

Dealer Newsletter

Issued by Carmen McIlwaine, Dealer Department Supervisor

M A N A T E E C O U N T Y T A X C O L L E C T O R ' S O F F I C E

ELECTRONIC TITLE PROCESS

By now all Florida dealers should have received a letter from the Department of Highway Safety and Motor Vehicles, Bureau of Field Operations on the subject of Electronic Titles. The letter addressed the implementation of Phase I of the Electronic Title "ELT" process.

What is an Electronic Title? It is a title that exists only in electronic form on the DMV computer database. At this time only lienholders are participating in the ELT process. Approximately 20% of the more than ten million records the state has with liens are electronic. DMV's plan calls for all titles to eventually be electronic unless a paper title is specifically requested. We anticipate that this process will be implemented in several phases. The first phase will affect ELT lienholders.

Phase I

When the title has an ELT lienholder and the lien is satisfied, the department will notify the owner that the lien has been satisfied via a congratulatory letter

and the title will remain electronic unless the owner requests to have a paper title issued. The letter will also inform the owner of the procedures for using an electronic title when trading the vehicle to a licensed dealer and how to obtain a paper title if they desire one.

1) The customer can request the title be printed centrally through the DMV website @ www.hsmv.fl.us.

2) The customer can request an expedited title at the tax collector's office by paying the fast title fee of \$7.00 for vehicles or \$5.00 for vessels.

3) If the dealer's mailing address is entered by the electronic lienholder when the lien is satisfied, the congratulatory letter will be sent to the dealer.

How will the customer sign the vehicle over to the dealership?

The HSMV 82994, Motor Vehicle Title Reassignment Supplement, has been modified to allow the owner to reassign ownership using this form when traded to a dealer. The dealer would continue to reassign the vehicle by using the HSMV 82994 dealer

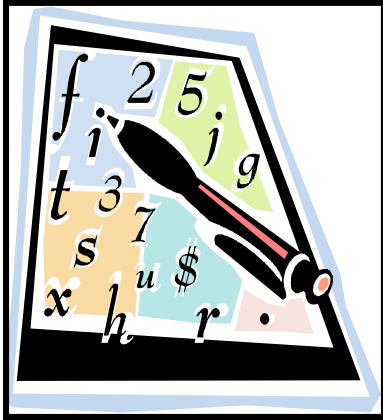
reassignment form (rainbow) until the vehicle is sold. You will still be required to complete a title application and all other required documentation to complete the transfer. We are waiting on the revised 82994; you may continue to use the one you have until further notice.

It will be the responsibility of the dealership to verify that the lien has been satisfied before reassigning the vehicle to another dealer or new purchaser. This can be done by accessing the state website at www.hsmv.state.fl.us/ (or) you may call Customer Service at (850) 617-2000 and request a PIN so you can make inquiries via the telephone on vehicle ownership, lien and brand information.

There may be occasions when you will need a paper title. You will be able to request an expedited title at the tax collector's office by paying the fast title fee of \$7.00 for vehicles and \$5.00 for vessels.

If you have questions regarding the e-title process, contact your local DMV Regional office at 941-723-4551.

DMV ACCOUNT NUMBERS - LIENHOLDERS



DMV Account Numbers are assigned by the state to lienholders when a record is created in the DMV computer system. The state is in the process of merging a lot of duplicate lienholder records that were unnecessarily created and it is possible that you will be receiving a call from Tallahassee giving you a new DMV account number. This number should be kept and used on documents being submitted to our office where you are the lienholder. On the title application you will enter your DMV account number under section 4. This will assure that we record the correct lienholder information.

TITLE LOOKUP ON DMV WEBSITE

The DMV website is a valuable tool for your dealership to use. Dealers must make sure the lien has been satisfied on the ELT record before reassigning the vehicle to another dealer or purchaser. This can be accomplished by visiting the department's website at www.hsmv.state.fl.us/ and clicking on the "Motor Vehicle Check" pushbutton. You can search by either the title or VIN (see page 3 for details). When the information appears on the screen you will be able to verify that the lien has been satisfied. Once the lien is satisfied you can then proceed with the transaction. You will continue to reassign on the HSMV 82994 form until the vehicle is retailed, at which time you will complete the title application as normal.

For those who do not have computer access you may visit your local library.

See page 3 for website instructions.



"Let's look up on the DMV website to see if your lien has been satisfied, Mr. Smith. It will only take a moment."

Step 1: Select Motor Vehicle Check pushbutton

Florida Department of Highway Safety & Motor Vehicles

Our Vision... A Safer Florida!

Electra Theodorides-Bustle, Executive Director

Tuesday, July 17, 2007

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Making Changes That Matter To You

How Que niencia

Tags & Licenses Online Alerts and Headlines

Step 2: Enter the title or VIN in the field below

Vehicle Information Check

Please enter the title or VIN of the vehicle:

Title :

Vehicle Identification Number :

Search Reset

VerifySign Secured VERIFY

Enter your title or VIN in the field to the left.

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Step 3: Verify lien information

Vehicle Information Check

Vehicle Information	
Vehicle Identification Number:	1GNEK18K5NJ304249
Year/Make:	1992 CHEVROLET
Previous Title State:	FLORIDA
Registration Expiration Date:	10/30/2007
Title:	64293944
Title Issue Date:	09/21/2006
Odometer Reading/Status:	EXEMPT
Odometer Date:	
Color:	BLACK
Vehicle Type:	AUTO
Title Status:	ACTIVE
Owner Information:	1 owner

Brands:

Lien Information
There is no lien on this vehicle.

If the lien has been satisfied you will see no lien on the vehicle under **Lien Information**.

If any of the information on this record needs to be corrected, please contact your [tax collector](#) and complete appropriate paperwork to update the record.
If you have lost or misplaced your title and need to apply for a duplicate, [click here](#) for the form and instructions.

Would you like to [look up another record?](#)

taxcollector.com



Ken Burton Jr.

Innovating better ways to serve.

Manatee County Tax Collector

Dealer Department

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Bradenton FL 34205

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Reminder

Top 3 Reasons for Returned Dealer Work Unable to Process

- **Odometer Disclosure**
- **Insurance Information**
- **Affidavit Required**

Please make sure that you are checking over all of your work prior to sending it to our office for processing.

This will ensure that you have included everything needed to process your transaction.

See prior broadcast 2007-03 for detailed information.

Highlighting on Documents

The state DMV office is now scanning images of all the documents submitted and has requested that we no longer use highlighters on any of our documents. Highlighters slow down their scanning process, and in some occasions depending on the color of the highlighter, will black out the information. Thank you in advance for your assistance in this matter.

