



<b>Date: 10/20/2017</b>	<b>Policy and Procedure Update</b>
<b>Subject: Dealer paperwork update</b>	

### **Overview:**

In an effort to improve and maintain consistency, we have updated our procedures on how we process dealer and EFS dealer transactions. To ensure that we efficiently and accurately process your paperwork, we have compiled a list of common issues in which paperwork will and will not be approved.

Effective November 6, 2017:

- Dealer license numbers and address are required on all applicable forms and reassignments.
- Sales tax registration numbers are required on all applicable forms and reassignments.
- Sales tax exempt numbers are required on all applicable forms and reassignments.
- Form HSMV 82040 must be completed without any alterations to the VIN, title number, odometer or dealer sales tax report sections of the form.
- Odometer declarations and disclosures must be completed without alterations on all applicable forms and reassignments. This includes boxes checked for "Actual," "Not Actual" and "Exceeds Mechanical Limits." Please note that each reassignment must have the odometer section completed without alterations.
- If the odometer reading was previously recorded as "Exempt," we will not reject paperwork that has a new odometer reading on the reassignments.
- If any reassignment has "Exempt" as the odometer reading, any following odometer readings will not be applicable and the odometer will be recorded as "Exempt."
- If a license plate is returned to our agency because of a void, the plate with the decal affixed and the voided registration are required to be submitted.



Moving forward, we will continue to inform you of any updates to our policies and procedures.

Please contact our office at 772-462-1650 with any questions or concerns.