



# STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS



## Mailing Address

P.O. Box 5757  
Columbia, SC 29250-5757

## MOTOR VEHICLE DEALER CLOSING FEE INSTRUCTIONS

S.C. Code Ann. § 37-2-307  
(803) 734-0046 | [consumer.sc.gov](http://consumer.sc.gov) | (803) 734-4200

## Street Address

293 Greystone Blvd., Ste. 400  
Columbia, SC 29210-8004

### NOTICE OF CLOSING FEE (Read instructions carefully as the law has recently changed - Effective 5/16/2023)

Prior to charging a closing fee (sometimes referred to by other terms such as doc fee, doc prep fee, administrative fee, processing fee), a motor vehicle dealer must provide written notice to the S.C. Department of Consumer Affairs of the maximum amount of a closing fee the dealer intends to charge.

If the maximum amount the dealer intends to charge is **\$225 or less**:

- complete and submit the Notice of Closing Fee Form and pay the registration fee;
- the proposed fee will automatically be considered reasonable; and
- the dealer can begin charging it after posting the Certificate issued by the Department.

If the maximum amount the dealer intends to charge is **more than \$225**:

- complete and submit the Notice of Closing Fee Form and pay the registration fee;
- complete and submit the Addendum;
- the proposed fee will be subject to review by the Department for reasonableness based on the information provided in the Addendum; and
- the dealer can begin charging it after posting the Certificate issued by the Department.

The closing fee must be prominently displayed with the advertised price of the motor vehicle, disclosed on the sales contract, and displayed in a conspicuous location in the dealership.

### CLOSING FEE

A closing fee is a fee for recovery of a motor vehicle dealer's actual costs for all administrative and financial work needed to transfer the motor vehicle to the consumer including, but not limited to, compliance with all state, federal, and lender requirements, preparation and retrieval of documents, protection of the private personal information of the consumer, records retention, and storage costs.

Official fees (for example, tax, tags, and title) are not included in the closing fee and should be listed separately on the sales contract.

In determining the reasonableness of a closing fee, the department shall accept and allow all of the dealer's actual costs and expenses including, but not limited to, employee compensation, information processing, facilities costs, supplies, and materials associated with the following closing and delivery activities:

1. closing the motor vehicle sale or lease transaction, including any associated loan or lease and transferring title of the motor vehicle to the consumer;
2. delivering the motor vehicle to the consumer;
3. complying with all state, federal, and lender requirements;
4. preparing, storing, and retrieving transaction documents; and
5. protecting the private personal information of the consumer.

### REGISTRATION FEE

The Notice of Closing Fee Form must be accompanied by a registration fee of \$25.00. Make checks and money orders payable to the **S.C. Department of Consumer Affairs, Attn: Legal Division-Registered Creditors, P.O. Box 5757, Columbia, S.C. 29250.**

**MAKE SURE TO COMPLETE THE NOTICE OF CLOSING FEE FORM AND THE ADDENDUM, IF APPLICABLE, IN THEIR ENTIRETY. THE APPLICATION IS NOT COMPLETE UNTIL THE DEPARTMENT RECEIVES THE REQUIRED DOCUMENTS AND FILING FEE.**



# STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

**Mailing Address**

P.O. Box 5757  
Columbia, SC 29250-5757

## MOTOR VEHICLE DEALER NOTICE OF CLOSING FEE

S.C. Code Ann. § 37-2-307  
(803) 734-0046 | [consumer.sc.gov](http://consumer.sc.gov) | (803) 734-4200

**Street Address**

293 Greystone Blvd., Ste. 400  
Columbia, SC 29210-8004

**NOTE: THIS ORIGINAL FORM MUST ACCOMPANY A \$25.00 REGISTRATION FEE**

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Registration No. \_\_\_\_\_

Federal Tax ID No. or  
SSN (Sole Proprietor Only) \_\_\_\_\_

Contact Person\* \_\_\_\_\_

Contact Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone No. ( ) - \_\_\_\_\_

*\*The contact person is the person the Department will call with any questions.*

1. Are you registered with the Secretary of State's Office?  Yes  No

*If yes, please attach a copy of your certificate of authority or certificate of existence.*

2. Do you charge an Annual Percentage Rate of more than 18%?  Yes  No

*If yes, make sure you file a Maximum Rate Schedule (Consumer Credit Sales).*

3. The maximum closing fee this business proposes to charge is \$ \_\_\_\_\_

*If you intend to charge more than \$225.00 per vehicle, you must submit the Addendum.*

4. This business intends to charge a closing fee at the following locations\*\*:

Location/DBA Name \_\_\_\_\_

Physical Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County \_\_\_\_\_

*Type of Location* Main  Branch

Location/DBA Name \_\_\_\_\_

Physical Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County \_\_\_\_\_

 Main  Branch

*\*\*The Location/DBA Name will appear on the certificate to be posted at that location. If you have more than two locations, attach a separate sheet of paper.*

The undersigned warrants that his or her signature is duly authorized and delivered by and for the entity for which s/he signs. The undersigned swears or affirms and certifies that all information contained in this form and any attachments to this form is true, accurate, and complete.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Print Name \_\_\_\_\_

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.**