

# R. F. MEYER & ASSOCIATES, LLC

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## DESIGNATING A BENEFICIARY/TRANSFER ON DEATH (TOD)

### FOR A MOTOR VEHICLE

To designate a beneficiary (i.e., Transfer on Death), the owner needs to accomplish the following:

- Download, print and fill out form [BMV 3811 – Affidavit for Designation of Beneficiaries by the Sole Owner for a Motor Vehicle, Watercraft or Outboard Motor Certificate](#)
- Sign form in front of a Notary and have it notarized <sup>1</sup>.
- Bring the following to a title office (clerk of courts) <sup>2</sup>
  - Completed and Notarized form BMV 3811
  - Existing Certificate of Title
  - Fee of \$15.00

The title office will issue a new title with the owner's name along with a TOD designation.

#### **Notes:**

1. If the owner him/herself visits the titling agency, the owner can sign in front of a clerk and they can notarize the form on the spot for an additional fee (typically, \$1.00).
2. If the owner has the form completed and notarized in advance, anyone can take it to the titling agency to obtain the new title.

We have learned from one title office that as an alternative to visiting the titling office, an owner can obtain the new title with TOD designation via mail. Send in the signed & notarized form BMV 3811 along with the existing title, a check for the \$15.00 fee and a self addressed stamped envelope (SASE) to a title office. It is recommended that you contact the title office in advance to confirm they will accept the form by mail and verify their address. The locations of title offices may be found on the following web site: [http://bmv.ohio.gov/county\\_lst.stm](http://bmv.ohio.gov/county_lst.stm) Select your county (or a nearby county, if you wish) then scroll down to the County Clerk of Courts Title Office section. Remember, title offices are often separate locations from license/vehicle registration offices.



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