

BERKELEY COUNTY AUDITOR
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How to pay taxes and register your vehicle when moving into the state of South Carolina

When moving into the state of South Carolina, the law allows you 45 days to register your vehicle in the county in which you will reside. You will need to:

- 1) Provide the Auditor's Office with a copy of your out of state registration card or title and your Berkeley County address. You may mail, fax, e-mail or bring in this information. A property tax bill will be generated based on the value of your vehicle.
- 2) The tax bill will need to be paid in the Treasurer's Office. You will receive a blue paid receipt that must be taken to any Department of Motor Vehicles (DMV) office in the state of South Carolina. They will issue your South Carolina title, tag and registration card. See asterisks below for additional DMV information.

Methods of Payment:

Berkeley County Treasurer, Carolyn M. Umphlett, 1003 Highway 52, Moncks Corner, SC 29461, 843/719-4040, Fax: 843/719-4054, Website: www.berkeleycountysc.gov

- 1) Cash, Check, Debit /Credit Cards:
Credit Cards accepted: Discover, MasterCard, Visa, and American Express.
There is a 2.4% convenience fee on all cards.

*******Things that you need to have when you arrive at the DMV Office: *******

Website: www.scdmvonline.com, 800/442-1368

- 1) Proof of residence: electric bill, telephone bill or anything that will show you are a resident of Berkeley County.
- 2) Proof of Insurance: SC state approved insurance on your vehicle.
- 3) Form 400: this form can be downloaded from the DMV website.
- 4) Out of state registration or title.
- 5) Paid tax receipt from the Treasurer's Office.
- 6) If the vehicle is financed, provide the DMV with your out of state registration. If you own your vehicle out right, the DMV will need the title (Not a Copy).