



Jarra L. Underwood
WAYNE COUNTY AUDITOR

428 West Liberty Street • Wooster, Ohio 44691
330.287.5430 • fax 330.287.5436
www.waynecountyauditor.org

CONVEYANCE FORM CHANGES EFFECTIVE JUNE 30, 2021

The Ohio Department of Taxation has issued a revised Statement of Conveyance form (DTE100). All counties are required to be fully compliant with the new form by June 30, 2021.

Wayne County will require that all Statement of Conveyance forms (DTE100) and Statement of Exemption forms (DTE100ex) are submitted in the Wayne County specific format. Wayne County forms will be required for all documents that are e-recorded and for all documents that are recorded in person. This change is due to an updated system that will automatically complete the Auditor portions of the forms.

The correct forms are available as a fillable form on our website at www.waynecountyauditor.org or are available as a printed form at the Auditor's office. Carbon copy forms will no longer be used.

All county specific forms will have "Wayne County" printed in the bottom margin. Statement of Conveyance form DTE100 will have "Rev. 5/20" in the upper right-hand corner and will have a bar code in the upper left-hand margin. The Statement of Exemption form DTE100ex will have "Rev. 1/14" in the upper right-hand corner.

Any forms that are printed with large margins or that are tilted cannot be accepted. Please ensure that all printed forms are aligned straight as compared to the actual page. Do not write or type any information into the "Auditor's use only" section at the top of the page. It is not necessary to fill in parcel numbers or any other information in these fields because these areas will be completed by our new, automated system.

When scanning forms to be e-recorded, please check your scanner settings. Forms scanned with the wrong page size setting will not be usable by our updated system. E-recorded documents that have unusable conveyance forms due the wrong form version or due to scanning issues will be rejected by the Auditor's office.

Thank you for your attention in this matter. If you have any questions, please contact our office at (330) 287-5430 or send an email to jhatten@wayne-ohio.org.