

# Bulletin

**D-04-11-03**

April 25, 2011

**BULLETIN TO:**

Leasing Companies

**FROM:**

Brenda Scheydt, Manager  
Business Licensing and Consumer Services

**RE:**

1. Return of Registration Plates
2. Inventory Tips for Electronic Registration & Titling System

## **1. Return of Registration Plates**

Effective May 1, 2011, all Leasing Companies utilizing services of the Electronic Registration and Titling System (ERT) must electronically transmit registration plate information for plates to be returned for cancellation. If your vendor has not activated this function, please contact your vendor immediately.

- a. Leasing Companies must electronically transmit all registration plate information for plates to be returned for cancellation. The system will print a receipt showing the date of return. The Motor Vehicle Administration's (MVA) database will be updated with the date the plate is returned in the ERT System.
- b. All registration plates must be returned to the MVA once the registration is cancelled. The plates may be dropped off at any full service MVA location on a later date at the convenience of the Leasing Company. All plates to be returned should be kept in a secure location until they are delivered to MVA.
- c. The Registration Cancellation Receipt (VR-147) form is being made obsolete and will no longer be available at the MVA Warehouse. The MVA will not accept the handwritten Registration Cancellation Receipt as proof of plate return.

## 2. **Inventory Tips for ERT**

The MVA Auditing Staff has provided the following guidelines for Inventory Control.

- a. All ERT participants must maintain internal controls over Maryland State properties (stickers, plates, registration cards and un-stickered registration cards) by segregating the three (3) key functions of access to the inventory, perpetual records, and periodic independent review.
- b. Participants must account for registration stickers by maintaining perpetual inventory records. Leasing Companies 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.
- c. Registration stickers must be kept secure and separate from other office supplies.
- d. If 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, at (410) 424-3060 or via email to [smoore1@mva.maryland.gov](mailto:smoore1@mva.maryland.gov).