

Maryland Automobile Dealers Association Spring 2015

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



What's happening at the MVA?

- Legislation
- Cross Border Titling through ERT with Pennsylvania
- Updates on the MVA Website
- We want you to know
- Dealer Audits Tidbits
- Questions

Title Fees / Rental Vehicles – HB 203 / SB451

- **This bill establishes a permanent title fee for the issuance of a title for a rental vehicle.**
- **The title fee for a rental vehicle is \$50.00. This applies to all rental classes: ARL, DRL, ERL, FRL, GRL, and MRL.**

Effective June 1, 2015

Single Registration Plates Class L (Historic) & Class N (Street Rod) vehicles – HB 524

- This Bill requires the Motor Vehicle Administration to issue a single plate on Class L (Historic) & Class N (Street Rod) vehicles manufactured 50 years and older. A new tag scheme has been developed for the single plates as follows:
 - Class L (Historic) – is the letter L and four (4) numeric.
 - Class N (Street Rod) – is the letter N and four (4) numeric.

The single plate must be displayed on the rear of the vehicle except for Truck Tractors which will display the plate on the front of the vehicle.

- Note: The MVA will continue to issue single registration plates to Class D, (Motorcycle), Class F (Tractor), Class G (Trailer)
- Any customer who currently has the two (2) tags on their Class L or Class N registered vehicles may continue using these tags. However if the customer chooses to request the single registration plate, they will pay the \$20.00 substitute tag fee.

Effective October 1, 2015

Manufacturers & Distributors Sale of Electric or Nonfossil –Fuel Burning Vehicles – HB 235

- **This bill allows the Motor Vehicle Administration to license a manufacturer or distributor as a dealer if they deal only in electric or nonfossil-fuel burning vehicles, no dealer in the State holds a franchise from them, and they are not a subsidiary, an affiliate, or a controlled entity of the manufacturer; and do not hold a controlling interest in another manufacturer or distributor, or a subsidiary, and affiliate, or a controlled entity of another manufacturer or distributor licensed as a dealer in Maryland; and no more than four licenses of this type may be issued.**

Effective October 1, 2015

Financing or Leasing Agreements – HB 313

- **This bill requires a dealer to provide a notice to the purchaser of a vehicle through dealer arranged financing or leasing before approval of a third party financial institution. In addition, the dealer must notify the buyer in writing if the terms of the financial institution are not approved. If financing is not approved, the buyer is required to return the vehicle to the dealer within a prescribed period of time, and if it is not, the dealer is authorized to repossess the vehicle if the vehicle is not returned or new financing agreement is not agreed upon. If the vehicle is returned to the dealer, the dealer is required to return the trade-in vehicle, down payment, title fee, excise tax, and any other fee, tax or charge to the buyer if the sale is cancelled; and the dealer is prohibited from charging a fee for the use of the vehicle. The dealer must maintain required security (insurance), and the buyer is prohibited from waiving the rights established under this act. A violation of this Act will be considered unfair and deceptive trade practice, and a dealer found guilty will be subject to certain enforcement and penalty provisions.**

Effective October 1, 2015

Financing or Leasing Agreements – HB 313 continued

The required notice is as follows:

- “FOR FINANCE OR LEASE SALES: THE FINANCING OR LEASE AGREEMENT YOU ENTERED INTO WITH THE DEALER MAY NOT BE /IS NOT FINAL AND MUST BE APPROVED BY A THIRD-PARTY FINANCIAL INSTITUTION. IF THE TERMS ARE APPROVED, THE SALE CANNOT BE CANCELED. IF THE TERMS ARE NOT APPROVED, THE DEALER MUST NOTIFY YOU IN WRITING WITHIN 4 DAYS OF DELIVERY OF THE VEHICLE TO YOU, AND YOU OR THE DEALER MAY CANCEL THIS SALE. IF THE SALE IS CANCELED, THE VEHICLE DELIVERED TO YOU MUST BE RETURNED TO THE DEALER IN THE SAME CONDITION IT WAS GIVEN TO YOU, EXCEPT FOR NORMAL WEAR AND TEAR, WITHIN 2 DAYS OF YOUR RECEIPT OF A WRITTEN NOTICE OF THE THIRD-PARTY REJECTION. UNLESS YOU AND THE DEALER AGREE ON DIFFERENT TERMS, ANY DOWN PAYMENT, TITLING FEE, EXCISE TAX, DEALER PROCESSING CHARGE, OR ANY OTHER FEE, TAX, OR CHARGE ASSOCIATED WITH THE TRANSACTION, AND ANY TRADE-IN VEHICLE, IN THE SAME CONDITION IN WHICH THE DEALER RECEIVED THE VEHICLE, WILL BE RETURNED TO YOU IMMEDIATELY AND YOU MAY NOT BE CHARGED A FEE FOR USE OF THE VEHICLE THAT WAS THE SUBJECT OF THE SALE. YOU MAY NOT WAIVE ANY OF THESE RIGHTS. IF YOU FEEL THE DEALER HAS FAILED TO COMPLY WITH THE TERMS OF THIS NOTICE, YOU MAY CONTACT THE MOTOR VEHICLE ADMINISTRATION OR THE CONSUMER PROTECTION DIVISION OF THE OFFICE OF THE ATTORNEY GENERAL.”

Effective October 1, 2015

Mechanical Repair Contracts – HB630

This bill alters the definition of service contract to include a specified mechanical repair contract. The bill also alters the definition of mechanical repair contract and defines an obligor for persons who sell or offer for sale mechanical repair contracts. It requires a mechanical repair contract to be filed with the Insurance Commissioner and authorizes the Insurance Commissioner to investigate and determine if a mechanical repair contract is in compliance with specified provisions of law. Establishes an annual fee for registration of an obligor and prohibits the offering, selling or negotiating a mechanical repair contract if not registered. If engaging in mechanical repair contract transactions on or before October 1, 2015, an obligor must register with the Insurance Commissioner within 90 days after the registration application is made available. Mechanical repair contracts transactions are not included as taxable item.

Effective October 1, 2015

Individuals with Disabilities / Licensed Physical Therapist – HB 201/SB 124

- This bill authorizes a physical therapist to certify to the existence of permanent disabilities for applicants of disability plates, disability parking placards, as well as temporary disabilities for temporary parking placards. In addition, the State Board of Physical Therapy Examiners is responsible for the development and maintenance of a database system that the MVA can interface with to verify licensure.

Effective October 1, 2015

Commercial Motor Vehicles – Denial, Cancellation, Suspension or Revocation of Registration – HB 1229

- This bill authorizes the Motor Vehicle Administration (MVA) to deny, cancel, suspend, or revoke a commercial motor vehicle registration if the motor carrier of the vehicle is subject to an out of service order defined in 16-812(I)(1) of Maryland Vehicle Law; Federal Operating Authority Sanctions; or the United States Department of Transportation (USDOT) determines the motor carrier is/has attempted to operate a motor carrier under a new or affiliated identity to avoid compliance with a USDOT order, statutory/regulatory requirement, paying a civil penalty, responding to an enforcement action, being connected with a negative compliance history.**

Effective October 1, 2015

Pennsylvania Reciprocity Agreement

We are pleased to announce The Maryland's Motor Vehicle Administration and The Pennsylvania 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 Pennsylvania and Maryland to apply to title and register vehicles electronically for their customers.

Seminars are being planned with Pennsylvania Dealers. For more information, contact anyone of the vendors listed below.

**Computerized Vehicle
Registration (CVR)
7000 Village Drive Buena
Park, CA 90621
1-800-333-6995
www.cvrweb.com**

**DealerTrack formerly
(Trivin)
115 Poheganut Drive
Groton CT 06340
1-800-876-2312
www.dealertrack.com**

**Title Technologies Inc. (Title
Tech) 14850 Montfort Drive
Suite 180
Dallas TX, 75254
1-866-689-0578
www.titletec.com**

WWW.MVA.MARYLAND.GOV

Updates!



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



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Dealer Seminars



Insurance Contact Registry



eFR-19 Insurance Agent Login



Salvage Certificate

Interactive Title & Registration Manual
More

Licensed Maryland Tag & Title Services

- FIRST driver / learner / moped / license or ID, Card? Schedule An Appointment
- Schedule a Test/Retest
- What to Bring to the MVA for a Driver's License or ID Card
- Lo que debe traer a la MVA para una Licencia de Conducir or Tarjeta de Identificación
- Test Yourself! Sample Driver's Test

GET THE TOOLS TO HELP YOU PASS THE TEST

CLICK HERE TO:

- Download the MD Practice Driving Test App
- Take the Knowledge Test Tutorial
- Read the Maryland Driver Manual

Prepare to Pass the First Time!

Find services, agencies and more



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Electronic Lien Services (ELS)



The Maryland Motor Vehicle Administration (MVA) is pleased to inform lien holders of the opportunity to contract with specified vendors for Electronic Lien Services (ELS). By signing up with a vendor, you receive electronic notifications of liens recorded on your behalf on Maryland titles, and submit lien releases electronically to the vendor for submission to the MVA.

To contract with a vendor for ELS Service and or apply for a lien code please use the following form and contact the vendor of your choice below.

 [Application for Lien Code Assignment and/or Enrollment/Change in Electronic Lien System](#) 
(Form VR-466)

Please email completed forms to mvaelsinfo@mdot.state.md.us  or 
fax to Central Liens at 410-768-7594.

Application for Lien Code Assignment and/or Enrollment/Change in Electronic Lien System

This form is to be used by financial institutions and other lien holders to enroll in the Maryland Motor Vehicle Administration's (MVA) Electronic Lien System (ELS), or to modify an ELS account with MVA. This form is also used to request a lien code.

A ACTION REQUESTED – To Be Completed By Financial Institution/Lien holder

This application is for (check appropriate box/boxes):

- Lien code assignment (Complete section B)
- Enrollment in ELS Program – (Complete sections B and C)
- Change of Vendor/Service Provider – (Complete sections B and C)
- Removal from ELS Program – (Complete sections B and C)
- Change of Financial Institution/Lien holder Name – (Complete section B)
- Change of Financial Institution Address – (Complete section B)

B LIEN HOLDER INFORMATION – To Be Completed By Financial Institution/Lien holder

Name of Financial Institution/Lien holder _____ FEIN _____ ABA Number _____

Address _____ City or Town _____ State _____ Zip Code _____ LIEN CODE (if already assigned) _____

Name of Authorized Representative: (please print) _____ Capacity: _____ Signature of Authorized Representative below: _____

Email Address: _____ Telephone Number: _____ Date: _____

MVA USE ONLY
Lien code assigned _____ Date _____

Name of ELS Vendor/Service Provider: _____

Signature _____
Operator # _____

C ELS VENDOR/SERVICE PROVIDER AUTHORIZATION – To Be Completed By ELS Vendor/Service Provider

ELS Contract Authorized By: (Printed Name) _____ (Signature) _____ Capacity _____

Email Address of Contact Person: _____ Telephone Number: _____ Enrollment/Removal Date: _____
 Start _____ End _____

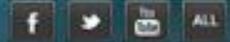
- Financial institutions must complete Sections A and B, then forward this form to the selected vendor/service provider.
- This completed application must be submitted to the MVA by the authorized ELS vendor/service provider named in Section C, unless this request is for an assigned lien code only. Please email completed forms to mvaelsinfo@mdot.state.md.us or fax to Central Liens at 410-768-7504.

Participating lien holders agree to the following conditions and requirements:

- The lien holder must contract with one of MVA's approved ELS service providers for transmission of all vehicle and title data.
- The lien holder must provide the lien code assigned by MVA, to all loan recipients and automotive dealers utilizing selected lien holder services.
- The lien holder must work directly with the contracted service provider's Help Desk to resolve all ELS discrepancies and data transmission issues.
- The lien holder must protect the confidentiality of the information and data to which the lien holder has access. At no time will the lien holder furnish to any person, association or organization any vehicle or title data received from MVA without MVA's prior written consent.
- The lien holder has no proprietary rights to the information received from the MVA.
- The lien holder understands that MVA and its employees shall not be liable to the lien holder for any damages, costs, lost production or any other loss of any kind for failure of MVA's equipment, hardware or software, or for the loss of consequential damages that are the result of any other type of failure.
- Authorization may be terminated by either party upon giving 30 days written notice to the other party. In the event of termination, MVA is released from any and all obligations to the lien holder.



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



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Bulletins



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



▼ Dealer Bulletins

- May 27, 2015 - Legislative
- April 30, 2015 - Trade Vehicle
- April 6, 2015- Clarification on March 19th, 2015 Excise Tax Credit
- March 19, 2015- Excise Tax Credit Request for Plug-In Electric Vehicles
- January 6, 2015- Plate Defacing-Return Tags
- October 14, 2014 - Title Transactions
- September 22, 2014 - Title Transactions
- August 25, 2014 - Employee Identification
- August 15, 2014 - Vehicle Shows
- June 27, 2014 - Legislation
- May 19, 2014 - Leased Vehicles
- May 8, 2014 - Third Party Checks



Bulletin Archives

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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.

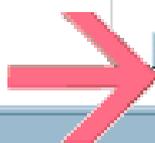
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Subscribe to Email List:

Dealer Bulletins

Email Address: Dealership or Company Name: Contact Person: Job Title or Capacity: Telephone Number: Dealer Number: 

Interactive Title and Registration Manual

Available on MVA's website
www.mva.maryland.gov



DEPARTMENT OF TRANSPORTATION MOTOR VEHICLE ADMINISTRATION



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eFR-19 Insurance Agent Login



Salvage Certificate

Business Services

Interactive Title & Registration Manual
More

Licensed Maryland Tag & Title Services

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



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.



We want you to know

Z Soundex

Effective July 1, 2015 – To issue a “Z” soundex for businesses. Proof of legal existence of the business will be required. Section 1 on The Application for Certificate of Title (VR-005) will be updated to include information about the business.



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

VR-005 (04-15)

The MVA should contact me at: _____ or _____ for any questions regarding this application.
(Email address) (Phone)

APPLICATION FOR CERTIFICATE OF TITLE

READ INSTRUCTIONS ON REVERSE SIDE

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------|----------|---------------|--|--|---------------|-----|------|--|-------|----------|---------------|--|--|--|-----|------|--|--|--|--|--|--|--------------------------------------|--|--|--|--|--|--|--|--|
| APPLICANT'S FIRST NAME | | | MIDDLE | | | LAST | | | CO-APPLICANT'S FIRST NAME | | | MIDDLE | | | LAST | | | | | | | | | | | | | | | | | |
| APPLICANT'S SOUNDEx/MARYLAND DRIVER'S LICENSE NO. | | | | | | DATE OF BIRTH | | | CO-APPLICANT'S SOUNDEx/MARYLAND DRIVER'S LICENSE NO. | | | | | | DATE OF BIRTH | | | | | | | | | | | | | | | | | |
| | | | | | | MONTH | DAY | YEAR | | | | | | | MONTH | DAY | YEAR | | | | | | | | | | | | | | | |
| APPLICANT'S STREET ADDRESS | | | | | | | | | CITY OR TOWN | | | | | | CO-APPLICANT'S STREET ADDRESS | | | | | | | | | CITY OR TOWN | | | | | | | | |
| COUNTY | STATE | ZIP CODE | EMAIL ADDRESS | | | | | | COUNTY | STATE | ZIP CODE | EMAIL ADDRESS | | | | | | | | | | | | | | | | | | | | |
| IS THE VEHICLE TO BE TITLED AS JOINT TENANTS OR TENANTS BY ENTIRETIES? | | | | | | | | | | | | | | | <input type="checkbox"/> JOINT TENANTS | | | <input type="checkbox"/> TENANTS BY ENTIRETIES | | | | | | | | | | | | | | |
| If the name entered above is a business or trust, enter the FEIN here _____. | | | | | | | | | | | | | | | Check the type of business entity below: | | | <input type="checkbox"/> Trust | | | <input type="checkbox"/> Professional Association | | | | | | | | | | | |
| <input type="checkbox"/> Sole Proprietorship | | | | | | | | | | | | | | | <input type="checkbox"/> Corporation | | | <input type="checkbox"/> Limited Liability Company | | | <input type="checkbox"/> Limited Liability Partnership | | | <input type="checkbox"/> Partnership | | | <input type="checkbox"/> Joint Venture | | | <input type="checkbox"/> Other, (please specify) _____ | | |
| Please attach a copy of the BUSINESS LICENSE or see reverse of this application for proof acceptable to this Administration. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Z Soundex

The back of the Application for Certificate of Title Documents (VR-005) Documents Requirement section will be updated as follows:

BUSINESS ENTITY PROOF OF LEGAL EXISTENCE

- 
- Articles of incorporation for Stock, Non-Stock, Closed, Religious, or Tax Exempt Non-Stock Corporation
 - Partnership Agreement or Certificate of Limited Liability Partnership
 - Sole Proprietorship - Copy of Business License, Registration, and/or Trade Name Application from SDAT, or Application for Sole Proprietorship and/or General Partnership filed with the Business Personal Property Unit
 - Articles of Organization for Limited Liability Company
 - Articles of Merger or Reorganization
 - Trust Agreement (Only the part naming the trust and identifying the trustees need to be submitted)

Application for Business Entity Submission of Proof for Vehicle Titling



VR-475 (04-15)

➤ This form is to be attached if application on the reverse of the title is used.

MVA Motor Vehicle Administration
6501 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

VR-475 (04-15)

Business Entity Submission of Proof for Vehicle Titling

In order for a business to title and register a vehicle in the State of Maryland, proof of the legal existence of the business needs to be provided. Please enter the name of the business below and check the box to indicate the type of business.

Name of Business Entity _____

Street Address of Business _____

| City | County | State | Zip Code | FEDN |
|------|--------|-------|----------|------|
| | | | | |

Type of Business Entity (check box that applies):

Corporation Limited Liability Company Limited Liability Partnership Partnership

Joint Venture Professional Association Trust Sole Proprietorship Other (specify) _____

Please attach a copy of the BUSINESS LICENSE or see below for proof acceptable to this Administration.

A business must submit a current copy of one of the following as proof of its legal existence accompanied by the "General Information" printout from the State Department of Assessment and Taxation (SDAT), Business Charter webpage by accessing www.dat.state.md.us and clicking on Businesses/Business Data Search/Business Information.

- Articles of Incorporation for Stock, Non-Stock, Closed, Religious, or Tax Exempt Non-Stock Corporation
- Articles of Organization for Limited Liability Company
- Partnership Agreement or Certificate of Limited Liability Partnership
- Sole Proprietorship – Trade Name Application from SDAT, or Application for Sole Proprietorship and/or General Partnership filed with the Business Personal Property Unit
- Articles of Merger or Reorganization
- Trust Agreement (Only the part naming the trust and identifying the trustees need be submitted)

I certify under penalty of perjury that the documentation submitted with this application is proof of the legal existence of the business entity named above and the authority to operate the business in Maryland. I further certify that I have the legal capacity to sign documents on behalf of that business entity.

| Signature | Printed Name | Capacity |
|-----------|--------------|----------|
| | | |

For more information, please call: 410-760-7000 (to speak with a customer agent).
TTY for the hearing impaired: 1-800-492-4576. Visit our website at: www.MVA.Maryland.gov

Documents Required

REQUESTING INDIVIDUAL SOUNDEX FROM ERT UNIT



- 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

Electronic Inspection Certificate

➤ Paper Electronic Certificate – Signature is machine printed and the control number starts with an “E”.

➤ Will Update the MVA mainframe new mileage and inspection date.

➤ Do not have to be attached to the window.

➤ To sign up to become a Electronic Inspection Station, please contact the Automotive Safety Enforcement Division of the Maryland State Police

VEHICLE INSPECTION REPORT

Inspection Date: 04/22/2014

Performed By: [REDACTED]
[REDACTED] 20723

Customer Name: [REDACTED] CARMAX AUTO SUPERSTORES, INC.

Address: 8800 [REDACTED] 0723

Result: PASS

Inspector: GEORGE ADE



MARYLAND STATE POLICE

NO. E0000021

INSPECTION CERTIFICATE

THIS IS TO CERTIFY THAT THE FOLLOWING DESCRIBED VEHICLE

| | | | | |
|------|------|-------|-------------------------------|---------|
| CBR | 2007 | HONDA | 1234567890 | 50 |
| MAKE | YEAR | TYPE | VEHICLE IDENTIFICATION NUMBER | MILEAGE |

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.

STATION STAMP →

April 22, 2014

Date of Certification MONTH / DAY / YEAR

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.

Signature of Registered Inspection Mechanic

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.

MSP 23-63 (04/14)

GEORGE ADE

Printed Name

FOR MVA USE ONLY

TAG _____

TITLE _____

SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

Insurance Compliance

When a vehicle is accepted as trade, you must enter the correct VIN of trade in your vendor's software. If this is done at the time the transaction is pended, the customer will avoid the creation of an Insurance Compliance case.

Trade In on the Purchase of a New Vehicle

Notify Insurance Company of trade-in and provide Insurance Company with information on the newly purchased vehicle

Newly Titled Vehicle

Buyer self certifies that they have insurance and provides the name of the insurer and policy number on the application

ACIS generates a request to the Insurance Company, specified by the buyer, for verification of insurance

- If the insurance company is able to verify insurance no case is created
- If the Insurance Company is unable to verify insurance a case is created and a letter of inquiry is sent to the vehicle owner requesting verification of insurance

Insurance Cancellation

Upon receipt of a cancellation notice from the Insurance Company

ACIS system will not generate a case if:

- New Business has been reported
- Tag are returned prior to cancellation of insurance
- Tags are expired
- Title is transferred

ACIS system will generate a case if:

- New business has not been reported
- Vehicle is sold to a private party, tags are not returned and vehicle has not been retitled
- If an event has not occurred (i.e. tag return, tags expired, verification of coverage is not received)
A soundex flag is placed on their record and the registration is suspended within 15 days
- If there is a lapse of insurance a penalty fee is assessed and the suspension remains on their record until the penalty fine is satisfied.

Once a penalty fine has been accessed the motorist has the option of paying their fine

- In person at the MVA
- Via the IVR (410)768-7431, payments are accepted by credit card only, VISA, MC, AX EXP.
- They must have their title and case number.
- Partial payments are not accepted.
- Option of a payment plan can be established at Department of Budget and Management (CCU)

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.

Titling Documents

- **Requirements include:**
 - Title documents must be sent to the Administration as soon as a customer transaction has been finalized or completed through the vendor system.

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



Should be mailed or delivered to the Glen Burnie Branch Office Room 202

ERT Workflow

This is an internal operations program that is designed 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 immediately.

ERT Transaction Reminders

- ➔ Proper fees should always be collected.
- ➔ Transmitting with the correct vin#.
- ➔ Record the correct lien information in the vendor system before completing the transaction.
- ➔ Record the correct mileage and date of inspection.
- ➔ Title registration receipts must be included with all titling paperwork.
- ➔ Please ensure when selecting the insurance provider, the correct insurance company is selected.

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.

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



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

VR-003 (01-13)

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

➤ 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)

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

➤ Attach to this application copies of:
• Registration Receipt

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



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: _____

Excise Tax

- 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

Taxable Items

- Dealer Discounts or Rebates
- Extended Warranties
- Mechanical Repair Contracts
- Federal Excise Tax
- Electronic Registration Fee
- Trade-in Allowance
- Equipment installed to accommodate a disabled person

Non-Taxable Items

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

Auditing



Dealer Audit Tidbits

- Dealer processing fees not included in taxable selling price (30%)
- Overcharging of registration fees in more than 60% of audits.
- Selling price discrepancies, error, and minimum selling price. (25%)
- Itemized fees to clearly label registration fees, lien fees, electronic fees, etc. (35%)
- Sales persons must have active license to sell vehicles. (few audits)
- Inspection Lateness (25%) of audits.
- Title lateness (35%)
- Salvage vehicle brand. (few audits)
- Title Services taking the 0.6 credit.



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.



Inspection Certificate/ Form

- 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 we 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.
- 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 not mandatory and can be up to \$300.00. This 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. For out of state dealers, there is no limit to the dealer processing fee, however, the whole amount should be included in the taxable selling price.

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 adopted for use by the Administration. If the dealer has any documentation to substantiate the higher trade in value, they should provide this to the auditor.
- 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.
- Check proof of ownership of trade-in vehicle.



Questions and Answers

1. What do you do if you have a customer that traded a car in and should get the tax credit, however, the trade gets sold before the original customer's vehicle gets titled CVR will not allow the trade credit because the vehicle is no longer in that customer's name.

If the VIN information is inputted and the deal is pended with that information, the credit will follow through with the transaction.

2. When are we going to be allowed to transfer tags through CVR after a title only has been done due to MVA stops?

The MVA is constantly looking for ways to add transactions to the ERT program and currently business rules have been provided to the vendors to program these transactions.

3. Is it possible to repurchase your Personalized or Organizational tags from a leased vehicle to a personal vehicle without a letter from the lease company? And vice-versa: personal vehicle to leased vehicle?

Yes you may repurchase the Organizational tags without a letter from the leasing company as long as the person is the member of the Organization. For Personalized plate transactions the relinquish portion of the personalized plate form VR-164 or a letter of relinquishment is required. This is a change of ownership thus the vehicle has to be re-titled in the new ownership name.

4. Can organizational tags be transferred from a vehicle owned personally by the member of the organization to a leased vehicle with the member's name on the registration card? And visa versa?

Yes, as long as the name of the individual who is a member of the organization is on the registration it can be done. Registration fees will have to be collected as well.

5. Once we go to one-part titles, will we need to have a secured power of attorney (for mileage transfer) and a restricted power of attorney (to assign title) for every deal that has a trade-in with a payoff? And when using that secured power of attorney, do we still have to send a copy of it with the title to MVA Room 202?

At present, the MVA has made no decision to go one part titles.

6. When we have one-part titles with a payoff, will we have to wait until we receive the title before we can sell the traded-in vehicle? This often takes 3-4 weeks.

At present, the MVA has made no decision to go one part titles. However in this scenario, Maryland Dealers are required by law to have an ownership document in hand before selling the vehicle. If the lienholder is on the ELS program, the wait time would be dramatically reduced.

7. Why do we get so many requests for paperwork that was submitted with the bundle but ERT says they don't have? Why is a title number documented in MVA database if a deal is in pending status and then a change is made either the deal is deleted or a new set of tags is issued due to incorrect class but the deal has not yet been transmitted to MVA. This causes a problem as far as warranty on the vehicle.

The administration is working on a process to extend out the time between the 1st and 2nd letters being generated.

A pended deal is not yet officially in the MVA systems. If the deal has been pended and not finalized or completed, the MVA does not have the deal. If there are changes or voids that need to be made, it is the responsibility of the dealer to make those changes before sending the finalized transaction to the MVA. Once finalized, you may not make any additional changes. Changes or corrections after a deal has been electronically sent to the MVA would have to be sent to the MVA corrections unit.