

# **INTERNET DOWN RECEIPT**

## **INSTRUCTIONS, READ CAREFULLY**

Dealers are required to have 24-hour internet access at their place of business. In the event you are unable to access the internet at the time of sale of a vehicle, you are allowed to issue an Internet Down Receipt. Not later than the next business day after the time of sale, the dealer must update the state license plate system.

**YOU ARE REQUIRED TO LOG YOUR USE OF INTERNET DOWN RECEIPTS BY FILLING OUT THE DEALER'S RECEIPT AND KEEPING IT AT YOUR DEALERSHIP UNTIL THE INFORMATION IS LOGGED INTO THE SYSTEM.**

The Internet Down Receipts are being issued to your dealership for such a purpose. These receipts have been logged into the system as belonging to your dealership. The receipts should be kept in a secure place where they will not be subject to loss, theft or destruction. In the event of such an occurrence, it should be reported to TxDMV immediately.

**DO NOT GIVE THE INTERNET DOWN RECEIPTS TO ANY OTHER DEALER.  
USE THE RECEIPTS ONLY FOR RETAIL SALES.**

The Internet Down Receipts have a pre-printed receipt number on them. You will need to fill out the additional information on the receipts manually. Fill out the same information on all receipts.

**IT IS VERY IMPORTANT THAT THE BUYER KEEP THEIR COPY IN THEIR VEHICLE UNTIL REGISTERED.  
ABUSE OF THIS PROCESS WILL BE DEALT WITH SEVERLY.**