



# Affidavit of Authority to Transfer Boat Title from Trust

Form 9400-620 (04/21)

## INSTRUCTIONS FOR FORM 9400-620

## AFFIDAVIT OF AUTHORITY TO TRANSFER TITLE FROM TRUST

### GENERAL INSTRUCTIONS

**Purpose of Form.** Use Form 9400-620 if you are the trustee for a trust and want to attest to your authority to transfer ownership of a boat titled to the trust. This form must be submitted to the department by the transferee in support of their application for boat registration and title.

**Form 9400-619.** Use the Affidavit of Authority to Transfer Boat Title if the boat is not titled to a trust and you are the authorized agent for the owner of the boat or their estate, or if ownership interest in a boat has been established by a court order.

**Form 9400-617.** Use the Release of Ownership Interest Request in addition to this form if the certificate of title is missing and you want to transfer the boat title to someone other than yourself.

**Signature.** This form must be signed in the presence of a notary public.

**Fee.** There is no fee for filing this form. If Wisconsin title is missing, a \$5 replacement title fee applies. Applicants who are required to submit the Release of Ownership Interest request (form 9400-617) only need to submit the \$5 replacement fee once.

**Supporting Documents.** Photocopies of supporting documents are acceptable, unless the instructions specifically state that you must submit an original.

### SPECIFIC INSTRUCTIONS

Read the instructions below to ensure that you provide all the required information. Failure to provide required information may cause significant delays in process and may result in the denial of the application for registration and title.

#### DEFINITIONS

**Tenants in Common.** Co-owners who each have a distinct, separately transferable ownership interest on the boat. Their names are separated by the conjunction "and" on the certificate of title. To transfer ownership of the boat, the signatures of all co-owners is required.

**Trustee.** Trustee is the person who has the power to administer property in a trust for the purposes specified in the trust.

#### SECTION A- TRUSTEE INFORMATION

Provide the name and mailing address of the principal trustee. The information provided here must match the information in the trust document that gives you authorization to transfer ownership. Co-trustee(s) information, signature, and signature date must be provided if their authorization is required to transfer property out of the trust.

#### SECTION B – TRUST INFORMATION

Provide the legal name of the trust and the person who established the trust. Trusts are regulated by state laws. This information must match trust document. Trusts created in Wisconsin are governed by the Wisconsin Trust Code, chapter 701 of the Wisconsin Statutes.

#### SECTION C – TITLED BOAT INFORMATION

- **Wisconsin Registration Number.** The registration number can be found on the registration certificate. Wisconsin registration numbers are formatted with WS, four numbers, and two letters (e.g.: WS 1234 AB).
- **Hull Identification Number (Hull ID/HIN):** The HIN (similar to a serial number) should be verified and taken from the boat. For boats with transoms, the HIN can usually be found on the starboard outboard side towards the top of transom, gunwale, or hull deck joint. HIN are required to meet US Coast Guard and State standards.
- **Make and Model:** The make/manufacturer and model name/number of the boat cannot be the same.

#### SECTION D – TITLE INFORMATION

Indicate if the Certificate of Title is being submitted with this form. If there is a lien on the boat, the lien release document must also be submitted.

##### Certificate of Title attached:

You must sign the title. If you are transferring title to someone else other than yourself, write the name of the transferee in the assignment section on the back of the certificate of title. Co-owners who are tenants in common and/or co-trustees who are not authorized to act independently must also sign the certificate of title. The original certificate of title must be submitted with this form, photocopies are not acceptable.

##### Certificate of Title not attached:

**Replacement certificate of title requested, and title is being transferred to yourself.** If the certificate of title is lost, stolen, mutilated, destroyed, or becomes illegible you may use this form to request a replacement title if you are transferring title to yourself. s.30.54 (1) Wis. Stats. If the current certificate of title is available but it is damaged or illegible, the certificate of title must be attached to this form. **A replacement certificate of title request may only be submitted for Wisconsin titled boats.** You must submit a \$5.00 replacement certificate of title fee. s.30.537 (4) (c), Wis. Stats.

or

**Replacement certificate of title requested, and title is being transferred to someone other than yourself.** You must complete and submit the Release of Ownership Interest Request (Form 9400-617) in addition to this form. Co-owners who are tenants in common and co-trustees who are not authorized to act independently must also complete this form.

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## SECTION E - SIGNATURE AND CERTIFICATION

The Principal trustee from section A must sign and date this form in presence of a notary public. Co-trustee signatures in section A are not required to be notarized.

## SUBMISSION OF FORM

The original notarized form must be submitted. This form must be submitted to the department in support of the application for a Wisconsin Boat Registration and Title (Form 9400-193).

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## PROCESSING INFORMATION

**INITIAL PROCESSING.** Once the department receives your affidavit, the department will review it for completeness. If the information is not complete, the department may reject your affidavit and the application for boat registration and title.

**REQUEST FOR MORE INFORMATION.** The department may request that you provide more information or evidence to support your affidavit.

**DECISION.** The department will review all documents submitted as part of the application for registration and title, this form included, and may approve, deny or request more information.

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## AUTHORITIES

The information requested on this affidavit is collected under s. 30.541 (3) (d)1., and s. 30.549 (1), Wis. Stats.