

Dealer Newsletter

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

www.taxcollector.com*Issued by: Carmen McIlwaine, Dealer Department Supervisor*

Important DMV and Driver License Address Program Change

As of July 2008 Tallahassee's motor vehicle and driver license systems have been programmed to now communicate with each other. When we process your title and registration work we will now be required to verify and synchronize your customer's address. We will have the option to select the motor vehicle address, driver license address, or enter a different address.

When selecting either the motor vehicle or driver license address the motor vehicle system will automatically update the customer's address in both systems.

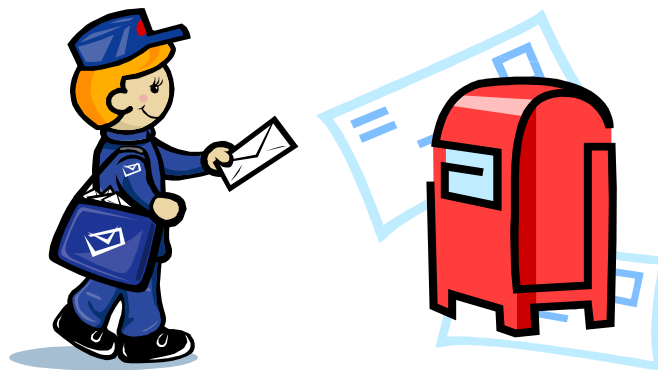
If the address entered on your paperwork is not the address shown on the customer's driver license, it may cause the customer problems with law enforcement.

Please verify each customer's address to make sure that the address being submitted on the paperwork is correct.

There are certain issues that will prevent us from changing the customer's address in the motor vehicle system. If your customer falls into one of these categories, we will place a temporary "mail to address" on the customer's paperwork in order to process their transaction.

To comply with Florida law, the State of Florida must be notified within 10 days of an address change. Failure to do so may result in a ticket from law enforcement.

We will attach a flyer explaining the temporary address and what the customer will be required to do to correct their driver license address, so **please pass this flyer on to your customer.**





Tips and Reminders for ETR System Users

July 1st has come and gone and we are all settling in with the new ETR system. Below are some tips and reminders that we hope will assist your dealership when issuing the temporary plates:

- ♦ **NEW or USED vehicle:** When entering the vehicle information into the ETR system for the first time, you will need to select and mark if the vehicle is NEW or USED. Please ensure that you are entering this correctly.
- ♦ **Types and colors:** When processing the ETR transaction, please make sure that you are selecting the correct vehicle type, body type, and color. Below is a list of the most common:

Vehicle types: “AU” for cars and pickups 5,000 lbs or less, “TR” for trucks 5,001 lbs and over, “TT” for travel trailers and “VT” for vehicle trailers.

Body Types: Basic types are; auto 2D or 4D (2P and 4P are for electric vehicles) - pickup PK - sport utility UT - truck TK - trailer TL - travel trailer TV.

Colors: Colors are basic colors and only need to be entered in the system once.

For a complete list of body types and colors go to our fax broadcast 2007-03, page 4 at [http://www.taxcollector.com/pdf/media/dealers/Dealer Fax Broadcast 2007-03.pdf](http://www.taxcollector.com/pdf/media/dealers/Dealer_Fax_Broadcast_2007-03.pdf)

- ♦ **Customer Information:** When creating a customer that is **NOT** in the ETR system, you must enter the name **exactly** as it appears on their Driver License, ID card, or Passport. To view acceptable types of identification, go to the DMV Procedure Manual TL-01 Signature Requirements and Identification Affidavits at <http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-01.pdf>
- ♦ **Customer Address:** *Make sure that you are verifying your customer's address.* Now that the driver license and state motor vehicle systems are communicating, you want to make sure the address is correct.

Dealers who are not signed up with an ETR Vendor

If you need a temporary plate for your customer, you will need to bring in proof of purchase, a copy of your customer's identification (driver license, ID card, or passport), and proof of their insurance. ***Please do not send your customer in to purchase the plate.*** As the dealer, you are responsible for purchasing the temporary plate for your customer. Our dealer department walk-in office hours are 9 am-4 pm, Monday-Friday. You will also need to have your dealer license number and PIN available.

For additional information on the ETR (Electronic Temporary Registration) system, please visit the state's website at <http://www.flhsmv.gov/etr/etr.html>.

Important Changes as of October 20, 2008

Verification of Person Signing on Behalf of a Business

DMV Procedure TL-01 Signature Requirement and Identity Affidavits, has been updated to require that when titling a vehicle to a "Business" you are now required to verify that the customer signing the documents is authorized to sign on behalf of the business. Any officer/agent of a corporation/company signing required documentation for the business should specify their "official title" on the paperwork. Proof that the officer/agent is authorized to sign for the business can be verified by one of the ways listed below.

- ◆ Verify that the person signing the documents are listed as an officer on sunbiz at www.sunbiz.org/search.html
- ◆ A letter on original business letterhead stating that the person signing the application is authorized to do so and be signed by a representative of the business who is someone other than the person signing the application.
- ◆ Provide an affidavit signed by the company representative stating that they are an authorized representative for the company and have authorization to sign on behalf of the business. You may use our miscellaneous affidavit on our website at :
http://office.inet.tc.tax/bulletin/InHouseForms/DMV/Miscellaneous_Affidavit.pdf

The business name on the application should be shown exactly as it appears on the proof of business documentation along with the FEID number. Proof of identity must be requested from the customer at the time of application for title.

To assist our dealers in making this transition in their paperwork, we will be implementing this new change on **October 20, 2008**. If you have any questions on this change please feel free to contact our dealer department for further clarification.

Note: This does not apply to personnel signing on behalf of motor vehicle, mobile home or vessel dealers.

For further information on TL 01 visit the state website at:

<http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-01.pdf>

Power of Attorney

Procedure changes and reminders on power of attorney's

- ◆ The person appointed as power of attorney is required to provide their **full name** on the Power of Attorney form.

When signing as power of attorney, you would print the owner's name and then sign your full name.

For **example**:

Owner's Signature: Mary Smith by John Doe POA

Owner's Printed Name: Mary Smith by John Doe POA

- ◆ A secure Power of Attorney from another state is acceptable provided the sale took place in that state.

For additional information on Power of Attorney's please visit the state's website at:

<http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-02.pdf>

DMV State Forms

Due to budget cuts at the state level, beginning September 1, 2008, the DMV in Tallahassee will no longer supply tax collector office's with state forms that are available online. We do have a limited supply of forms on hand, however, once our supply is exhausted we will no longer be providing these forms to our dealers. Forms are available online through the state's website at:

<http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/FORMS/forms.htm>.

See below the list of forms that are not available online and our office will continue to supply your dealership with these forms. Also, please find attached the memo from the Division of Motor Vehicles advising us of the change.

IMPORTANT NOTICE

July 31, 2008

TO: Tax Collectors and License Plate Agencies
FROM: Carl A. Ford, Director
Division of Motor Vehicles
SUBJECT: Ordering of Departmental Forms

In order to implement some cost savings measures due to budget reductions and continue excellent customer service, the Division of Motor Vehicles is making some changes to the ordering of forms.

Beginning September 1, 2008, you will access most forms on the Division's Intranet/Internet website. This means that we will no longer send you forms that are available to be printed from the online source.

Exceptions are forms printed on secure paper. You will continue to order secure forms using forms HSMV 83416, Request for Division of Motor Vehicle/ Vessel Forms.

You may find other forms that are not available online, which you will need to order from DMV as well. Those are the following:

- 80010 – Florida Motor Vehicle Dealer Licensing
- 82013 – Certificate of Destruction
- 82038 – Certificate of Repossession
- 82041 – Application for Title/Vessel or Registration
- 82497 – Notice or Discharge of Wrecker Operator Lien
- 82820 – Labels Return for Motor Vehicle Titles and Registrations
- 82994 – Motor Vehicle Dealer Title Reassignment Supplement
- 82995 – Motor Vehicle Dealer Power of Attorney/ Odometer Disclosure

Thank you for your help in the matter. If you have any questions, please contact your tax collector helpdesk representative.

CAF/bsc

Biennial Registration

On January 1, 2008, the option for a biennial registration became available on qualifying vehicles. A biennial registration is valid for a period of 24 months where the annual registration is valid for a period of 12 months. Just like 15 month registrations are allowed for annual registrations, 27 month registrations will be allowed for biennial registrations.

This option is available to your customers who are getting a new plate, renewing an expired plate, or are in their renewal period.

If your customer would like the biennial registration, please note this on your paperwork or control sheet. To calculate the fees for the biennial registration you would double the registration fees for the 24 –27 months. Below is a chart for your convenience.

| WEIGHT | | ORIGINAL PLATE ISSUANCES | | | | | | RENEWAL | |
|-----------|-----------|--------------------------|-----------|--------------|-----------|-----------|----------------|---------|--------|
| AU/CAR | AU/PK | 1 - 12 months | 13 months | 14-15 months | 24 months | 25 months | 26 - 27 months | 1 Year | 2 Year |
| 0-2499 | 0-1999 | 39.60 | 54.10 | 59.70 | 67.70 | 82.20 | 87.80 | 25.60 | 55.70 |
| 2500-3499 | 2000-3000 | 47.60 | 70.10 | 75.70 | 83.70 | 106.20 | 111.80 | 35.60 | 71.70 |
| 3500 + Up | 3001-5000 | 57.60 | 90.10 | 95.70 | 103.70 | 136.20 | 141.80 | 45.60 | 91.70 |

Visit Us At

www.taxcollector.com

We recently moved our dealer section from [Media Release](#) and is now located under the [Services](#) section.

We added information that we hope will be helpful to your business.

To view our previous dealer broadcasts you will find them under:

www.taxcollector.com/media_dealers.asp

We are in the process of updating all of our contact information.

If you receive this broadcast by fax, we would like to update our records with your email address. In the near future, we will be eliminating the faxing of the broadcast to email only. You can email the address to carmenm@taxcollector.com.

The screenshot shows the Manatee County Tax Collector website in a Microsoft Internet Explorer browser window. The address bar shows <http://www.taxcollector.com/>. The website header includes the Manatee County Tax Collector logo and the name Ken Burton Jr. The navigation menu includes Home, About Us, Services, Forms, Media Releases, and References. A sidebar on the left contains 'QUICK LINKS' such as Driver License, Hunting & Fishing, Mobile Home, Motor Vehicle, Parking Permits, Property Tax, Resort Tax, Title by Mail, Boat, Other, and Dealers. The main content area features a large 'CERTIFICATE SALE 2008' banner with the text: 'Certificate Sale will be conducted via the internet at www.SRI-AuctionsOnline.com. Click here for the calendar of events.' Below this, there are links for 'Access to TagTalk 03/31/2008. Click here for more info!' and 'for subscribers who did not renew by TagTalk (vehicle information phone system)'. At the bottom, there is a banner for 'EQUINE & VEHICLES PUBLIC AUCTION' from April 24th to May 4th, 2008, with a note: 'You will need to register at SRI-Surplus Auctions to participate (click here)'. The right sidebar contains several advertisements, including 'FOR RENT Rental Tax Evaders HOTLINE!', 'Return Your Vehicle, Boat, or Mobile Home (Change Address) (Obtain Duplicate)', 'Renew Your Parking Permit Online', and 'Buy Your Fiberglass Boat'.