

Bulletin

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May 17, 2011

BULLETIN TO:

Tag & Title Services

FROM:

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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 June 1, 2011, all Tag and Title Services utilizing the Electronic Registration and Titling System (ERT) must electronically transmit registration plate information for plates returned for cancellation. All use of the handwritten Registration Cancellation Receipt (VR-147) is to be discontinued.

- a. Tag and Title Services with ERT must electronically transmit all registration plate information for plates returned for cancellation. The system will print a receipt for the customer 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. Cancelled registration plates may be dropped at any full service MVA location. While all registration plates must be returned to the MVA once the registration plate is cancelled, the data transmitted and the customer has a receipt, plates do not have to be returned the same day. The returned plates may be dropped off on a later date at the convenience of the Tag and Title Service. 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. Incoming plates will not be backdated to the date they were presented to the Tag and Title Service. Plates will be cancelled on the date plates are received at MVA.

2. Inventory Tips for ERT

- All Tag & Title Services 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.

- All Tag & Title Services must account for registration stickers by maintaining perpetual inventory records. Any missing/stolen plates or registration stickers must be reported 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 you are 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.