

Bulletin

D 01-10-01

January 22, 2010

BULLETIN TO:

All Participating Virginia Dealers
Electronic Registration and Titling (ERT)

FROM:

Brenda Scheydt, Manager
Business Licensing and Consumer Services
Maryland Motor Vehicle Administration

1. Collection of Excise Tax
2. Inventory Tips from Auditing

1. **COLLECTION OF EXCISE TAX**

- If charging a processing fee on vehicles purchased by a Maryland resident, you must collect and remit 6% tax on the first \$100.00 of the processing fee. Also, remember that freight charges and any after market product(s) authorized by the purchasers, must also be included in the taxable-selling price of vehicle.

2. **INVENTORY TIPS FROM AUDITING FOR ELECTRONIC REGISTRATION AND TITLING (ERT)**

- All dealers must maintain internal controls over Maryland State Properties (stickers, plates, registration cards and un-stickered registration cards) by segregating the three key functions of access to the inventory, perpetual records, and periodic independent review.
- All dealers must account for registration stickers by maintaining perpetual inventory records. Dealers should report missing or stolen plates or registration stickers to the Administration's ERT Unit, Business Licensing & Consumer Services and to local law enforcement. Keep documentation for voids and missing inventory readily available for verification.
- Registration stickers must be kept secure and separate from other office supplies.
- If your dealership is going out-of-business, please verify all inventories to be returned. Notify your vendor to pick up your Maryland inventory (i.e. plates, sticker and un-stickered registration cards). Keep a copy of the returned inventory in your records.

If you have any questions concerning this bulletin, please contact Ms. Sarah Moore, Section Manager of the Maryland Business Licensing and Consumer Services Division at (410) 424-3060 or by email at smoore1@marylandmva.com.