

employer's registration fee must be paid and the new employer notification customer agreement form returned. An employer who does not return the renewal form and fee by the date provided in the notice may be removed from the program. The renewal fee for the employer notification program is \$20 per account code assigned to the employer.

(3) **EMPLOYEE REGISTRATION.** An application to register an employee in the employer notification program shall be made to the department in writing and shall be accompanied by the required fee of \$2.00 per employee enrolled.

(4) **EMPLOYEE WITHDRAWAL.** An application to withdraw an employee from the employer notification program shall be made to the department in writing.

**Note:** The fee for notification documents shall be \$2.00 as established by s. 343.245 (3m) (b), Stats.

(5) **ANNUAL REVIEWS.** Annual reviews of the fees established under this section will commence on April 1, 1993, and if the fees need to be raised so as to make the employer notification program self supporting, the fees shall be changed effective 90 days after the annual review date.

(6) **FEES.** The department shall establish the rate of payment for the employer notification program based on all of the following factors:

- (a) The estimated annual volume of employer applications.
- (b) The estimated annual volume of employer-generated registrations of employees.
- (c) The estimated annual volume of employer-generated withdrawal orders of employees.
- (d) The estimated costs of operation, including employee salaries and fringe benefits, office space, office supplies and equipment, postage, computer charges, forms and other necessary expenses.
- (e) Such other matters which the department determines have a fiscal impact on the program.

**History:** Cr. Register, December, 1990, No. 420, eff. 1-1-91.

**Trans 118.09 Invoices.** (1) **SCHEDULE.** The department shall mail an invoice to any employer that owes employer notification fees assessed under this chapter at least once per calendar year.

(2) **BILLING PERIOD.** Invoices will bill an employer for each notification document produced between the date of the previous invoice and the date of the current invoice.

- (3) **CONTENT OF INVOICE.** Each invoice shall include:
- (a) The name and address of the employer.
  - (b) The department invoice date.
  - (c) The quantity of notification documents mailed to the employer for which fees are owed.
  - (d) The employer account code.

(e) The total amount payable to the department.

**History:** Cr. Register, December, 1990, No. 420, eff. 1-1-91; am. (1) and (2), Register, June, 1993, No. 450, eff. 7-1-93.

**Trans 118.10 Failure to comply with terms of program.** The department may not provide employer notification documents to an employer if the employer has failed to comply with any of the provisions of this chapter including, but not limited to, paying any invoice or fee when due.

**History:** Cr. Register, December, 1990, No. 420, eff. 1-1-91.

**Trans 118.11 Actions resulting from unpaid fees.** (1) **CANCELLATION OF EMPLOYER NOTIFICATION CUSTOMER AGREEMENT.** Failure to comply with any fee provision in this chapter may result in the cancellation of the employer's customer agreement for the employer notification program. A cancellation shall continue until the department receives payment of all fees due under this chapter and the employer is reinstated into the program.

(2) **REINSTATEMENT.** An employer who has had an employer notification customer agreement with the employer notification program canceled by the department shall pay all outstanding obligations and pay a \$30 reinstatement fee before an account will be reestablished.

**History:** Cr. Register, December, 1990, No. 420, eff. 1-1-91.

**Trans 118.12 The employer notification document.** (1) **CONTENT.** The employer notification document will contain all of the following information:

- (a) The employee's driver license number.
- (b) The employee's driver license type and expiration date.
- (c) The employee's date of birth.
- (d) The employer's name and account code.
- (e) The employee's name and address.
- (f) The employee's driver record information, excluding confidential data, maintained on the department's computer.

(2) **SOURCE.** The source of the information supplied to the employer on the notification document shall be limited to the data retained and available in the department's computer database for holders of Wisconsin driver's licenses or identification cards.

(3) **WHEN ISSUED.** Employer notification documents will be issued when there is any change in the driver record maintained by the department for an enrolled driver.

**Note:** No notification will be provided upon initial enrollment. Employers may obtain driver abstracts when hiring employees under ch. Trans 195.

**History:** Cr. Register, December, 1990, No. 420, eff. 1-1-91.

**Trans 118.13 Employee and employer responsibilities.** (1) **EMPLOYEE RESPONSIBILITIES.** Nothing in this chapter shall be construed to relieve the employee from the driver notification requirements described under s. 343.245 (2), Stats.

Register, June, 1993, No. 450