

SCRAP METAL CUSTOMER TRANSACTION REPORT

(Revised 07/01/2022)

NOTICE: THIS SCRAP METAL CUSTOMER TRANSACTION REPORT MUST BE COMPLETED IN ITS ENTIRITY. It is the responsibility of the Scrap Metal Dealer to ensure completion of this Report. If space provided is insufficient, attach sheets of the same size to this form and label answers to correspond to the questions contained herein.

Date of Purchase: (mo/day/yr): ____/ ____/ ____ Purchase Price/Origin of Metal: _____

Dealer Business Name: _____

Metal Dealer Registration No: _____ Transaction Location if Different from Dealer's Business Address: _____

Telephone No: (____) _____

Street Address _____

Street Address _____

City State Zip Code

City State Zip Code

Describe the nature, character and quality of the metal being purchased, including the weight, quantity and volume, and a general physical description of the metal (e.g., tubing, catalytic converter, etc.):

A. SELLER

Box A must be completed by the Seller **EVEN IF** the individual delivering the property is not the seller. Information on the Delivery person is collected in Box B and cannot be substituted here.

Name of Seller Age Driver's License/Photo ID (for individual Sellers) State

Seller's Street Address Full Legal Name of Business (for non-individual Sellers)

City State Zip Code Delivery Vehicle Make and Model

Seller's Telephone Number License Plate No. of Delivery Vehicle State

Is the person delivering the metal property the Seller of the property? Yes No

*If no, complete Section C.

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B. SELLERS OF CATALYTIC CONVERTERS

1. For Catalytic Converters, **if the Seller is not one of the following:** (a) a registered scrap metal dealer; (b) a new or used motor vehicle dealer; (c) an automotive repair service; (d) a motor vehicle manufacturer; (e) a vehicle demolisher; or (f) a distributor of catalytic converters, **then all the following information must be recorded:**

- a. Name of the person who removed the catalytic converter from the vehicle:

 - b. Name of the person for whom the removal was completed:

 - c. Make and model of the vehicle from which the catalytic converter was removed:

 - d. Vehicle Identification Number (VIN) of the vehicle from which the catalytic converter was removed:

 - e. A copy of the driver's license or nondriver identification card of the seller of the catalytic converter. (**ATTACH COPY OF THE SELLER'S ID CARD TO THIS FORM**)
2. Did the sale, transfer, purchase, or acquisition occur at the fixed business address of a scrap metal dealer that is a party to the transaction? Yes No

C. 1. IF INDIVIDUAL DELIVERING PROPERTY IS NOT THE SELLER WHEN SELLER IS AN INDIVIDUAL:

_____ Name of Individual Delivering Property	_____ Age	_____ Delivery Person's Telephone Number
_____ Delivery Person's Address	_____ City	_____ State Zip Code

C. 2. IF INDIVIDUAL DELIVERING PROPERTY IS NOT THE SELLER WHEN SELLER IS A BUSINESS ENTITY:

_____ Name of Individual Delivering Property	_____ Age	_____ Delivery Person's Telephone Number
_____ Delivery Person's Address	_____ City	_____ State Zip Code
_____ Seller's EIN	_____ State of Incorporation or Formation	
_____ Contact Person Name	_____ Contact Person Phone Number	

D. IDENTIFICATION

Has Dealer attached a copy of the Seller/Delivery Person's Photo ID to this report? Yes No

Has Dealer obtained a digital photograph or video of Seller/Delivery Person AND the metal property being sold, so as to sufficiently identify both the individual and the metal property? Yes No

Name and Signature of Photographer:
