



Manatee County Tax Collector Dealer Department Dealer Broadcast

August 2, 2010

Page 1

Volume 10-2010

Electronic Temporary Registration (ETR) System—What is it?

The ETR System enables dealerships to submit license plate transfer information to the department electronically at the time of sale and transfer the (current/available) metal license plate. All licensed Florida dealers ARE REQUIRED to report to the department electronically using the ETR System to transfer a metal plate from one vehicle to another.

- **For EFS participating dealers:** the EFS allows the transfer of the metal license plate to the newly acquired vehicle. An EFS dealer enters the license plate transfer information, transfers the metal license plate to the new vehicle, and prints the new registration for the customer.
- **For Non-ETR or Non-EFS dealers:** A dealer that does not use the EFS or ETR System MUST visit a Tax Collector's office to have the appropriate transaction performed before allowing the customer to drive off the lot.

The transaction may be one of the following:

- Issuance of a temporary license plate
- Temporary transfer of a metal license plate, or
- Issuance of the permanent title and registration

Effective Monday, August 2, 2010—the ETR System will be fully functional to begin transferring metal license plates.

What does this means for you?

The Manatee County Tax Collector's policy referring to the transfer of metal plates will be as follows:

If you are issuing a temporary plate, you will be required to process this transaction with the general public at the Desoto Counter (not the Dealer Department).



Manatee County Tax Collector Dealer Department Dealer Broadcast

August 2, 2010

Page 2

Volume 10-2010

- If you are issuing a temporary plate, you will be required to process this transaction with the general public at the Desoto office (not the dealer department).
- If you are processing a temporary transfer of the customer's metal plate, you will be required to process this transaction with the general public at the Desoto Counter (not the Dealer Department).
- If you are transferring the title and metal plate (or issuing a new plate) as a permanent transaction, you will be required to complete this transaction in the Dealer Department.

Dealers/runners must verbally give the processing associate the dealer license number and PIN.

Dealers will be given until September 1, 2010 to comply with this new procedure, meaning we will still allow temporary license plates and metal plate transfers to be done in the dealer department. On September 1, 2010, you will be required to go to the front counter to process these transactions.

New Statutory Requirements

Section 319.23(6)(a), Florida Statutes, removes the requirement for a Florida dealer selling a motor vehicle to an out of state/country resident to apply for title on behalf of that customer. If the dealer chooses not to apply for title, the dealer must transfer ownership and reassign the title or manufacturer's certificate of origin. The purchaser must sign form HSMV 84061, Declaration Affidavit For A Motor Vehicle Which Will Be Titled and Registered In Another State or Country, stating that he/she will title and register the vehicle in another state/country. The dealer will retain the form for their records.

Reminders and Miscellaneous

- Welcome Barbara! Barbara has worked at the Tax Collector's office for 15 years and worked in the Dealer Department years ago. We are glad to have her back!
- Manatee County Tax Collector Employees are not permitted to accept gifts of any type (including food) at any time. Please adhere to this request.
- The Florida Title Application form 82040 needs to be the original. Copies are unacceptable for signatures.



Manatee County Tax Collector Dealer Department Dealer Broadcast

August 2, 2010

Page 3

Volume 10-2010

- If you are declaring actual mileage on a vehicle and there is an “actual mileage box”, the box must be checked on all paperwork applicable.
- All calls about dealer work must be directed to the Customer Contact Center by calling 941.741.4800.
- When completing an affidavit for correction, explain why. For Example: Do not just write “reassignment voided.” Write “The 1st reassignment was voided due to. (reason).”
- EFS Dealers: Per your EFS contract, your title work with manifest needs to be delivered to the Tax Collector by 10:00 am each morning. This has not been the case; please adhere to this rule. Thank you in advance!
- We will no longer be looking up plates for your customers. Your customer will need to provide you with a plate number or purchase a duplicate registration to present to you,. It is up to the customer to prove that they had a plate for transfer/credit. Dealerships should be verifying that the customer has an eligible plate and that the plate is properly owned by the customer.
- Dealer PIN Numbers: Every dealer/runner must know the Dealer PIN Number for each dealership work is being processed for. If asked and you do not know it, your work will not be processed. The PIN was designed to protect you and your dealership—it is a security feature. (Your PIN was issued with your dealer license. If you do not know it and cannot locate it, you must visit the DMV Regional office.)
- When processing title work through a vendor such as Title Tec or CVR, make sure when the system asks for the previous state that you are entering the correct state. Out of state fees are different—there is an extra \$10.50 to process.
- Do not staple anything but your title work in the upper left hand corner. (Title face up, last page of your transaction). Paperclip all insurance affidavits and bad decals separately.
- Make sure when processing a lease vehicle you place a copy of the lease agreement with the transaction.
- If titling a vehicle in a business name, verification from www.Sunbiz.org must be attached to the transaction.