



**DALLAS COUNTY TAX OFFICE**  
**JOHN R. AMES, PCC, CTA**  
**TAX ASSESSOR/COLLECTOR**

**Dealer Drop-Off Information**

(as of 10/21/2021)

Dealer Name: \_\_\_\_\_ Dealer Number: \_\_\_\_\_

Runner Name: \_\_\_\_\_

Runner Permit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Transactions Dropped Off: \_\_\_\_\_

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Instructions for drop off and pick up:

- 1. This completed document MUST be on top of the work dropped off.**
2. Work must be in a sealed envelope.
3. As of **6/24/20**, work can be dropped off and picked up at **all branch locations**, from **9:30 am to 10:00 am only**.
4. Only title work sold by a licensed Texas dealer (GDN) will be accepted. **Third party transactions are not eligible for drop off.**
5. All transactions must be accompanied by checks written for the amount due for the transaction(s) being dropped off, if the exact amount is known. Blank checks will be accepted during this limited COVID-19 time only. The checks still need to be signed and made out to John R. Ames. Cash will not be accepted.
6. **No more than five transactions per check.**
7. You must have your original permit with you for drop off and pick up. **A copy of your permit must be included in the work.**
8. You will be notified via email when you have transactions ready for pick up.

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**Tax Office Use Only:**

Date/Time of Drop-Off: \_\_\_\_\_

Date/Time Dealer Notified for Pick-Up: \_\_\_\_\_

Mission Statement

Provide Dallas County Citizens with Excellent Service using Innovative Technology to Ensure Quality Collections.