



Title and Registration Seminar Fall 2014

**The Maryland Motor Vehicle Administration
Committed to Safety, Service and *You***

The MVA shall provide exemplary driver and vehicle services that promote mobility and safety while enhancing process and product security

MVA Mission Statement

Agenda

- Legislation
- Electronic Lien Service (ELS)
- Lease Vehicles
- Dealer Processing Charge
- Avoid – Rejections & Letters
- E Card Insurance
- What We Want You To Know
- Auditing
- Question & Answers



Farm Area Motor Vehicles - Registration and Authorized Use

- This legislation increases the distance from 10 to 25 miles a class K vehicle may travel from a farm.
- The law also requires the farmer to submit proof of active farming status.
 - The following forms may be submitted as acceptable proof:
 - IRS Form 1040 Schedule F “Profit or Loss From Farming”
 - IRS Form 1040 Schedule C-EZ “Net Profit From Business”
 - IRS Form 1040 Schedule C “Profit Loss From Business”
 - IRS Form 4797 “Sales of Business Property”
- Farm area vehicles will be identified by:
 - FRM – Farm
 - ISL – Island vehicle
 - Note: Island vehicle would only apply to Smith Island residents



Motor Vehicles - Low Speed Vehicles - Power Source

- Altering the definition of the term “low speed vehicle”.
- “Low speed vehicle” means a four-wheeled motor vehicle that has a maximum speed capability that exceeds 20 miles per hour but is less than 25 miles per hour.
- Allows for the titling and registration of electric & gas powered vehicles.

Charles County - Sunday Car Sales - Blue Law Exemption

- This bill allows for Charles County Commissioners to adopt an ordinance authorizing a new or used car dealer in Charles County to sell a motor vehicle on Sunday.
- Effective October 1, 2014

Criminal Law - Illegal Dumping and Litter Control Law - Driver's License - Points

- This bill requires a court to notify the Motor Vehicle Administration when a motor vehicle is used in the violation of the Illegal Dumping and Litter Control Law;
- When convicted of Illegal Dumping and Littering
 - Points will be assessed on the driver's license.
- Effective October 1, 2014

Electric Vehicles and Recharging Equipment - Rebates and Tax Credits

- Applies to New Plug-in Electric Vehicle titled on or after July 1, 2014, but before July 1, 2017.
- The credit is based on the number of kilowatt-hours of battery capacity of the vehicle, at a rate of \$125.00; not to exceed \$3,000.
- Limited to 1 excise tax credit per individual.
 - Includes owned or leased vehicles.
 - Business entities are limited to 10 vehicle excise tax credits.

*Please note that the credit will need to be requested through the refund unit.

Inspection - Certificate


- There are 3 formats to present the *Maryland Safety Inspection Certificate*:
 - Paper Certificate – Same process as currently using.
 - Paper Electronic Certificate – Control number begins with an “E” and signature is machine printed – Accept using same process as a paper certificate.
 - Electronic – the vehicle information including the year, make, and VIN along with the mileage and the inspection date will be transmitted into the MVA. This info will appear on the database when titling and/or issuing new or transferring current registration plates.

Inspection

VEHICLE INSPECTION REPORT

Inspection Date: **04/22/2014** Result: **PASS**
Performed By: **CARMAX AUTO SUPERSTORES, INC.** Inspector: **GEORGE ADE**
8800 FREESTATE DRIVE LAUREL, MARYLAND 20723

Customer Name: **CARMAX AUTO SUPERSTORES, INC.**
Address: **8800 FREESTATE DRIVE LAUREL, MARYLAND 20723**

		MARYLAND STATE POLICE		NO. E0000021	
INSPECTION CERTIFICATE <small>THIS IS TO CERTIFY THAT THE FOLLOWING DESCRIBED VEHICLE</small>					
CBR	2007	HONDA	1234567890	50	
<small>MAKE</small>	<small>YEAR</small>	<small>TYPE</small>	<small>VEHICLE IDENTIFICATION NUMBER</small>	<small>MILEAGE</small>	
<small>HAS BEEN INSPECTED BY A DULY AUTHORIZED REPRESENTATIVE OF THE INSPECTION STATION NAMED HEREON AND SUCH STATION HOLDS A CURRENT, VALID LICENSE, PURSUANT TO THE APPLICABLE PROVISIONS OF TRANSPORTATION ARTICLE, ANNOTATED CODE OF MARYLAND. IT HAS BEEN DETERMINED THAT THE SAFETY EQUIPMENT OF THE DESCRIBED VEHICLE, AS SPECIFIED BY LAW, MEETS WITH OR EXCEEDS THE MINIMUM SAFETY STANDARDS. CARMAX AUTO SUPERSTORES, INC.</small>					
<small>STATION STAMP</small> →	8800 FREESTATE DRIVE LAUREL, MARYLAND 20723			April 22, 2014	
			<small>Date of Certification</small>	<small>MONTH / DAY / YEAR</small>	
<small>I certify under Penalty of Perjury that the statements made herein, and on the corresponding MV Inspection Report, are true and correct and that the vehicle meets with or exceeds the minimum safety standards.</small>					
<small>Signature of Registered Inspection Mechanic</small>			GEORGE ADE		<small>FOR MVA USE ONLY</small>
			<small>Printed Name</small>		<small>TAG</small>
<small>ANY ERASURE, STRIKE OVER OR STRIKE OUT NOT AUTHORIZED BY THE AUTOMOTIVE SAFETY ENFORCEMENT DIVISION OF THE MARYLAND STATE POLICE OR M.V.A. WILL VOID THE CERTIFICATE.</small>					<small>TITLE</small>
<small>MSP 23-63 (04/14)</small>		<small>SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS</small>			

Inspection

- You must have the vehicle safety inspected prior to the sale
- Pilot beginning November
 - When an e-inspection is submitted, the mileage and inspection date will be returned from the MVA system and the mileage may not be lowered.
- If the Maryland Safety Inspection Certificate is electronic, you are not required to attach one to the window of the vehicle.
- If your dealership is a certified Maryland Inspection Station and you would like to participate in electronic inspections please contact the Maryland State Police.

Electronic Lien Service (ELS)

- MVA has contracted with four vendors to provide ELS.
- ELS will be implemented in phases beginning in November 2014.
- Phase 1
 - Each ELS vendor will receive a daily file notifying them of any liens filed on their participating lien holders' behalf.
 - ELS lien holders will also be able to send their lien releases to the MVA through their vendor.
 - In addition, when a lien holder releases a lien electronically, they may request that the clear title be sent to a dealer who paid off the lien or insurance company who has paid off a lien on a salvage vehicle.
 - ERT Participants must use the codes provided in their vendor's software to record a lien. The use of a generic code for a lien holder has been discontinued.
 - Lien holders may request a lien code for processing Maryland title work by submitting an Application for Lien Code Assignment and /or Enrollment/Change in Electronic Lien System (VR-466). This form is faxed to the attention of Central Lien at 410-768-7594.
 - NOTE: This form is submitted by the lien holder and not the ERT participant processing the work.

ELS

- Phase 2
 - Development will begin in the first quarter of 2015.
 - Titles and SIF's will not print when a lien is recorded by a lien holder who is signed up with an ELS vendor.
 - Lien holders will be notified, through their vendors, of any changes made to a vehicle title and of any lien holder succession changes.
- Future
 - The ELS system will facilitate the move to fully electronic titling in the State of Maryland.

Lease Vehicles

- When titling a leased vehicle please obtain the leasing company's soundex number and the lessees' drivers' license number. The Application for Title (VR-005) must be completed with both lessor's and lessee's soundex \ driver's license number, name and address.
- A leasing company soundex will always be a company soundex. The Leasing companies address may be an out of state address. When possible please use the soundex number previously issued to the leasing company. Only use a soundex number that is issued to the leasing company.
- The Maryland title will print with the leasing company's name and address but will also display the in care of symbol (%) in front of the lessee's name. All leased vehicle will be branded as a "LEASED".
- The registration card will print with the leasing company's name along with the in care of symbol (%) and lessee's name and address.

Dealer Processing Charge

- Effective July 1st, Maryland's processing fee may not exceed \$300.
- This must be included on the contract for sale of a vehicle next to the charge (not required by law)

Avoid Rejections & Letters

- Please be sure:
 - Forms are completed in their entirety
 - Ownership documents
 - Lien releases
 - All required signatures are in place
 - Full name is provided
 - Inspection certificate is submitted
 - Mileage recorded is correct
 - Power of attorneys are present
 - Sale price and date of sale are included
 - Full name of the insurance company is provided
 - Proper fees are collected
 - Assignments are fully completed to show chain of custody of the vehicle
 - Copies of customer's license and business license are attached

E-Card Insurance Verification

- MVA is pleased to announce the e-Card insurance verification is acceptable in Maryland MVA received confirmation from the State Police regarding the acceptance of an insurance e-Card as valid proof of insurance when requested by law enforcement. As always, a paper insurance card will continue to be acceptable. A teletype has been sent to all Law Enforcement agencies in Maryland regarding the acceptance of an e-card.
- Please note: An FR-19 / eFR-19 is still required for ICD insurance verifications. e-Cards will not be accepted as proof of insurance coverage for an ICD insurance request case.

What we want you to know

- **ERT Paperwork**
- **Proper Assembly of Titling Records**
- **Soundex**
- **Resources**
- **Insurance Codes**
 - **Personalized Account Representatives**
 - **MVA Website Available Resources**
 - **Info MVA**
 - **Forms**
 - **Bulletins**
 - **Interactive Titling and Registration Manual**
- **ERT Transaction Processing (can and can't)**



ERT Paperwork

- Title transactions performed on the behalf of a customer using the ERT system should be processed within 30 days, along with all appropriate fees. Once the transaction has been finalized, the original paperwork should be submitted to the following address:

Motor Vehicle Administration

Room 202

6601 Ritchie Highway

Glen Burnie, MD 21061



PROPER ASSEMBLY OF TITLE RECORD



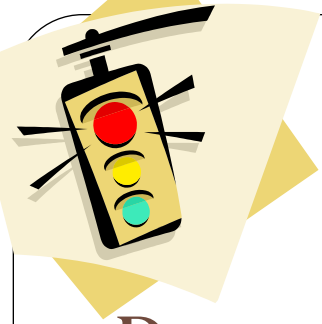
***BUNDLE REPORT SHOULD BE ON TOP OF ALL THE TITLE RECORDS IN THAT BUNDLE REPORT.**

***ALL TITLE RECORDS SHOULD BE LISTED IN ORDER AS SEEN IN THAT BUNDLE REPORT.**

EACH TITLE RECORD SHOULD BE AS FOLLOWS:

FROM TOP TO BOTTOM (FIRST TO LAST)

- **Maryland MVA Title/Reg Receipt**
 - **Registration card (IF TRANSFERRING TAGS)**
 - **Application for Certificate of Title (VR-005)**
 - **Certificate of Origin, Title, or other acceptable ownership document**
 - **Lien Release-Notice of Security Interest Filing**
 - **Dealer Reassignment(s)**
 - **Dealer's Bill of Sale**
 - **Miscellaneous MVA Forms**
 - **Odometer Mileage Statements**
 - **Maryland Safety Inspection Certificate**
 - **Vehicle Emission Report (IF SUBMITTED)**
- **EACH TITLE RECORD SHOULD BE SEPARATED.**
 - **DO NOT USE AN EXCESSIVE NUMBER OF STAPLES.**
 - **DO NOT USE HIGHLIGHTERS.**
 - **DO NOT FOLD FORMS.**



Requesting Soundex From ERT Unit

Documents Required:

- Legible copy of the individual's out of state driver's license. The ERT Unit can only accept driver's license for the United States and its Territories (Out of Country driver's license and passport must be walked into MVA Full Service Branch Office)
- Copy of the completed VR-005 with the customer's full legal name (i.e. full first, middle, and last name), date of birth, Maryland address, vehicle information, and signed and dated by the customer
- Documents can be faxed to the ERT Unit at (410) 424-3629 or (410) 768-7070 and it must contain a coversheet including the sender's name and telephone number. Depending on the number of requests, it could take 48 to 72 hours to receive your soundex number.
- The ERT Unit will contact you when the soundex has been issued

Z97 Soundex

- Cannot be used for individuals
- Is Issued for companies only
- A valid FEIN number must be recorded on the Application for Certificate of Title (VR-005)
- Cannot be requested through the ERT Unit
- Your Vendor will provide a Z97 Soundex when requested.



Insurance Codes

- Please ensure when selecting the insurance provider for vehicles being registered for tags, the correct insurance company is selected. If the wrong company is selected, the Automated Compulsory Insurance System (ACIS) will create a case requesting the owner (s) to provide verification of insurance coverage for all newly titled registered vehicles.

Available Resources



ERT REPRESENTATIVES

- Fax Numbers: (410) 424-3629 / (410) 768-7070

- Supervisor: Ranae Johnson rjohnson3@mva.maryland.gov

- (A, B) J. Stewart jstewart4@mva.maryland.gov

- (L, R) L. Green ltyler@mva.maryland.gov

- (C, Y, U, V) D. Marsch dmarsch@mva.maryland.gov

- (D, F, M) B. Wiland bwiland@mva.maryland.gov

- (G, H, I) V. Jenkins vjenkins@mva.maryland.gov

- (J, O, Q) S. Hines shines@mva.maryland.gov

- (S, T, W) D. Bernhardt dymbrough@mva.maryland.gov

- (E, P) K. Owens kowens@mva.maryland.gov

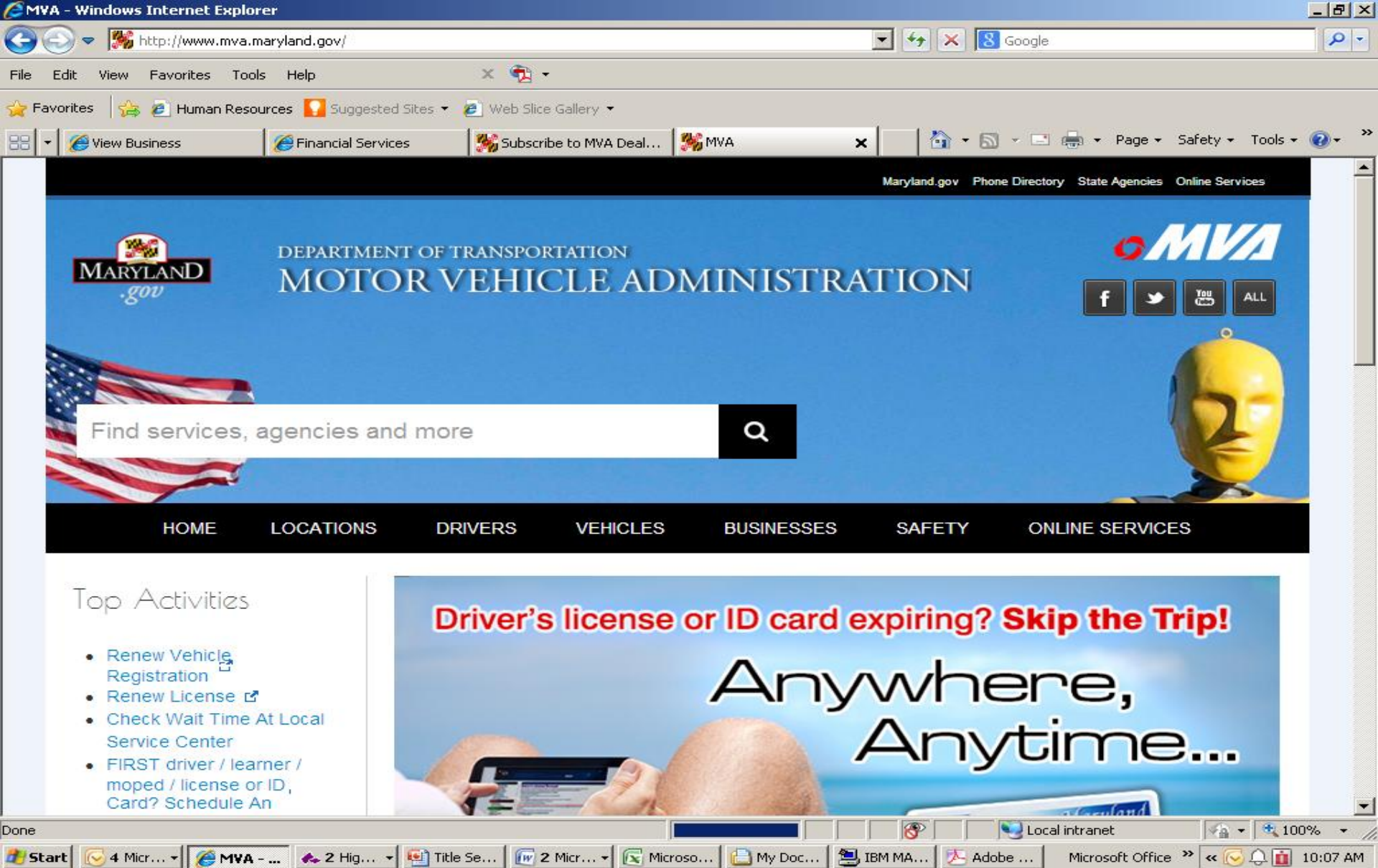
- (K, N, X, Z) N. Ipalook nipalook@mva.maryland.gov



BLCS REPRESENTATIVES

- Direct E-mail: mvablcsd@mva.maryland.gov
 - Fax Numbers: (410) 768-7602
- Supervisor: Kimberly Lucas kwilliams1@mdot.state.md.us
- Late Titling Unit: M. Wagner mwagner@mdot.state.md.us
 - (#-AR) G. Janey gjaney@mdot.state.md.us
 - (AS-BO) D. Walker dwalker2@mdot.state.md.us
 - (BP-CI) D. Haigis dhaigis@mdot.state.md.us
 - (CJ-DO) T. Cobb tcobb@mdot.state.us
 - (DP-FO) Y. Alexander yalexander@mdot.state.md.us
 - (FP-HI) E. Toogood etoogood@mdot.state.md.us
 - (HJ-JS) N. Cook ncook@mdot.state.md.us
 - (JT-LS) L. Slater lslater@mdot.state.md.us
 - (M-NA) A. Holton aholton@mdot.state.md.us
 - (NB-PR) D. Banks dbanks@mdot.state.md.us
 - (PS-RZ) F. Parker fparker@mdot.state.md.us
 - (S-TE) J. Kuti jkuti@mdot.state.md.us
 - (TH-ZZ) L. Smith lsmith@mdot.state.md.us





How Do I?

Service Centers Near Me



Announcements

[Medical Certifications for Commercial Drivers](#)
 On May 21, 2014 the MVA will only accept medical certifications for commercial drivers that have been completed by providers who are registered and certified through the new [Federal Motor Carrier Safety Administration's National Registry of Certified Examiners](#).

[Skip the Trip. Anywhere, Anytime, MVA Online!](#)
 Go online to get a duplicate driver's license request. Change of address or license corrections. ID card renewals and more. [Click here:](#)

[Effective 4/1/2014 – Changes to MVA Services](#)
 The MVA has introduced several new services, including renewal of driver's licenses, that are completed without stepping into an MVA branch office. [Click here for details.](#)

[Effective 1/1/2014 – New Process to get Driver's License or ID Card](#)
 Effective 1/1/2014, the MVA will implement a new process for immigrants getting a driver's license or ID card.

[More >>](#)



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Forms



Law Enforcement



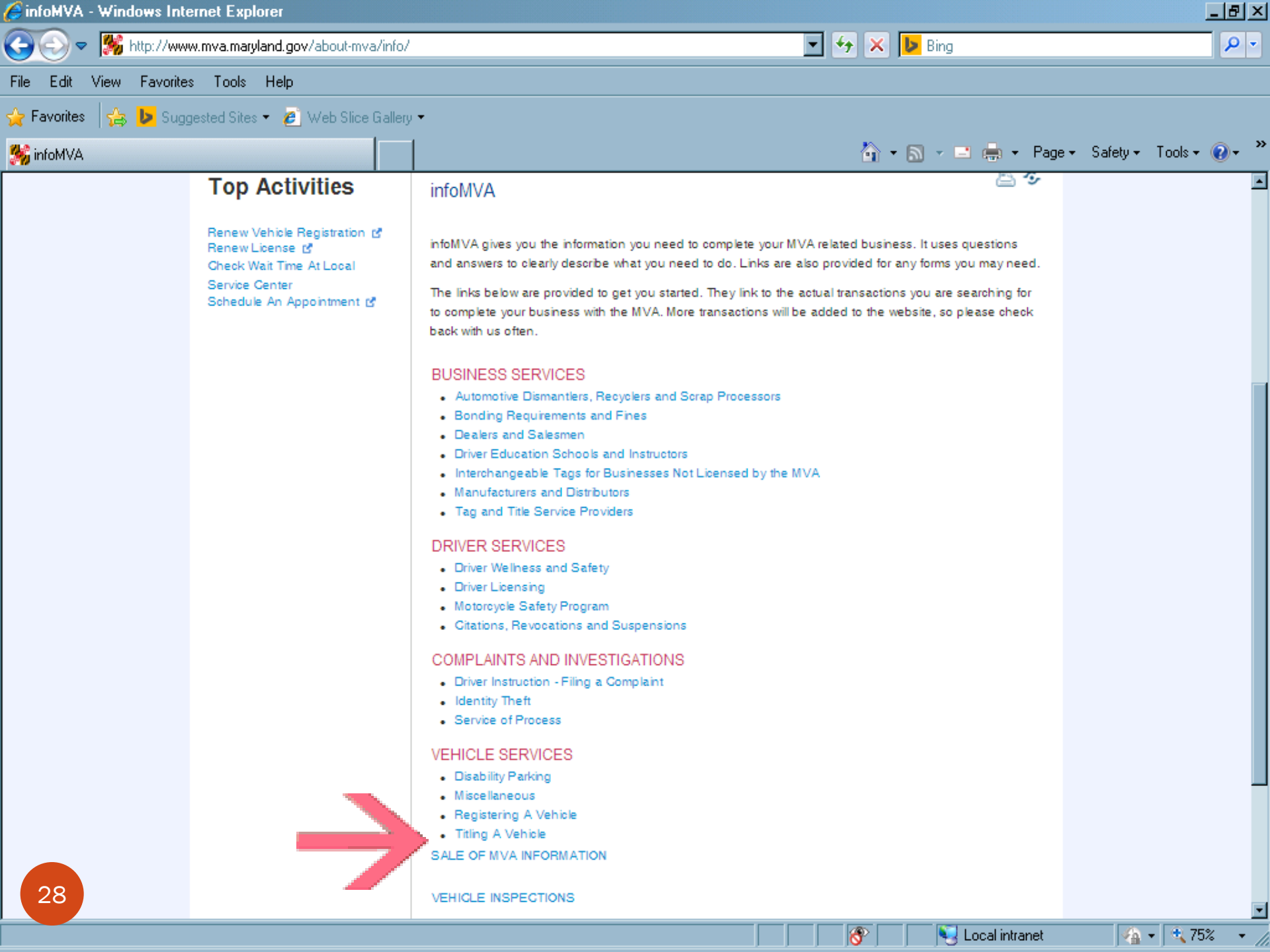
Mobile



Video



Smart, Green and Growing



Top Activities

- [Renew Vehicle Registration](#)
- [Renew License](#)
- [Check Wait Time At Local Service Center](#)
- [Schedule An Appointment](#)

infoMVA

infoMVA gives you the information you need to complete your MVA related business. It uses questions and answers to clearly describe what you need to do. Links are also provided for any forms you may need.

The links below are provided to get you started. They link to the actual transactions you are searching for to complete your business with the MVA. More transactions will be added to the website, so please check back with us often.

BUSINESS SERVICES

- [Automotive Dismantlers, Recyclers and Scrap Processors](#)
- [Bonding Requirements and Fines](#)
- [Dealers and Salesmen](#)
- [Driver Education Schools and Instructors](#)
- [Interchangeable Tags for Businesses Not Licensed by the MVA](#)
- [Manufacturers and Distributors](#)
- [Tag and Title Service Providers](#)

DRIVER SERVICES

- [Driver Wellness and Safety](#)
- [Driver Licensing](#)
- [Motorcycle Safety Program](#)
- [Citations, Revocations and Suspensions](#)

COMPLAINTS AND INVESTIGATIONS

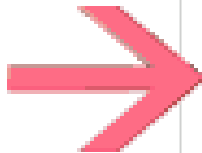
- [Driver Instruction - Filing a Complaint](#)
- [Identity Theft](#)
- [Service of Process](#)

VEHICLE SERVICES

- [Disability Parking](#)
- [Miscellaneous](#)
- [Registering A Vehicle](#)
- [Tinting A Vehicle](#)

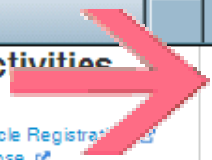
SALE OF MVA INFORMATION

VEHICLE INSPECTIONS



Top Activities

- [Renew Vehicle Registration](#)
- [Renew License](#)
- [Check Wait Time At Local Service Center](#)
- [Schedule An Appointment](#)



Titling A Vehicle

A vehicle's title establishes who owns the vehicle. Each time the owner changes, a new title must be issued. Currently, the Maryland MVA prints a two-part, paper title. The first part, the Maryland Certificate of Title, is mailed to the owner. The second part, the Security Interest Filing (SIF), is printed only when a lien has been filed against the title; it is mailed to the lien holder. The documents included in this section describe the many different titling scenarios that can occur.

Please note that having a title for your vehicle does not permit you to drive it on public roads; you must also register it. The two transactions are usually handled together. Please check the infoMVA registration section for further information.

Common Titling Processes

- [New Vehicle Purchased from a Dealer](#)
- [Out-of-State Vehicle Moved to MD by Owner](#)
- [Out-of-State Vehicle Returned to MD by Owner](#)
- [Used Vehicle Purchased from a Dealer](#)
- [Used Vehicle Purchased from a Non-Dealer](#)

Unusual Titling Processes

- [ATV's Off Road Motorcycles and Snowmobiles](#)
- [Buses & Motor Coaches](#)
- [Corporation or Partnership Vehicle](#)
- [Court Order Affecting Ownership](#)
- [Dealer Resale Title](#)
- [Deceased Owner](#)
- [Exempt Tax Credit for Plug-in Vehicles](#)
- [Gift to a Family Member](#)
- [Gray Market or Overseas Vehicles](#)
- [Homemade, Two-Stage, or Reconstructed Vehicle](#)
- [Limited Speed Vehicles](#)
- [Low Speed Vehicle](#)
- [Mobile Home and Special Mobile Equipment \(SME\)](#)
- [Off Road Vehicles \(ORV\) - Mopeds, Motor Scooters, ATV's, Snowmobiles, and Off-Road Motorcycles](#)
- [Personal Bankruptcy - Sale to New Owner](#)
- [Placing a Vehicle into a Trust](#)
- [Repossessed Vehicle](#)

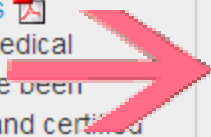
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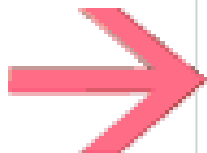
Top Activities

[Renew Vehicle Registration of License of](#)
[Check Wait Time At Local Service Center](#)
[Schedule An Appointment of](#)








MVA Forms

The following most commonly requested forms are available for downloading from our web site. These forms are stored in Adobe Acrobat PDF format. Adobe Acrobat Reader will allow you to view and print the PDF files. You can download a FREE copy of [Adobe Acrobat Reader of](#) from the Adobe Web Site.

[Business Services Forms](#) | [Commercial Driver Licensing Forms](#) | [Driver Licensing Forms](#)
[Driver Record Forms](#) | [Insurance Compliance Forms](#) | [Miscellaneous Forms](#)
[Motorcycle Safety Forms](#) | [Vehicle Registration Forms](#) | [Formularios en Español](#)



Vehicle Registration Forms

-  [1/2 and 3/4 Ton Truck Owner's Weight Certification \(Form #VR-142A\)](#) is used when an owner of a 1/2 or 3/4 ton truck requests to carry a gross vehicle weight of 10,000 pounds (instead of 7,000 lbs). 1/2 ton trucks must be modified to carry the increased weight and 3/4 ton trucks must have a shipping weight of the chassis and body of more than 1,500 pounds or rated by the manufacturer at a gross vehicle weight in excess of 7,000 pounds. This form can be brought to any full service MVA office.
-  [Address Certification for U.S. Government Employees \(Form #VR-102\)](#) can be used by U.S. Government Employees to certify their address when out-of-state. This form can be filled out and brought in person to your local full service MVA office or mailed to the Motor Vehicle Administration, 6601 Ritchie Hwy., Glen Burnie, MD 21062, Attn: Title Correspondence.
-  [Affidavit of Lawful Possession for Transfer of a Vehicle to an Automotive Dismantler and Recycler or Scrap Processor \(Form #VR-454\)](#) is used to certify, under oath, that a title is not available for a vehicle that is being transferred to an A D & R or Scrap Processor for purposes of dismantling, destroying or scrapping.
-  [Affidavit of Ownership for Transfer of a Vehicle to an Automotive Dismantler and Recycler or Scrap Processor \(Form #VR-453\)](#) is used by a vehicle owner, or their agent, to certify, under oath that a title is not available when transferring the vehicle to an AD&R or Scrap Processor for dismantling, destroying or scrapping.
-  [Affidavit Manufactured Home Converted to Real Property \(Form #VR-451\)](#) is to be used when a manufactured home is being converted to real property.
-  [Affidavit Manufactured Home Severed From Real Property \(Form #VR-452\)](#) is to be used to certify under oath a manufactured home has been severed from real property.
-  [Affidavit of Ownership - Moped, Motor Scooter & Off Road Vehicle \(Form #VR-450\)](#) document is used by an applicant who does not have a title or certificate of origin for their moped, motor scooter or off road vehicle. The form takes the place of the



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more



HOME

LOCATIONS

DRIVERS

VE

BUSINESSES

SAFETY

ONLINE SERVICES

Bulletins

Electronic Registration and Titling (ERT)



eFR-19 Insurance Agent Login



Salvage Certificate


Interactive Title & Registration Manual

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Licensed Maryland Tag & Title Services

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Bulletins

Please [subscribe](#) to receive the Dealer Bulletins via email. 

Dealer Bulletins

-  Sept. 27, 2013 - Temporary Plate Reminder
-  July 24, 2013 - Vehicle Sales Contracts
- June 13, 2013 - Reminder: New Temporary Plates 
- May 14, 2013 - Disclosure of Former Vehicle Use 
- May 13, 2013 - Legislation 2013 Bulletin 
- May 2, 2013 - Disclosure of Former Vehicle Use 
- Mar. 12, 2013 - Plug in Electric Vehicle Tax Credit 
- Dec. 21, 2012 - MVA Alert: Branch Office Walk-In Procedures 
- Oct. 15, 2012 - Processing Fee Reminder 
- Sep. 27, 2012 - Mopeds and Motor Scooters Decal Reminder 
- Sep. 18, 2012 - Moped and Motor Scooter Decals 
- Aug. 28, 2012 - Changes to Walk-In Transactions 
- June 28, 2012 - Bulletins by Email 
- June 22, 2012 - VA Dealers Excise Tax Collection 
- June 21, 2012 - Dealer Disclosures 
- June 20, 2012 - Title Service Requirements 
- May 29, 2012 - Legislation 2012 That Impacts Dealers 
- May 9, 2012 - Buying Services 
- Feb. 29, 2012 - Tag Return Collection Center 
- Jan. 4, 2012 - Processing Fee 

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Subscribe to MVA Dealer Bulletins

If you would like to receive MVA Dealer Bulletins via e-mail from the Maryland Motor Vehicle Administration (MVA), please enter the requested information below. The MVA will not share your information and will only use it to send you important MVA Dealer Bulletins.

Mailing List Subscription

Please complete the form below to sign up for this mailing list. To update or cancel current subscriptions, use the link below.

[Update/Cancel Subscriptions](#)

Subscribe to Email List:

Dealer Bulletins

Email Address:

Dealership or Company Name:

Contact Person:

Job Title or Capacity:

Telephone Number:

Dealer Number:



Submit



Interactive Titling and Registration Manual

Available on MVA's website

<http://www.mva.maryland.gov/businesses/docs/Interactive-Title-and-Registration-Manual.pdf>



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more



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Bulletins

Electronic Registration and Titling (ERT)

Consumer Tips to Purchasing A Vehicle

Dealers

Dealer Seminars



eFR-19 Insurance Agent Login



Salvage Certificate

Business Services

Interactive Title & Registration Manual

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Licensed Maryland Tag & Title Services



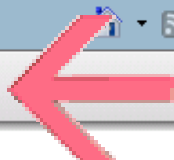
INTERACTIVE TITLE AND REGISTRATION MANUAL

FOR DEALER'S / TITLE SERVICES / VEHICLE PROGRAMS

The Motor Vehicle Administration is pleased to provide online guidance to dealers and title services. This manual is intended to assist you with the proper completion of your transactions, increase accuracy and reduce rejections of work. The information provided will increase the efficiency of processing work, which leads to greater customer service and satisfaction.

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Understanding EXEMPTIONS FROM EXCISE TAX is another important area to know in calculating the proper amount of tax due. Most of the excise tax exemptions that may apply to dealer sales are in section (a). For your reference section (b) and (c) has also been included even though in most cases, they do not relate to dealer transactions; these sections will be helpful to licensed title services who assist customer with non-dealer transactions. Maryland's law for excise tax exemption is provided for you below:

MARYLAND VEHICLE LAW §13-810

Excise tax exemptions – Certain vehicles are exempt from the excise tax imposed. These excise tax exemptions are found under article §13-810 Exemptions of the Maryland Vehicle Law, which is as follows:

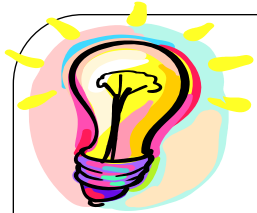
(a) Exempt vehicles generally. — On issuance in this State of an original or subsequent certificate of title for a vehicle, the vehicle is exempt from the excise tax imposed by this part, if it is:

- (1) A mobile home over 35 feet long;
- (2) A vehicle owned by the United States and used in the investigation of any violation of suspected violation of the law of the United States;
- (3) A vehicle owned by this State or a political subdivision of this State;
- (4) A fire engine or other Fire Department emergency apparatus, including any vehicle operated by or in connection with any Fire Department;
- (5) by a nonprofit rescue squad;
- (6) A vehicle owned and operated by the Civil Air Patrol;
- (7) An ambulance, rescue or other vehicle owned and operated for the benefit of the public A vehicle owned and held for the use of the public by a unit of a national veteran's organization;
- (8) A vehicle owned and operated by a Maryland chapter of the American Red Cross;
- (9) A vehicle acquired by an insurance company as a result of a comprehensive or collision claim;
- (10) A vehicle registered in a jurisdiction the laws of which do not require titling and acquired for resale by a licensed dealer;
- (11) A vehicle that is involuntarily transferred to a licensed dealer and for which a certificate of title is not available;
- (12) A school bus owned by a religious organization or a private school which is exempt from federal income tax under 501 c (3) of the Internal Revenue Code;
- (13) A privately owned bus used only for operating the transportation system of any political subdivision in this State, if the bus is used for the transportation of the public on regular schedules and between fixed terminals;
- (14) A vehicle otherwise exempt from the excise tax by any other applicable law;
- (15) A vehicle which is used regularly for the transportation of individuals with disabilities and owned by a nonprofit organization providing direct care services to individuals with disabilities which is licensed by the Department of Health and Mental Hygiene and is wholly or partially funded by the State;
- (16) A mobile hearing and vision-screening vehicle owned and operated for the benefit of the public by a nonprofit civic organization;
- (17) A Class F tractor or truck tractor, however a farm tractor is taxable;
- (18) A Class P charter bus or a Class P for hire bus;
- (19) A salvage vehicle acquired by a licensed dealer that has been restored by the licensed dealer and that has been inspected under 13-507 (a) (ii) of this title;
- (20) A vehicle acquired for resale by a licensed dealer if the dealer reassignment sections contained on the certificate of title are exhausted;
- (21) A Class M motor home or Class G travel trailer that is transferred or retitled in the dealership's name under 15-305 (d) (2) of this article;
- (22) A special purpose vehicle owned by a coal company if the vehicle is used:
 - (i) For transportation of workers, coal, or equipment used in the coal production process; and
 - (ii) Exclusively in or on coal mining property;
- (23) A vehicle which is used exclusively in the transportation of disabled or elderly persons, owned by a nonprofit organization, and in which the Maryland Transit Administration retains a security interest.



Transactions that “Can” be processed by ERT Dealers

- New title and tags (T1)
- New title and transfer of tags (T2)
- New title and transfer with renewal of tags (T3)
- New title only (T5)
- Title for ATV’s–Must use Class D, enter NR in the inspection field, and enter AT for body style
- New tag registration (NR)
- Standard renewal (SR)
- Replacement tag renewal (RT)
- Substitute tags (ST)
- Duplicate registration (DU)
- Duplicate title, Form VR-018 (DT) (Transmit only)
- Duplicate title, Form VR-003 (Transmit only)
- Administrative Flag fee (AF)
- Can utilize mailing address, mail address shows on title
- Soundex issuance with proper documents must fax Driver License, ID card, Military ID from this country with Driver License to MVA ERT Unit (otherwise transaction must be submitted to a Full Service MVA Branch Office)
- Tag return



Transactions that “Cannot” be processed by ERT Dealers

- No salvage transactions
- No branding of titles (can only brand for *CAL LEV*, Leased vehicles, and odometer A, B, or C) A TITLE REQUIRING ANY OTHER BRAND “MUST” BE TAKEN TO THE MVA FOR PROCESSING.
- No VIN plate assignment
- No new issuance of personalized or organizational tags, only transfer of personalized or organizational tags
- No taxi (class B), no limousine (class Q), no ambulance/funeral (class C)
- No state and local government (not new or transfer)
- No law enforcement
- No tax exempt for business (mergers, reorganizations, newly formed, dissolutions)
- No tax exempt –individual transferring to intervivos trust
- No excise tax credit for new residents
- No out of country- (gray market vehicles)
- No registration correction (RC)
- No transfer tags (TT) after it’s been titled
- No transfer with renewal (TR) after it’s been titled

Auditing



Dealer Audit Tidbits

Temporary Tags

- Only 1 temporary registration certificate can be issued to any individual for same vehicle. No temporary registration certificate can be issued for a courtesy delivery. Dealers should keep some kind of record denoting which temporary tags were issued.

Transmittal Sheets/Title Lateness

- For dropped off title transactions the dealer shall ensure that branch office shall date stamp the transmittal sheets. The transmittal sheets shall be retained for three years or until audited. For walk-ins the transmittal sheet is not required, but ensure that your dealership/title service is receiving credit for the date the work is processed.
- Approximately 6% of title applications are late according to our recent audit reports.

Inspection Certificate

- A used vehicle should be inspected on or before the date of delivery.
- Inspection certificates are valid for six months from date of inspection or until 1,000 miles have been added to the odometer.



Dealer Audit Tidbits

ERT Sticker & Tag Accountability

- During our routine audits and ERT audits might visit your dealerships and attempt to account for one or a series of metal plates and or stickers. All sensitive items should be accounted for. The dealership should have a log or ledger or perpetual records whichever best suits the dealership. Any stolen sticker or tag should be reported to the ERT Unit, Business Licensing & your local Law Enforcement. **Voided inventory should be documented properly and retained for audit purposes. Please do not mail voided inventory to the MVA.**
- In some instances registration materials are kept locked but all business employees have access to the secured areas. Keep access limited to necessary employees only



Taxable Selling Price

- The dealer processing fee is taxable and should be included in the taxable selling price. This dealer-processing fee should be clearly identified and not included as a lump sum on the dealer's buyer's orders and sales invoices. **Note: Maryland's processing charge can not exceed \$300.**

Dealer Audit Tidbits

Taxable Selling Price Continued

- Manufacturer's rebates are taxable and should be included in taxable selling price.
- Internal Auditing is mandated by the Legislative Auditors to expand dealership audits that have excise tax due based on numerous instances or fraud.

Trade-Ins per Comar 11.15.33.05

- The amount of the trade-in allowance that is deducted from the purchase price may not exceed the trade-in value indicated in the national publication of used car values(NADA) adopted for use by the Administration.
- The trade-in allowance shall be limited to the vehicle with the highest trade-in value.
- A trade-in allowance may not be divided or deducted from the purchase price of more than one vehicle.



Taxable Items

- Retail purchase price
- Shipping or freight charges
- After manufacture items included with the vehicle at time of purchase
- Manufacturer rebates
- Full amount charged for processing fee by dealer

Non-Taxable Items

- Dealer discounts or rebates
- Extended warranties
- Mechanical repair contracts
- Federal excise tax
- Electronic registration fee
- Trade-in allowance per NADA
- Equipment installed to accommodate a disabled person

Questions and Answers

Q & A

- 1)What is the best protocol for transmittals – send to Branch or Glen Burnie?(missing doc requests regarding title work already sent, why is it so frequent, any plans to correct ways to protect dealership if docs are lost)?
 - The best protocol for transmittals is to send them to your local branch office. Dealers should keep the stamped, goldenrod copy of the transmittal and copies of all paperwork submitted. Please remember, you are required by law to retain copies for 3 years. There is a place on the transmittal to provide an email address or phone number so the branch office can contact you when the work is completed.
- 2)We are having problems with lease titling – we are not able to use the same soundex number more than once for Chrysler Capital leases – it keeps coming up with “county not found” and will not let us process the work. I was told we could use an out of state address for the lease company as long as the lessee’s address was in Maryland. How do we solve this? Also, when we do lease titles thru CVR, the C/O doesn’t show on the registration card.
 - This is an issue that needed to be resolved with the vendor. It has been corrected and the c/o should print on the registration card, per the ERT vendors. If your software is not printing correctly, you will need to contact your vendor.

Q & A

- 3) When can you give trade credit for a vehicle going from a company to an individual? We have been told that a sole proprietorship is ok but what about a LLC that only shows one member – does that qualify for a trade credit? Is there any time that a vehicle titled in a company name that show “INC.” would qualify?
 - The trade in regulation 11.15.33.07 states “the trade in allowance may apply if the “owner or co-owner” of the trade-in vehicle is the “owner or co-owner” of the vehicle being purchased”.

In a sole proprietorship, the business and the sole owner are considered to be legally one and the same. However, in the case of a business entity that is an LLC and its member(s) are considered to be separate entities (legal beings). A corporation and its stockholders and officers are also separate entities. Therefore you are correct in deducting the trade in allowance for a vehicle titled to a sole proprietorship, traded in on a vehicle purchased in the individual name of the sole proprietor (or vice versa), because they are considered legally one and the same.

However, you cannot give a trade in allowance for a vehicle titled to a corporation or LLC traded-in for the purchase of a vehicle titled to an individual (or vice versa), since the corporation and individual are separate legal entities (not one and the same).

Q & A

- 4)Release date for Electronic Lien Release –Transfer tag process
 - The release date is currently scheduled for November 19, 2014.
- 5)Are the lease vehicles being titled correctly now? Has the issue for soundex numbers been corrected? Is it now only on the soundex number what we are suppose to use?
 - All vendors have made the corrections to their software and we have not had any recent issues, other than what was stated above in question 2. You should now be able to use the same soundex number. Any issues need to be reported to your vendor.

Q & A

- 6) Corrections with leased vehicles. Why is it that Finance can issue tag or transfer of tags but, when it gets to the title clerk, there are stops-that may say unable to close...why is this not done when being issued?
 - Any flags on a transaction that would stop a transaction from being finalized should also stop a transaction from being pended. If there are no stops on the transaction when pended, the transaction should complete. This is an issue your vendor needs to correct.
- 7) Can you please address at the MVA seminar next week, the tag return issue. MVA is voiding out customer's tags when they are being transferred. I have had 3 calls now from police and customer's regarding their vehicle not being registered. When finance is transferring tags and they are doing the new process of tag return to 0 to alert the MVA, so the customer will not get a violation flagged on their trade.
 - When the tag return code 25 is used the system creates a tag transfer record. We do not remove the tag from our database. The newly purchased vehicle would not show on our database until the transactions is finalized unless a temp tag is issued. Notification is being sent to law enforcement regarding these transactions.