

Please make sure all character fields are space filled, all numeric fields are zero filled, and right justified with no decimal point.  
Please allow two places for the decimal but do not include the point. Example: \$200.00 should be 00020000.  
Make sure any dealer number that is less than 4 numbers in length is left padded with zeros. Example: D-1 2 would be D0012.  
Please name all files according to standards. DMP.D####.SALES where D#### is the dealer number.

| Updated<br>11/27/2006 |           |        |         |                   |                 |           |  |
|-----------------------|-----------|--------|---------|-------------------|-----------------|-----------|--|
| Field Name            | Data Type | Length | Decimal | Starting Position | Ending Position | Req / Opt | Allowed Values   |
| Record Type           | A         | 1      |         | 1                 | 1               | R         | S  |
| Make                  | AN        | 5      |         | 2                 | 6               | R         | If KOV = 'V' make must match the NCIC make.  |
| Year                  | N         | 4      |         | 7                 | 10              | R         | Cannot be greater than current year + 2  |
| VIN                   | AN        | 21     |         | 11                | 31              | R         | Up to 21 positions long<br>The 1st position must be A-Z or 0-9 Dynamic with year.<br>17 digits on MVs and ATVs.<br>Allow up to 19 for Trailers Dynamic with type of unit<br>Edit for 10th digit matching model year and /or use VIN edit package(applies to MV and ATV)<br>Use vin edits for model year 1981 and greater.<br>Cannot be blanks or spaces. |
| Model                 | AN        | 10     |         | 32                | 41              | R         |  |
| Body Style            | AN        | 5      |         | 42                | 46              | R         |  |
| Odometer              | N         | 6      |         | 47                | 52              | R         | If vehicle < 10 years old  |
| KOV(Kind of Vehicle)  | A         | 1      |         | 53                | 53              | R         | B = Boat<br>A = ATV<br>V = Vehicle<br>D = Trailer<br>C = Doc Vessel  |
| TOS(Type of Sale)     | A         | 1      |         | 54                | 54              | R         | T = Retail sales to Missouri residents<br>O = All sales to an out-of state purchaser<br>D = All sales made to a Missouri dealer  |

| Field Name               | Data Type | Length | Decimal | Starting Position | Ending Position | Req / Opt | Allowed Values  |
|--------------------------|-----------|--------|---------|-------------------|-----------------|-----------|---|
| MO Previous Title Number | AN        | 10     |         | 55                | 64              | O         | Used Vehicles: Optional if previous title MO. If MO title, must match one of the following configurations.<br>AANNNNNN,ANNNNNN<br>,NNNNNN,NNNNNNN,D<br>NNNNNN,NNNNNNNN.<br>If out of state title - enter state abbreviation. If "New" vehicle, "MSO" is optional. |
| New/Used                 | A         | 1      |         | 65                | 65              | R         | N = New, U = Used   |
| Date Sold                | N         | 8      |         | 66                | 73              | R         | MMDDYYYY<br>Must be a valid date and less than current date MM = 1-12, DD = 1= 31 and # days must correlate   |
| Purchaser Name           | AN        | 50     |         | 74                | 123             | R         | List in last name, first name, middle initial sequence without commas.<br>Cannot begin with "The" except for "The Bank."<br>First position must be A-Z or 1-9.<br>No special characters except /-%)(%#* are allowed.<br>Cannot begin with a blank.                |
| Purchaser Address        | AN        | 38     |         | 124               | 161             | R         |   |
| Purchaser City           | AN        | 15     |         | 162               | 176             | R         | If sold to Mo resident TOS must be "T"(Taxable)   |
| Purchaser State          | AN        | 2      |         | 177               | 178             | R         | Check for valid two character abbreviations plus AA,AE,AP,CN,CZ,DC,G U,MX,VI  |
| Purchaser Zip            | N         | 5      |         | 179               | 183             | R         |   |
| Purchaser DOB            | N         | 8      |         | 184               | 191             | O         | MMDDYYYY<br>Must be a valid date and less than current date MM = 1-12, DD = 1= 31 and # days must correlate Cannot be blank or contain special characters   |
| Purchaser DLN            | N         | 10     |         | 192               | 201             | O         |   |
| Temporary Permit         | AN        | 6      |         | 202               | 207             | O         | Required if one was issued  |
| Sale Price               | SN        | 8      | 2       | 208               | 215             | R         | Must be > 0   |

| Field Name           | Data Type | Length | Decimal | Starting Position | Ending Position | Req / Opt | Allowed Values  |   |
|----------------------|-----------|--------|---------|-------------------|-----------------|-----------|---|---|
| Trade-In             | SN        | 8      | 2       | 216               | 223             | R         | May be Zero   |   |
| Rebate               | SN        | 8      | 2       | 224               | 231             | R         | May be Zero   |   |
| Other Credit         | SN        | 8      | 2       | 232               | 239             | R         | May be Zero   |   |
| Net Price            | SN        | 8      | 2       | 240               | 247             | R         | May be Zero or Negative   |   |
| Dealer Number Prefix | AN        | 1      |         | 248               | 248             | R         | May be 'D', 'M,or 'W'   |   |
| Dealer Number        | N         | 4      |         | 249               | 252             | R         |   |   |
| Dealer Number Suffix | AN        | 1      |         | 253               | 253             | O         | If duplicate dealer number will be an *   |   |
| First-Lien           | AN        | 1      |         | 254               | 254             | R         | Y or N  | Fields 254 through 399 will not be captured at this time, but will apply once liens can be file through this process, but only if "file liens electronically" is a "y". |
| Lien Date            | N         | 8      |         | 255               | 262             | R         | MMDDYYYY<br>Must be a valid date and less than current date MM = 1-12, DD = 1= 31 and # days must correlate |   |
| Lien Holder Phone    | N         | 10     |         | 263               | 272             | O         | AreaCode/Prefix/Numbe r   |   |
| Second Lien          | Y         | 1      |         | 273               | 273             | R         | Y or N  |   |
| First-Lien-Name      | AN        | 20     |         | 274               | 293             | O         |   |   |
| First-Lien-Address   | AN        | 20     |         | 294               | 313             | Dependent | Required if First Lien Applies  |   |
| First-Lien-City      | AN        | 15     |         | 314               | 328             | Dependent | Required if First Lien Applies  |   |
| First-Lien-State     | AN        | 2      |         | 329               | 330             | Dependent | Required if First Lien Applies  |   |
| First-Lien-Zip       | N         | 5      |         | 331               | 335             | Dependent | Required if First Lien Applies  |   |
| Second-Lien-Name     | AN        | 20     |         | 336               | 355             | O         | Required if Second Lien = 'Y'   |   |
| Second-Lien-Address  | AN        | 20     |         | 356               | 375             | Dependent | Required if Second Lien Applies   |   |
| Second-Lien-City     | AN        | 15     |         | 376               | 390             | Dependent | Required if Second Lien Applies   |   |
| Second-Lien-State    | AN        | 2      |         | 391               | 392             | Dependent | Required if Second Lien Applies   |   |
| Second-Lien-Zip      | N         | 5      |         | 393               | 397             | Dependent | Required if Second Lien Applies   |   |
| STFA                 | AN        | 1      |         | 398               | 398             | R         | Y or N  |   |

| Field Name            | Data Type | Length | Decimal | Starting Position | Ending Position | Req / Opt | Allowed Values  |   |
|-----------------------|-----------|--------|---------|-------------------|-----------------|-----------|---|---|
| File Lien Electronicy | AN        | 1      |         | 399               | 399             | O         | Disabled "Y" or "N"<br>Will be implemented at a future date |   |
| Header Error          | AN        | 1      |         | 400               | 400             |           | Space or "Y"  | Return entire file.<br>After the error has been corrected space out the "Y" and resubmit the entire file. |
| Vin Error             | AN        | 1      |         | 401               | 401             |           | Space or "Y"  | Return single record.<br>After the error has been corrected space out the "Y" and resubmit the record.    |
| Make Error            | AN        | 1      |         | 402               | 402             |           | Space or "Y"  | Return single record.<br>After the error has been corrected space out the "Y" and resubmit the record.    |
| Trailer Error         | AN        | 1      |         | 403               | 403             |           | Space or "Y"  | Return entire file.<br>After the error has been corrected space out the "Y" and resubmit the entire file. |
| Sold Without Title    | AN        | 1      |         | 404               | 404             |           | Space or "Y"  |   |
| Filler                | AN        | 47     |         | 405               | 450             | O         | Spaces  |   |
| <b>HEADER RECORD</b>  |           |        |         |                   |                 |           |   |   |
| Record Type           | AN        | 1      |         | 1                 | 1               | R         | H   |   |
| Date Submitted        | N         | 8      |         | 2                 | 9               | R         | MMDDYYYY  |   |
| Dealer Name           | AN        | 38     |         | 10                | 47              | R         |   |   |
| Dealer Address        | AN        | 38     |         | 48                | 85              | R         |   |   |
| Dealer City           | AN        | 15     |         | 86                | 100             | R         |   |   |
| Dealer State          | AN        | 2      |         | 101               | 102             | R         |   |   |
| Dealer Zip            | N         | 5      |         | 103               | 107             | R         |   |   |
| Dealer Number         | AN        | 6      |         | 108               | 113             | R         |   |   |
| Filler                | AN        | 337    |         | 114               | 450             | R         | Spaces  |   |

| Field Name            | Data Type | Length | Decimal | Starting Position | Ending Position | Req / Opt | Allowed Values |
|-----------------------|-----------|--------|---------|-------------------|-----------------|-----------|----------------|
| <b>TRAILER RECORD</b> |           |        |         |                   |                 |           |                |
| Record Type           | AN        | 1      |         | 1                 | 1               | R         | T              |
| Date Submitted        | N         | 8      |         | 2                 | 9               | R         | MMDDYYYY       |
| Filler                | AN        | 98     |         | 10                | 107             | R         |                |
| Dealer Number         | N         | 6      |         | 108               | 113             | R         |                |
| Number of Records     | N         | 6      |         | 114               | 119             | R         | Spaces         |
| Filler                | AN        | 331    |         | 120               | 450             | R         | Spaces         |