owner (no POA accepted)

- ** Original Notarized Lien release, if applicable, as follows:
- On lien holder letterhead.
 - Full description of vehicle including year, make, model, and complete vehicle identification number.
 - State the incorrectly titled owner(s) name.
 - State the lien holder has no financial interest in the vehicle.
 - Original signature, printed name, and title of lienholder representative.
- NOTE: The title may reflect satisfaction of the lien in lieu of a lien release letter.

**** Send (notarized) copy of front and back of the original MCO that was submitted. This will help expedite the back-out process. ****

** Indicates sample or original attached.

The original title must be returned for an MCO cancellation showing no prefix. If the title shows a prefix the transaction will be handled as a correction, resulting in a title in the dealership's name rather than an MCO.

CHECKLIST FOR MCO BACK OUTS

Please check all that apply and attach this list to paperwork when forwarding to NJ CAR Title Services.

Dealership Checklist	Item	For NJ CAR Use Only	Comment
	Original title (No Prefix)		
	Notarized Copy of MCO		
	Notarized Statement from Originating Dealership		
	Notarized Statement(s) from subsequently assigned dealerships if applicable.		
	Notarized Statement from selling Dealership (if other than originating dealership on MCO)		
	Notarized Statement from Titled Owner		
	Notarized Statement from Lessee (If Applicable)		
	Notarized Lien Release		
	Check Payable to NJ CAR		
	NOTE: Paperwork must be submitted to NJMVC within 30 days of original title issuance.		

Please mail all of the above to NJ CAR Title Services, 770 River Road, Trenton, NJ 08628

USE THIS FORMAT FOR AN MCO BACK OUT

DEAL NOT CONSUMMATED – DEALERSHIP LETTER

This letter should be used when the correct MCO was used but the “deal” fell through due to a variety of reasons and the customer did not purchase another vehicle. Perhaps your customer changed his/her mind or could not get financing. This sample letter is from your dealership for a **DEAL NOT CONSUMMATED – NO OTHER VEHICLE WAS PURCHASED.**

RETYPE ON DEALERSHIP LETTERHEAD

Date

Motor Vehicle Commission
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised the (Year), (Make), (Model), (Complete VIN) was assigned in error to (Name of titled owner). This vehicle never left the dealership, was never driven on any public streets or highways, and the mileage reading remains (mileage on the New Jersey title). The deal was not consummated because (provide reason; example: financing fell through; customer changed mind before picking up vehicle, etc.).

Please issue an acknowledgement allowing us to apply for a duplicate MCO from the manufacturer.

Thank you for your assistance in this matter.

(Letter is to be signed by an officer of the dealership)

Printed name and title required

LETTER MUST BE NOTARIZED.

USE THIS FORMAT FOR AN MCO BACK OUT

DEAL NOT CONSUMMATED – CUSTOMER LETTER

This letter should be used when the correct MCO was used but the “deal” fell through due to a variety of reasons and the customer did not purchase another vehicle. Perhaps your customer changed his/her mind or could not get financing. This sample letter is from your customer for a **DEAL NOT CONSUMMATED – NO OTHER VEHICLE WAS PURCHASED.**

RETYPE ON PLAIN PAPER OR CUSTOMER’S OWN STATIONERY.

Date

Motor Vehicle Commission
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised the (Year), (Make), (Model), (Complete VIN) was titled to me in error. I/we have no interest in this vehicle. This vehicle never left the dealership, was never driven on any public streets or highways, and the mileage reading remains (mileage on the New Jersey title). The deal was not consummated because (provide reason; example: financing fell through, customer changed mind before picking up the vehicle, etc.)

Please assist the dealership by issuing an acknowledgement allowing them to apply for a duplicate MCO.

Thank you for your assistance in this matter.

(If there is a co-owner, be sure both parties
sign)
Printed name required

LETTER MUST BE NOTARIZED

USE THIS FORMAT FOR AN MCO BACK OUT

DEAL NOT CONSUMMATED OR WRONG MCO USED LIENHOLDER LETTER

This letter should be used when the correct MCO was used but the “deal” fell through due to a variety of reasons. The customer did not purchase another vehicle. Since a lien was added to the title, it will be necessary to have that “lien released.” This sample letter could be used for the lienholder for a **DEAL NOT CONSUMMATED – NO OTHER VEHICLE WAS PURCHASED.**

RETYPE ON LIENHOLDER’S STATIONERY.

Date

Motor Vehicle Commission
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised we were listed as a lienholder on a title for a (Year), (Make), (Model), and (Complete VIN) title to (Owner Name) in error. We have no interest in this vehicle.

Please assist the dealership by issuing an acknowledgement allowing them to apply for a duplicate MCO from the manufacturer.

Thank you for your assistance in this matter.

(Signature of authorized representative)
Printed name and title required

LETTER MUST BE NOTARIZED.

USE THIS FORMAT FOR AN MCO BACK OUT

WRONG MCO USED – DEALERSHIP LETTER

Use this letter when the incorrect MCO was used. Your customer did purchase a vehicle from your dealership, but the incorrect MCO was used to title the vehicle. This sample letter is from your dealership. MCO ASSIGNED IN ERROR AND CUSTOMER PURCHASED ANOTHER VEHICLE.

RETYPE ON DEALERSHIP LETTERHEAD.

Date

Motor Vehicle Commission
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

Please be advised that the MCO for a (Year),(Make),(Model) and (Complete VIN) was assigned in error to (Name of titled owner). This vehicle never left the dealership, was never driven on any public streets or highways and the mileage remains at (mileage on the title).

The vehicle purchased by (customer's name(s)) was a (Year),(Make),(Model) and (Complete VIN). Please assist us by issuing an acknowledgement allowing us to apply for a duplicate MCO from the manufacturer.

Thank you for your assistance.

(Letter to be signed by an officer of the
dealership)
Printed name and title required

LETTER MUST BE NOTARIZED.

USE THIS FORMAT FOR AN MCO BACK OUT

WRONG MCO USED – CUSTOMER LETTER

Use this letter when the incorrect MCO was used and your customer did purchase a vehicle from your dealership but the incorrect MCO was used to title the vehicle. This sample letter is from your customer. **MCO ASSIGNED IN ERROR AND CUSTOMER PURCHASED ANOTHER VEHICLE.**

RETYPE ON PLAIN PAPER OR CUSTOMER'S OWN STATIONERY.

Date

Motor Vehicle Commission Special Title Unit
225 E. State Street P. O. Box 017
Trenton, NJ 08666-0017

Please be advised that the MCO for a (Year),(Make),(Model) and (Complete VIN) was assigned to me/us in error. I/we never took possession of this vehicle, it never left the dealership, was never driven on any public streets or highways, and the mileage remains at (mileage on the title).

I/we have no interest in this vehicle. The vehicle I/we actually purchased was (Year),(Make),(Model) and (Complete VIN).

Please assist the dealership by issuing an acknowledgement allowing them to apply for a duplicate MCO from the manufacturer.

Thank you for your assistance.

(If there is a co-owner, be sure both parties sign)
Printed name required

LETTER MUST BE NOTARIZED.

USE THIS FOR AN MCO BACK OUT

DEALERSHIP TRADE

This letter is to be used when the original MCO was in a name other than the selling dealership. The dealership whose name appears on the front of the MCO and any subsequently assigned dealerships must attest in this format on company letterhead. Letter must be notarized.

LETTER SHOULD BE TYPED ON THAT DEALERSHIP'S LETTERHEAD.

Date

Motor Vehicle Commission
Special Title Unit
225 E. State Street
P. O. Box 017
Trenton, NJ 08666-0017

On (date), our dealership trades a (YEAR), (Make), (Model), (Complete VIN) to (Name of dealership vehicle was traded to). Mileage at time of trade was _____ .

Please assist (name of dealership with non-consummated deal) in obtaining an acknowledgement allowing them to apply for a duplicate MCO from the manufacturer.

Thank you for your assistance.

(Letter to be signed by an officer of the dealership.)

Printed name and title required

LETTER MUST BE NOTARIZED.