

D-08-20-03

**Date:** August 12, 2020

**Bulletin:** All Dealers and Title Services

**From:** Business Licensing and Driver Instructional Services

**Subject:** Draw Down Account/Pre-Paid Ledgers, Temporary Tag Orders, Odometer Mileage, Affidavit In Lieu of Title and Professional License Photo

The Business Licensing and Driver Instructional Services Division (BLDISD) would like to provide all Dealers and Tag and Titles with the following updated information.

### **Draw Down Account/Pre-Paid Ledgers**

The purpose of this bulletin is to provide Dealers and Title Services Tag and Titles procedures for Draw Down Accounts and Prepaid Ledgers in Customer Connect and to provide information on ordering temporary tag paper.

In Customer Connect, Draw Down Accounts can be established by the Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) to manage and apply funds to Tag and Title Companies and Dealers transactions by creating centralized accounts.

Effective Monday August 10, 2020, all branches will have the ability to establish draw down accounts to add or apply funds to one account associated with each business. This will enable MDOT MVA to more effectively track each Tag and Title Service or Dealer funds and transactions.

All existing Prepaid ledgers must be exhausted or refunded to the Tag and Title Companies or Dealerships. Prepaid ledgers are now visible in your online account; however it is important to note that we are working to link all prepaid ledger balances to business accounts. You may notice a difference in the balance shown on the screen and the receipts you have received.

### **Temporary Tag Orders**

Beginning Monday August 17, 2020, the Maryland Correctional Enterprises (MCE) will begin processing all temporary tag paper orders again. You should continue to use the same order form and either fax or email it to the address listed on the form.

## **Odometer Mileage**

When processing a title transaction and the mileage on the odometer is less than what is being displayed in the system from the 60-day temp tag. You should use the mileage entered from the system instead of the mileage on the disclosure statement.

## **Affidavit in Lieu of Title**

In situations where a new titling record has been completed and the duplicate title for the previous owner is needed. Businesses can now use an Affidavit in Lieu of Title form (VR-499A). This form can be used in place of the MD Title must be submitted with all titling documents. When using this form be sure to include a copy of the owner/co-owner's state issued ID for the titling record the form is being used for.

## **Scheduling an Appointment for a Professional License Photo**

License photos are administered by appointment only. To schedule an appointment to have your photo taken, log onto the website at [www.mva.maryland.gov](http://www.mva.maryland.gov). On the home page, scroll to the bottom of the page, under "I Want To...", select "Schedule An Appointment Or Test". On the page headed "Welcome to the MVA Central Scheduling System", select "Law (Learners) Retest". From this point simply complete the information as instructed.

It is important to note that this will appear as a rescheduled learner's permit retest. Upon arriving at the branch for license photos, the applicant should immediately inform the MDOT MVA staff they are there to have their photo taken for licensure.

Should you have any questions, please contact us at [bldisd@mdot.maryland.gov](mailto:bldisd@mdot.maryland.gov)