

## Chapter Trans 198

### MOTOR VEHICLE CONVENIENCE FEES

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**Trans 198.01 Purpose and scope.** This chapter interprets s. 85.14, Stats., which authorizes the department to accept payment by credit card, debit card, or any other electronic payment mechanism of a fee for certain motor vehicle products or services and to establish a convenience fee charged for any transaction so paid.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.

**Trans 198.02 Definitions.** The words and phrases defined in s. 340.01, Stats., have the same meaning in this chapter unless a different definition is specifically provided. In this chapter:

(1) “In-person service” or “in-person” means transactions conducted at a division of motor vehicles customer service center and includes, for purposes of payment methods, transactions conducted with a division of motor vehicles representative other than at a customer service center, including transactions, by telephone.

(2) “On-line service” or “on-line” means transactions conducted by internet web site, including both whether the requested product is sent electronically to the customer or mailed in the US postal service to the customer.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.

**Trans 198.03 Fee payment by credit card, debit card, or other electronic payment mechanism.** (1) The department shall determine for which transaction types fees may be paid by credit card, debit card, or other electronic payment mechanism. The department shall determine which payment method will be accepted for each transaction type.

(2) The department may refuse to accept credit cards, debit cards, or other electronic payment mechanisms issued or offered by certain companies or banks.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.

**Trans 198.04 Convenience fee for payment by credit card, debit card, or other electronic payment mechanism.** The department shall charge a convenience fee for each transaction for which payment is by credit card, debit card, or other electronic payment mechanism. The convenience fee is in addition to the fee required to be paid to the department for the product or service, including the counter service fee if applicable for in-person service, or any other special or service fees applicable to the transaction.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.

**Trans 198.05 Establishment of convenience fee.** The department shall determine the convenience fee annually or

as the department determines necessary due to changes in fees that the department may be required to pay the Enterprise Banking Services provider under the state Enterprise Banking Services contract. The department shall determine the convenience fee in consultation with the state controller’s office in the department of administration. The department may establish a different convenience fee amount for on-line transactions and for in-person transactions. The department may establish a minimum amount of a transaction for which payment may be made by credit or debit card, or other electronic payment mechanism.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.

**Trans 198.06 Amount of convenience fee.** (1) The convenience fee shall be charged per transaction. The convenience fee amount shall be either a percentage of the total transaction fee amount paid to the department or a flat fee specified for ranges of transaction amounts paid to the department. The transaction fee paid to the department includes the fee for product or service, and any other fee paid to the department for that transaction, such as a counter service fee.

(2) The convenience fee amount is determined based on payments that the department made to the Enterprise Banking Services provider under the state Enterprise Banking Services contract during the previous period and any known increases or decreases for the upcoming period.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.

**Trans 198.07 Publication of convenience fee.** (1) The current convenience fee and the current minimum transaction amount eligible for payment by credit or debit card or other electronic payment mechanism shall be published on the department’s internet web site and in communication materials that the department distributes to persons eligible to use these payment methods.

(2) If the department refuses to accept credit cards, debit cards, or other electronic payment mechanisms issued or offered by certain companies or banks, the department shall post this information on the department’s internet web site and in communication materials that the department distributes to persons eligible to use these payment methods.

(3) Because of space limitations on some types of communication materials, the department may place a notice in communication materials that refers the reader to the department’s internet web site for complete convenience fee listing.

**History:** CR 10-030: cr. Register July 2010 No. 655, eff. 8-1-10.