

Dealer Seminar Spring 2014

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

What's happening at the MVA?

- Legislation
- Dealer Processing Charge
- E-Card Insurance Verification
- Cross Border Titling through ERT with Delaware
- Leased Vehicles
- The design of the MVA Website
- We want you to know
- Dealer Audits Tidbits
- Questions

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
- **EFFECTIVE IMMEDIATELY**

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.
- Effective Immediately

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

Motor Vehicles - Inspection Certificates for Used Vehicles - Procedures

- This bill allows for the issuance of an electronic inspection certificate in addition to the current paper inspection certificate.
- Removes the requirement to attach copy of inspection to window of vehicle.
- This does not eliminate having to have a vehicle inspected prior to the sale.
- Changes with this bill include charging full registration fees at time of issuance of the temporary tag.
- All stickers will be mailed to the owner's address on file.
- Effective July 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.
 - Vehicle registration will be flagged
- 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.
- Effective July 1, 2014

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

Dealer Processing Charge

On or after July 1, 2014 will not exceed \$300.

Must include on the contract for sale of a vehicle next to the charge (not required by law)

E-Card Insurance Verification

Effective May 1, 2014, MVA is pleased to announce the e-Card insurance verification is now 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.

Delaware Reciprocity Agreement

We are pleased to announce The Maryland's Motor Vehicle Administration and The Delaware's Division of Motor Vehicles have signed an agreement to allow cross border titling and registration.

This agreement allows new and used motor vehicle dealers in Delaware and Maryland to apply to title and register vehicles electronically for their customers.

Seminars were held with Delaware Dealers in April.

Delaware is in the process of rewriting their mainframe system and will allow MD dealers to process electronically once complete.

Leased Vehicles

When titling a leased vehicle please obtain the leasing company's sound-ex 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.

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".

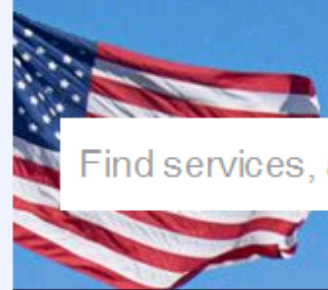
The registration card will print with the leasing company's name along with the in care of symbol (%) and lessee's name and address.

→ [WWW.MVA.MARYLAND.GOV](http://www.mva.maryland.gov)

The screenshot shows the Maryland Motor Vehicle Administration (MVA) website in a Windows Internet Explorer browser. The browser's address bar displays the URL <http://www.mva.maryland.gov/>. The website header features the MVA logo, the text "DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION", and a search bar with the placeholder text "Find services, agencies and more". A navigation menu includes links for HOME, LOCATIONS, DRIVERS, VEHICLES, BUSINESSES, SAFETY, and ONLINE SERVICES. A social media bar contains icons for Facebook, Twitter, YouTube, and an "ALL" button. A yellow crash test dummy is visible on the right side of the header. Below the header, a "Top Activities" section lists links for "Renew Vehicle Registration", "Renew License", "Check Wait Time At Local Service Center", and "Schedule An Appointment". A large banner image shows Governor O'Malley with the text "Governor O'Malley Introduces New MVA Online Vision Service" and "Governor O'Malley talks about how you can renew your driver's license online and how your vision provider can electronically send your vision". The browser's status bar at the bottom shows "Done" and "Local intranet".



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



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- HOME
- LOCATIONS
- DRIVERS
- VEHICLES
- BUSINESSES
- SAFETY
- ONLINE SERVICES

Business Services

Bulletins

Electronic Registration and Titling (ERT)

eFR-19 Insurance Agent Login

Interactive Title & Registration Manual

Licensed Maryland Tag & Title Services

Consumer Tips to Purchasing A Vehicle

Dealers Dealer Seminars

Salvage Certificate

More



BIRTH DATE: 12-25-1982
EXPIRES: 12-27-2015

Will be mailed to the customer and no longer issued directly over the counter

Dealers **6**Documents **5**Services **7**Others **3**

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 

Bulletin Archives 

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Bulletin Archives

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DRIVERS

VEHICLES

BUSINESSES

SAFETY

ONLINE SERVICES

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Others 3

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: 



Waiver of IRP Requirements

Effective 11/01/2013, Maryland will authorize a temporary waiver of IRP registration due to Hurricane Sandy.

[More >>](#)



Video



Smart, Green and Growing



Performance measurement and accountability in your State government



Track our progress on the Governor's 16 policy goals for Maryland.

CONTACT US

6601 Ritchie Highway NE,
Glen Burnie, MD 21062
410-768-7000
1-800-492-4575 (TTY)

SOCIAL MEDIA



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Local intranet



100%

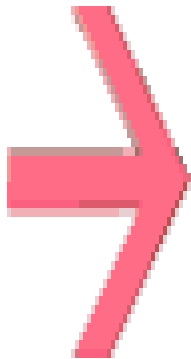
Top Activities

[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](#)

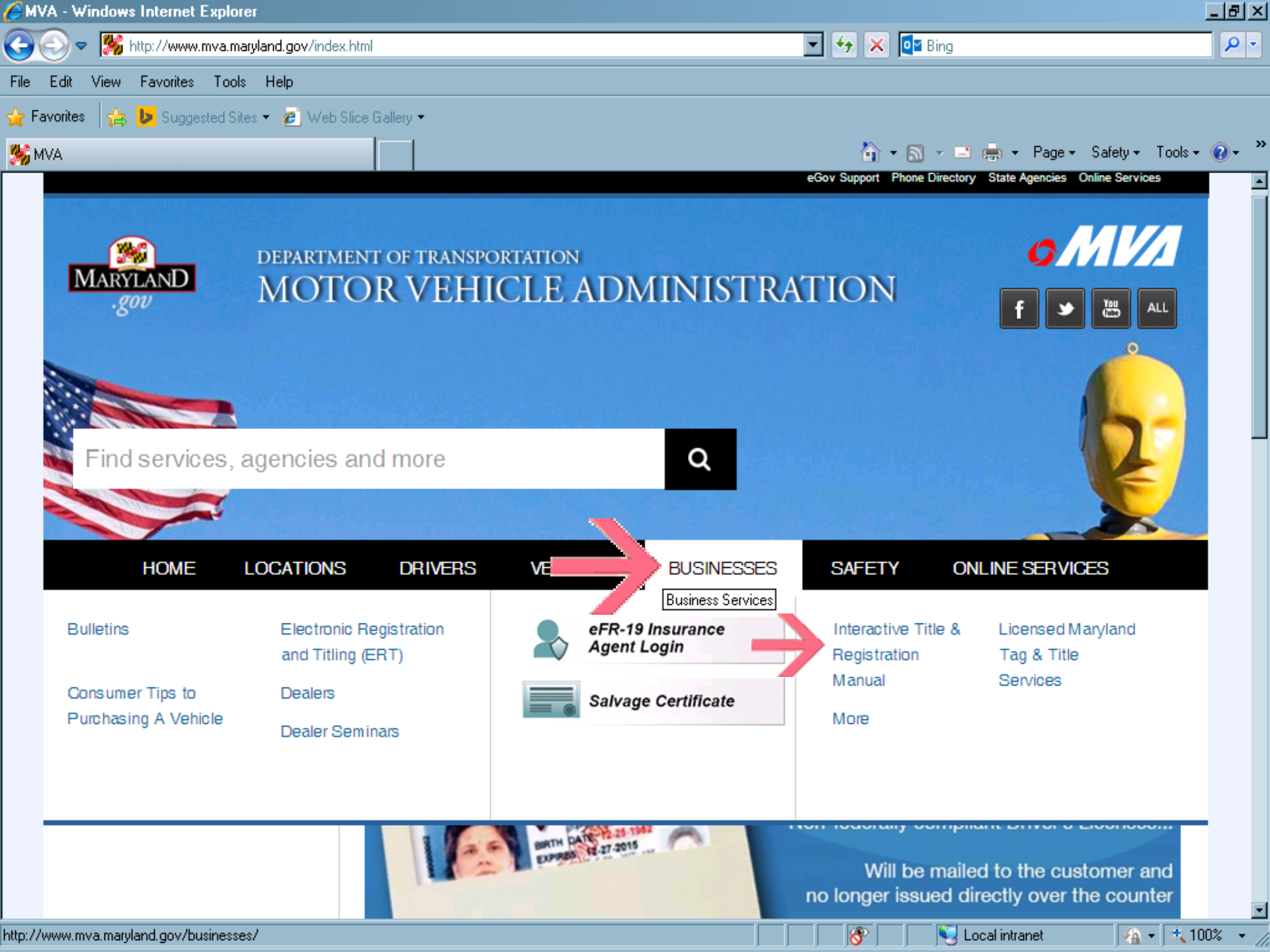
COMPLAINTS AND INVESTIGATIONS

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



Interactive Title and Registration Manual

Now available on MVA's website
www.mva.maryland.gov



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



Find services, agencies and more

- HOME
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Business Services



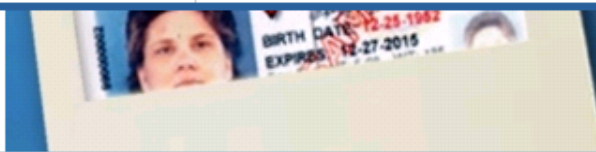
eFR-19 Insurance Agent Login



Salvage Certificate

- Interactive Title & Registration Manual
- More

Licensed Maryland Tag & Title Services



Will be mailed to the customer and no longer issued directly over the counter

Internet Explorer browser window showing the URL: http://www.mva.maryland.gov/businesses/_docs/Interactive-Title-and-Registration-Manual.pdf. The address bar includes navigation icons (back, forward, home, stop, refresh) and a search engine (Bing). The menu bar includes File, Edit, Go To, Favorites, and Help. The Favorites bar shows Suggested Sites and Web Slice Gallery. The toolbar includes icons for printing, saving, and navigation, along with a search box containing the text "Find".



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.

SEARCH OPTIONS

Click search and type what you are looking for



Click on page number on the table of contents

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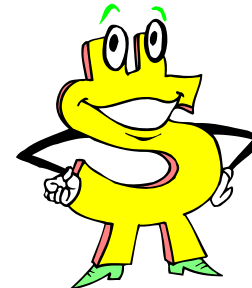
Benefits

- Provides online guidance to dealers and title services



- Information provided will increase efficiency, leading to greater customer service and satisfaction

- Assist with the proper completion of transactions, increase accuracy and reduce rejected transactions



- Includes contact information for MVA, dealers associations and ERT Vendors



We want you to know

Dealership Records

Dealership records regarding purchases, sales, transfers of ownership, collection of excise tax, titling and registration fees, issuance of 60-day registration plates, and permits and listings of permanent dealer registration plates assigned to the dealership, must be maintained on the premises and open for inspection by authorized representatives of the Administration and law enforcement agencies during normal business hours. All records of the dealership can either be preserved in original form or in an electronic format for a period of 3 years unless the Administration in writing consents to the destruction within that period, or, by order, requires they be kept for a longer period.

A dealer is also required to maintain records for each untitled vehicle in the dealer's inventory while the vehicle is in the possession of prospective retail customers. The records should document each prospective retail customer of the vehicle; and the beginning and ending odometer reading of the vehicle for the period each prospective retail customer had possession of the vehicle. Dealership records regarding purchases, sales, or transfers of ownership with dealerships or their agents licensed to do business in Maryland or other jurisdictions must contain the identity of the dealer or agent and a copy or copies of information which verifies the dealer or agent is properly licensed in Maryland or any other jurisdiction.

Federal Regulations require odometer mileage retention for a period of five (5) years.

Primary Contact Email Address

- The Administration is requesting a primary contact email address for dealers. This will be used to communicate all changes and procedures.
- In order to obtain or renew your license, the MVA is requesting you submit a primary contact & email address. All MVA correspondence regarding your Business will be sent to the primary contact's email address on file with the administration.
- Contact your business licensing representative for changes or you may provide the updates to business licensing via mvablcsd@mva.maryland.gov.
- Dealers are responsible for keeping this updated.

Note: Any employee of the dealership may sign up to receive dealer bulletins via email.





Late Pending Transactions

- Procedures include:
 - Contacting dealers with late transactions by email.
 - Send letters to principal owner(s) if the transactions are not completed after the timeframe given in the initial contact.
 - In some cases the transactions may be transmitted without funds and funds may be requested from the bonding company.
 - In extreme cases we may remove you from ERT.

ERT Workflow

This is an internal operations program that is designed for the ERT unit to systematically check for missing documents and data related to title work transactions.

Categories:

-  Data transmitted with no paperwork received
-  Paperwork received and no data transmitted
-  Omitted Documents
-  Excise Tax

You will be receiving letters from your ERT representative requesting that missing documents or data be submitted. It is very important that you respond to this letter. If you receive letters in error contact your representative.

ERT Workflow Reminders

- ➔ Record the VIN number of the trade in vehicle on the VR-005.
- ➔ The vehicle owner (s) signature must be recorded on the VR-003 (dealer duplicate). A POA cannot be used for the customer (s) signature.
- ➔ Please ensure when selecting the insurance provider, 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.
- ➔ Maryland Tax rate is 6%.



Maryland Motor
Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062
1-800-950-1MVA (1682)
CUSTOMER SERVICE CENTER
1-800-492-4575
TTY
www.marylandmva.com
WEB SITE

May 12, 2014



RE: LATE TITLING REPORT FOR : 1st Quarter, 2014

Dear Licensee:

Pursuant to Maryland Vehicle Law, Section § 15-315(b); As to any person licensed under this subtitle, instead of or in addition to revocation, suspension, or refusal to renew a license under this section; this Administration may order the licensee to pay a fine not exceeding \$1,000 for each violation of this subtitle. Titling.

NAMELY: Between January 2014 through March 2014, your dealership submitted to the Motor Vehicle Administration, 7 title transactions which exceeded the thirty (30) day requirement of Motor Vehicle Law, Section § 13-113 (e)(2)(i)(ii) and (e)(4) and § 15-314(g). This information was obtained from Dealer Lateness Reports, compiled from Branch and ERT transactions.

The Dealership was counseled regarding previous instances of Late Titling, and made aware of the consequences of continued violations.

The fine is \$15.00 on the first day of lateness and \$1.00 for each additional day late for each violation of Maryland Vehicle Law § 15-315-(a) (4), based on MVA Policy Dealer Fine/Sanction Guidelines: Late Submission: Title Transactions.

As a result of the above mentioned report; you are hereby ordered to pay a fine of \$152.00 for violation of the following:

Maryland Vehicle Law, Section §15-315-(a) (4) 7 Counts

TO WIT: The person has failed to comply with any of the provisions of the Maryland Vehicle Law relating to the registration of vehicles certificates of title and the sale of vehicles.

Late Titling Automated Process

The dealer has 30 days to respond or pay the late titling penalty.

If there is no response, a final notice is sent which requires a response within 30 days of the date of the notice.

If there is no response to the final notice, the system automatically sends it to the Central Collections Unit and a 17% charge is added to the outstanding amount.

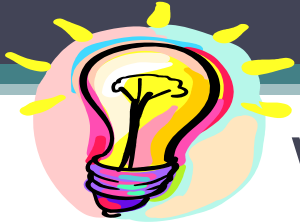
WHAT ERT DEALERS “CAN” DO & “CAN’T” DO





What transactions “Can” ERT dealers process electronically?

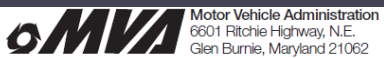
- New title and tags (T1)
- New title and transfer of tags (T2)
- New title and transfer with renewal of tags (T3)
- New title only (T5)
- Title for ATV's-Need to use Class D, enter NR in the inspection field and enter AT for body style.
- New tag registration (NR)
- Standard renewal (SR)
- Replacement 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 needs to be submitted to the MVA Branch Office)
- Tag return



What transactions “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

DEALER'S DUPLICATE TITLE



VR-003 (01-13)

➤ Use this form only when:

- Owner(s) traded a vehicle in and has not provided a MD title

➤ Attach to this application copies of:

- Vehicle Buyer's Order
- Odometer Mileage Statement
- Owner(s) Valid Driver's License or State I.D.(s)

Application for Dealer's Duplicate Certificate of Ownership (Fee - \$20.00)

Please print information in ink

Instructions to Dealer: Please use this form only when the original certificate of ownership has not been delivered to the dealership and/or the registered owner of the vehicle has not obtained a duplicate title if the original has been lost, destroyed, altered, mutilated, or misassigned.

This application will not be accepted if submitted within 10 days of the transaction. Attach to this application copies of the vehicle buyer's order, identifying the vehicle as a trade-in, and the odometer mileage statement signed by the currently registered owner of the vehicle. The duplicate title will be mailed to the dealership and will indicate current mileage. **A COPY OF THE OWNER(S) VALID DRIVER'S LICENSE OR STATE ISSUED I.D.(S) IS REQUIRED.**

Registered Owner: A copy of this application will be mailed to you. When you receive it, please check it carefully. If any information is incorrect or has been altered, please contact the MVA's Licensing and Consumer Services Division at (410) 768-7421.

Check reason: Lost Destroyed Altered Mutilated Misassigned Returned to State (must attach the previous state's title)

Other _____

I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

_____ (no tenths) 1. The mileage stated is in excess of its mechanical limits.
 odometer reading 2. The odometer reading is not the actual mileage. **Warning- Odometer Discrepancy**

Original Amount of Lien (If no lien write "none" or if lien is satisfied, please attach the lien release) _____ Date of Lien _____ Kind of Lien _____

Name of Secured Party (Bank, Finance Company, etc.) _____

Address of Secured Party _____

Current Maryland Title Number _____ Tag Number _____ Make _____ Year _____ Vehicle Identification Number _____

Applicant's First Name _____ Middle _____ Last _____ Co-Applicant's First Name _____ Middle _____ Last _____

Applicant's Driver's License Number _____ Date of Birth _____ Co-Applicant's Driver's License Number _____ Date of Birth _____

Applicant's Street Address _____ City _____ County _____ State _____ Zip Code _____

I/we certify, under penalty of perjury, that the statements made are true and correct, to the best of my/our knowledge, information and belief.

This _____ day of _____ (year) _____.

Owner's Signature _____ Co-Owner's Signature _____
 (Must be signed personally by the owner; if joint ownership, signature of each party must appear; if the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.)

Checks or money orders for the application fee, are to be made payable to the MVA. Please include on check: imprinted name and address, driver's license number, and home and/or work phone number. Send application with fee to: Motor Vehicle Administration, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

Name of Dealership duplicate title is to be mailed to _____ Address _____

Printed Name of Dealer's Authorized Agent _____ Signature _____

For MVA use only

Record examined and issuance approved by: _____ OK to issue and show lien OK to issue without lien (identification provided)

Type of Identification provided: _____

Method of Payment: C CK CC CV

White Copy - MVA _____ Canary Copy - Customer _____ Pink Copy - Dealer Licensing _____

Application for DUPLICATE TITLE



VR-018 (12-13)

Application for Duplicate Certificate of Title

Fee: \$20.00

A DUPLICATE TITLE MAY BE REQUESTED:

- Online through the MVA's website at www.mva.maryland.gov. Duplicate titles ordered online may be mailed to an alternate address at the owner's request. Mailing instructions are provided in the online application.
- At a KIOSK located at MVA's Full and Express Offices. Duplicate title ordered may be mailed to an alternate address.
- At a tag and title service licensed by the MVA. A copy of the valid state issued identification must be submitted by the applicant along with the application.
- At all full service MVA branch offices and mailed the next business day to the address on record with the MVA. A copy of the owner(s) valid driver's license or state issued I.D.(s) must accompany this form. Titles may not be mailed to an alternate address.

Reason for Request (please check one):

Lost Destroyed Altered Mutilated Misassigned Returned to State Other _____

The altered, mutilated, or misassigned title is required when making an application for a duplicate. The out-of-state title is required if the original Maryland title was surrendered to another state.

Name of Secured Party
(Bank, Finance Company, Etc.) _____

Address of Secured Party _____

Current Maryland Title # _____ Make of Vehicle _____ Model Year _____

Vehicle Identification Number _____

Owner's First Name _____ Middle _____ Last _____

Driver's License # _____ Date of Birth _____

Co-Owner's First Name _____ Middle _____ Last _____

Co-Owner's Driver's License # _____ Date of Birth _____

Current Resident Address _____

City _____ State _____ Zip Code _____

Please check here if this is a new address.

I/we certify, under penalty of perjury, that the statements made herein are true and correct, to the best of my/our knowledge, information, and belief.

This _____ day of _____ year _____

Owner's Signature _____ Co-Owner's Signature _____

This application requires the signature of the owner(s).

- If jointly owned, all owners signatures are required.
- If the owner is a business entity, the person legally authorized to sign must state their capacity after their signature.
- If the owner is a trust, the trustee must sign and state their capacity.

Penalty for falsifying this application for a title or registration is punishable by a fine up to \$1,000.

Additional Instructions:

- This application must be accompanied by a copy of the valid state issued identification(s) of the vehicle owner(s) and any person presenting the application.
- The personal representative or legal heir of a deceased owner is required to submit letters of administration.
- If the vehicle is jointly owned by spouses and one is deceased, the surviving spouse is not required to include a certified copy of the death certificate if they have a "Reported Deceased" notice (Form VR-278) or a decedents letter (Form VR-264F) from the MVA.
- A bankruptcy trustee is required to attach a copy of their appointment by the court.

Important: This Section can only be used if the lien(s) are over seven (7) years old and have been satisfied.

"I hereby certify, under penalty of perjury, that the above referenced vehicle lien has been satisfied in full.

I further certify that in the event a lien or lienholder is later determined to exist, I will make full restitution to the lienholder and furnish the lien release to the Motor Vehicle Administration (MVA). I further certify that I will defend, indemnify and hold the MVA harmless against any claim from a lienholder or lien as a result of this title being issued."

Owner's Signature _____ Date _____ Co-owner's Signature _____ Date _____

For MVA use only

Supervisor approval: _____ Copy of I.D. attached

Reason for approval: _____

➤ Attach to this application copies of:
• Registration Receipt

REQUESTING SOUNDEX FROM ERT UNIT

Documents Required



- Copy of the individuals out-of-state driver's license. We can only accept drivers license for the continental United States, Guam Puerto Rico, and U.S. territories.
- Copy of the VR-5 with the customer's name (i.e. full first, middle and last name), date of birth and Maryland address
- 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 request, it could take 48 to 72 hours.

The ERT Unit will contact you when the soundex has been issued

Submitting Title Work

FROM TOP TO BOTTOM

Bundle Report should be on top of all title records
Maryland MVA Title/Registration Receipt
Registration card (if tag transferred)
Application for Certificate of Title (VR-005)
Certificate of Origin, Title, or other acceptable ownership document
Lien Release-Notice of Security Interest Filing
Dealer Reassignments
Bill of Sale/Gift Form
Miscellaneous MVA Forms
Odometer Disclosure Statements (VR-197)
Maryland Safety Inspection Certificate
Vehicle Emission Report (if submitted)

Please assemble forms in proper order

Do not fold forms

Do not use an excessive number of staples

Do not use highlighters

Trade-in Allowance

- COMAR 11.15.33
- The amount of the trade-in allowance may not exceed the trade-in value indicated in the National Publication of used car values adopted for use by the Administration (NADA)
- Allowance may not be divided or deducted from the purchase price of more than one vehicle
- Leased vehicles
 - Applicable if the vehicle is being traded-in on the purchase of the new vehicle
 - The same leasing company owned the trade-in vehicle and was signing it over to the dealership to purchase the new vehicle
- Visit <http://www.dsd.state.md.us/comar> to review full regulations or www.lexisnexis.com to review Maryland laws

Disclosure of Former Vehicle Use

Maryland Vehicle Law requires a dealer to disclose to consumers the vehicle's prior use

Example

If a dealer has knowledge the vehicle previously was used:

As a rental

As a Taxi

As a demonstrator

Other as required see COMAR 11.12.01.14 (M)

A disclosure form must be completed and the original kept in the dealer sale file with a copy to the customer

A dealer may use the MVA form "Disclosure of Former Vehicle Use" (VR-460) or use a form of their choosing as long as it contains the required information

The MVA Form is available at

<http://www.mva.maryland.gov/BusinessServices/Forms.index.htm>



Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-460 (04-13)

Disclosure of Former Vehicle Use

The following disclosure of vehicle use is set out in the Code of Maryland Regulations 11.12.01.14M. This form is not intended to be all inclusive. There may be other disclosures required by state or federal laws.

Instructions to Dealer: Please print information in ink.

The vehicle being sold has been previously used: (check all that apply)

- Motor Vehicle Enforcement Warranty (Lemon Law);
- For public or governmental purposes and normally driven by multiple drivers;
- As an executive driven vehicle;
- As a demonstrator;
- For driver training;
- As a taxicab; or
- As a short-term rental vehicle;
- Other (Specify)

The word "commercial" or similar ambiguous terms may not be used to describe these vehicles.

Vehicle Information

Year _____ Make _____ Model _____ Body Type _____

Vehicle Identification No. _____

Certification

Any willful misinformation provided with fraudulent intent may be prosecuted under Maryland Law. I solemnly affirm under penalties of perjury and upon personal knowledge the contents of the foregoing document are true and correct to the best of my knowledge, information and belief. I further certify that I read and understand the above requirements.

Name of Dealership _____ Dealer License# _____

by _____
Date Dealer Signature Capacity Printed Name

by _____
Date Applicant Signature Printed Name

by _____
Date Applicant Signature Printed Name

Corrections



Owner Correction

- Documents Required
 - Letter of explanation from dealership on letterhead
 - Incorrect title
 - Incorrect SIF (if applicable)
 - New VR-5
 - If removing a name, a letter from both individuals explaining the reason for removal
 - Correction Fee \$50.00
- Note: Owner correction can only be made within the first year of titling.

Switched Certificate of Origin

- Documents Required
 - Letter of explanation from dealership
 - Incorrect title
 - Incorrect SIF (if applicable)
 - New VR-5
 - Correct certificate of origin
 - Odometer statement
 - Correction fee \$50.00

VIN/Make/Year/Body Style

- Documents Required
 - Letter stating what is being corrected
 - Incorrect title
 - Incorrect SIF (if applicable)
 - Correct fee \$50.00

Dealer Audit Tidbits

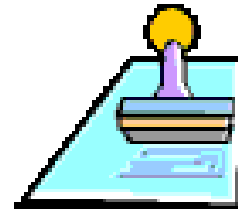


Temporary Tags

- Only 1 Temporary Tag can be issued for a sales transaction
 - Dealers should keep a record denoting which temporary tags were issued

Transmittal Sheets/Title Lateness

- Ensure the branch office date stamps all transmittal sheets



- Retain for 3 years
- Walk-ins do not require a transmittal, but ensure you are receiving credit for the date the work is processed

Approximately 14% to 24% of title applications are late according to our dealer audits the past couple of quarters.

Inspection Certificates

- A used vehicle should be inspected on or before the date of delivery



- Valid from 6 months from date of inspection or until 1,000 miles have been added to the odometer

ERT Sticker & Tag Accountability

- All sensitive items should be accounted for



- Have a log, ledger or perpetual records

- Stolen stickers or tags should be reported to the ERT Unit, Business Licensing and your local law enforcement jurisdiction



- Voided inventory should be documented properly
- Limit access to secured inventory to necessary employees only

Taxable Selling Price

- Dealer processing fee of \$200.00 is taxable and should be included in the taxable selling price. This dealer processing fee increases to \$300.00 on July 1, 2014.
- Out of State Dealers can charge whatever they want for a dealer processing fee, however the full amount should be included in the taxable selling price.
 - Should be clearly identified and not included as a lump sum on the buyer's order and sales invoice
- Manufacturer's rebates are taxable and should be included in the 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

- COMAR 11.15.33.05 allows dealerships to deduct the trade-in allowance from the taxable selling price
- Internal Auditing is reviewing transactions on every dealership audit to determine if trade-ins are being handled properly
 - Will tax any material differences and expand when applicable

- Only 1 trade-in is allowed on any particular transaction
 - The trade-in allowance shall be limited to the vehicle with the highest trade-in vehicle
 - This regulation does not talk to increasing the trade-in because of negative equity or increasing the trade-in because of competition from other dealers

Vendor Aged Transaction Reports or Past Due Pending Reports

- Monitor/review reports to ensure transactions are processed within 30 days
- Reports occasionally contain transactions that are extremely late
 - In most cases the transactions were walked into MVA to be processed and should have been voided or deleted from the ERT system
- Review these reports for accuracy and correct or delete transactions when appropriate



Questions and Answers

A decorative horizontal line consisting of a thick teal bar on top, followed by a thin white bar, and then three thin teal bars of varying lengths extending to the right.

1) How do dealers comply with privacy law when providing out of state purchasers with titles with prior owner information on them?

When the dealer is making the disclosure, and not the MVA, the disclosure is not made under the PIA or the State Government Article and would not violate disclosure restrictions placed upon the State. If a dealer provided information obtained from its access to an MVA records source, the disclosure of private information would likely be a violation of the Privacy Protection Policy and restrictions to redisclosure that all entities that have access to MVA records are required to abide by. In the scenario you put forth below, the dealer has provided documentation acquired by it in the course of business as a dealer, and I do not believe that the dealer can do anything other than comply with TR § 13-113(e)(4) and deliver the assigned title to the buyer.

2) Exactly what documentation is required when delivering a “previously delivered vehicle”?

Answered in slide

3) EVR changes in Lease Title Registration procedures, EVR registration Lease Vehicles.

No changes are required for registration of leased vehicles. When titling a leased vehicle you must enter the leasing companies soundex number and the individual's driver's license number.

4) Are you aware that the new website is often inaccessible?

There have been instances recently where the website was unavailable for maintenance and upgrades to our backend systems. The site goes down off hours for routine maintenance.

5) Can a dealership pass on the "Reg USA" fee of \$116?

This is optional; however, this is not a required MVA fee.