

NOTICE OF PROPOSED GUIDANCE DOCUMENT

2019 Dealers 3rd Party Training

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on 2019 Dealers 3rd Party Training, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's

website: <https://trust.dot.state.wi.us/act369/?id=DMV983&uri=2019Dealers3rdPartyTraining&division=DMV&tags=Dealers>

2. Mailing written comments to:

Division of Motor Vehicles
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7336
Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV

INTRODUCTION

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Dealer & Agent Section
Motor Vehicle Program Specialist

- ELT (Electronic Lien Title) Program
- Audit Program Coordinator



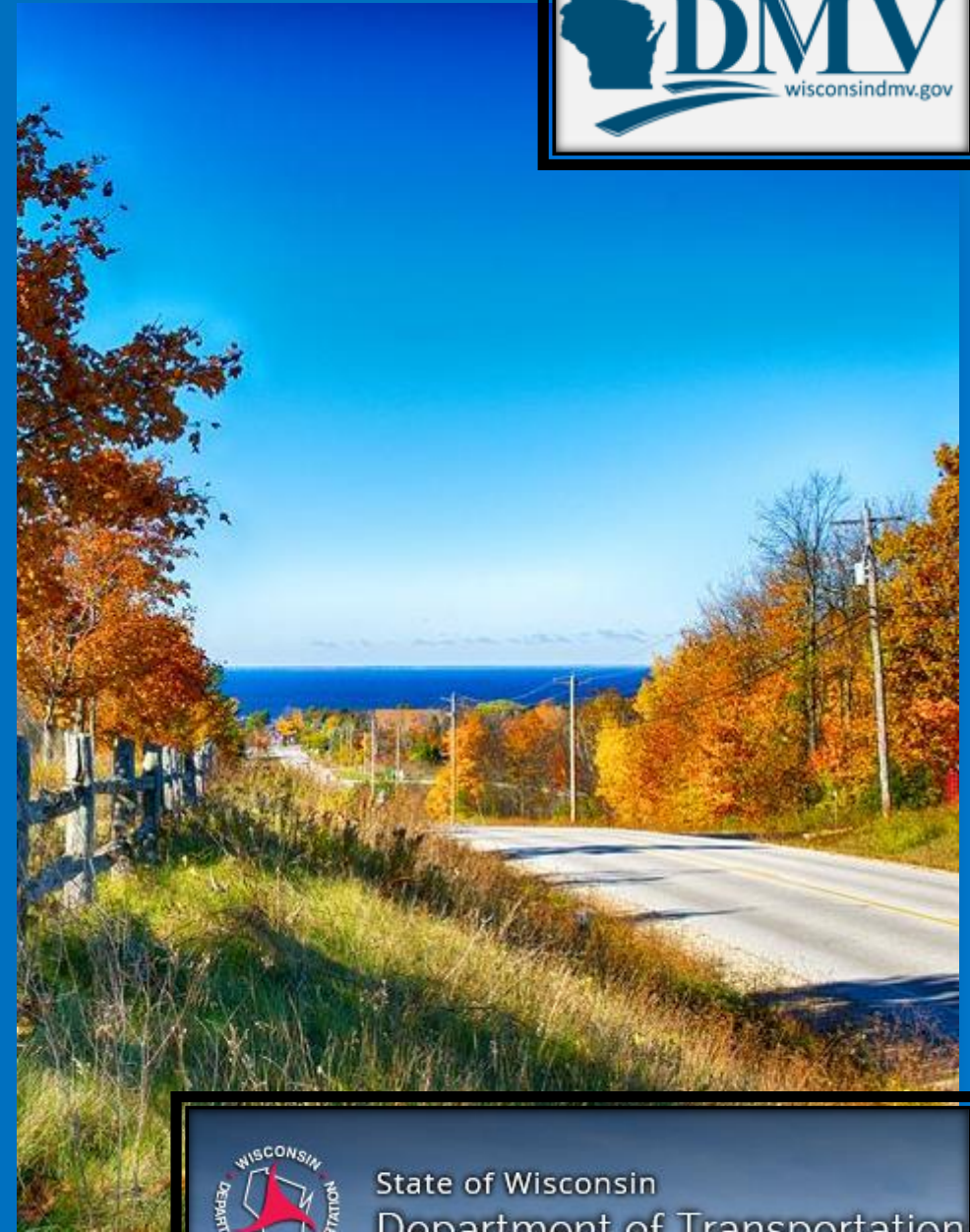
TRANSACTION AUDITS

- What do we look for when auditing transactions?
 - Complete and correct information on documents submitted
 - All additional supplemental documentation required for each transaction, completed correctly
 - Transaction processed within the required timeframe
 - **Information entered in the system matches the application submitted for imaging**

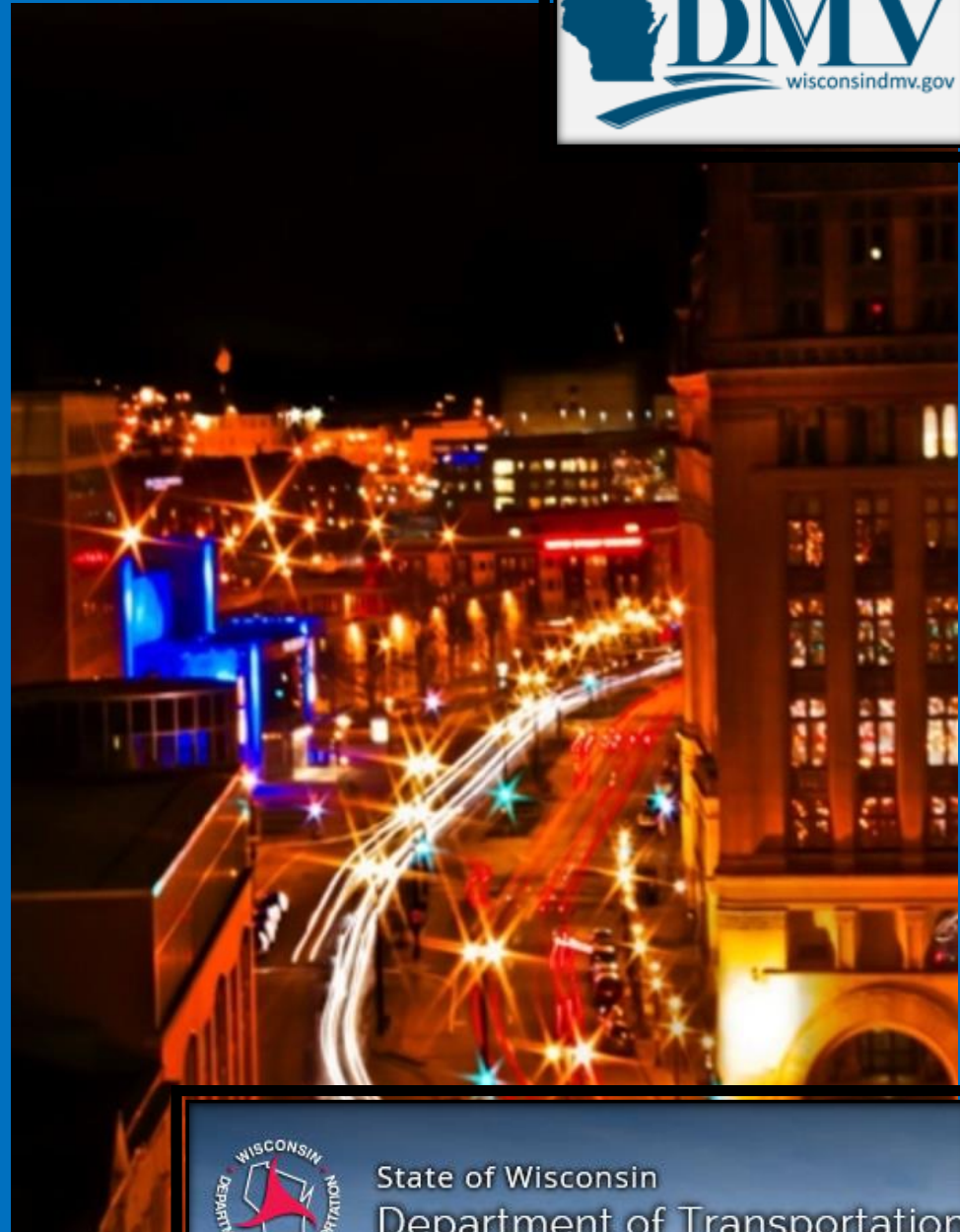


AUDIT CHECK SHEET

- Identifies the most common errors found.
- Intended to be an aid in identifying and reducing common errors
- Not meant to be comprehensive or all-inclusive
- Subject to revision at any time.
- Meant to be a guide only.



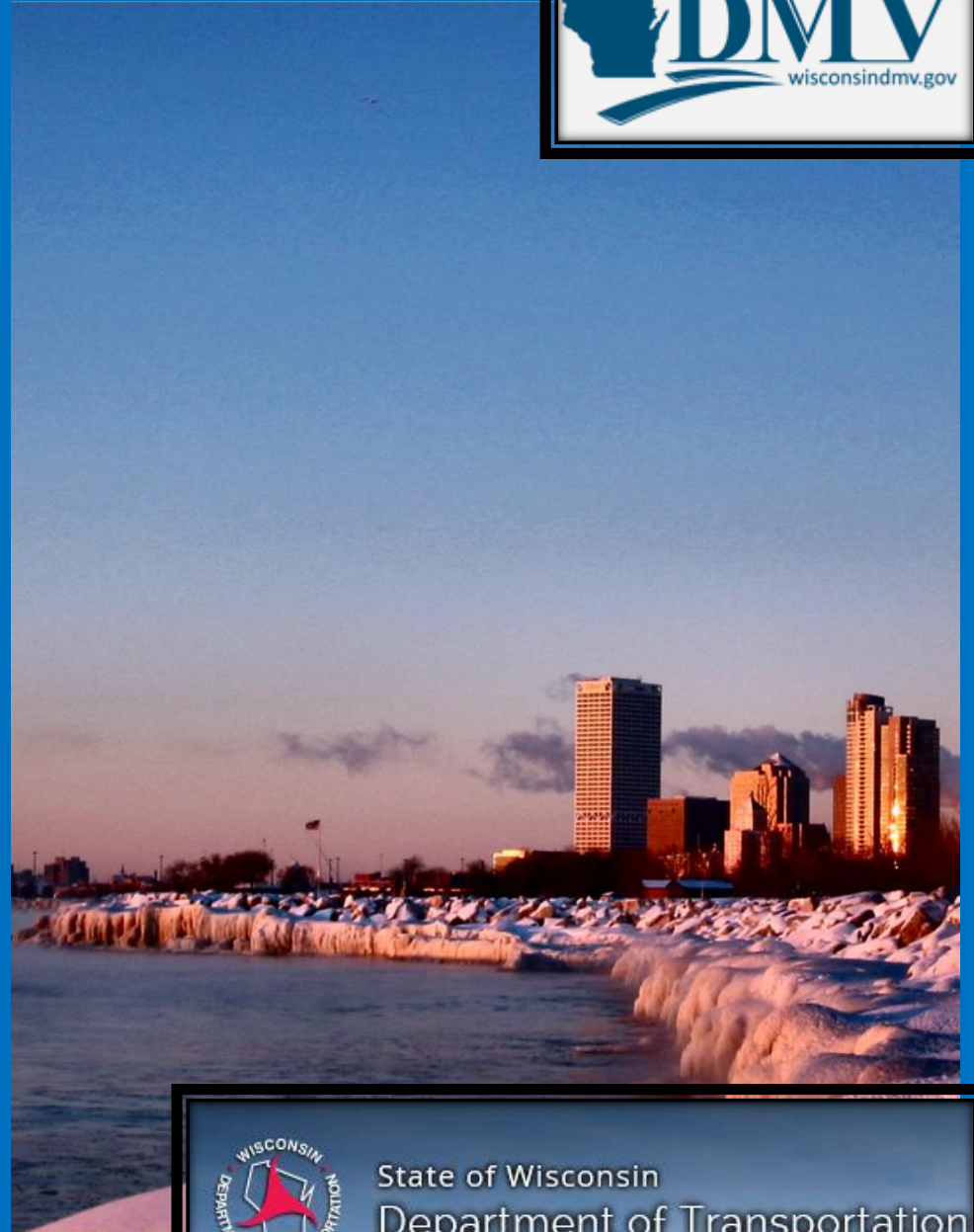
PROCESSING BASICS



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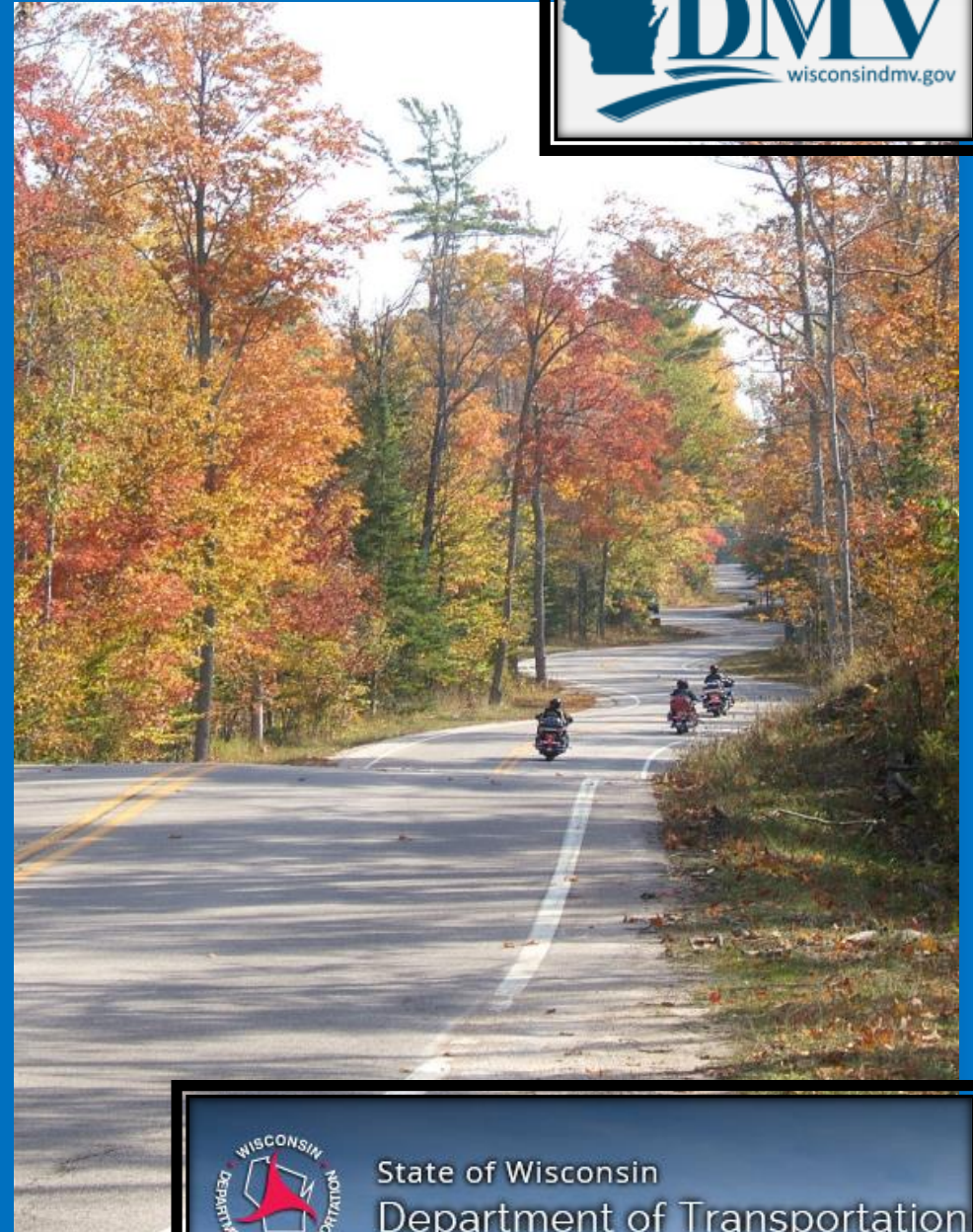
RESET / DELETING TRANSACTIONS

- Must be done the same day a transaction is finalized (prior to 8:00 p.m.), which will put the record back to the original status. (This can be done to both title transactions, and renewals.)
- Transactions performed after 8pm, while the system is running reports, cannot be reset.
- If processing at midnight, log-off prior to date change. In rare cases the previous days date is kept as processing date.



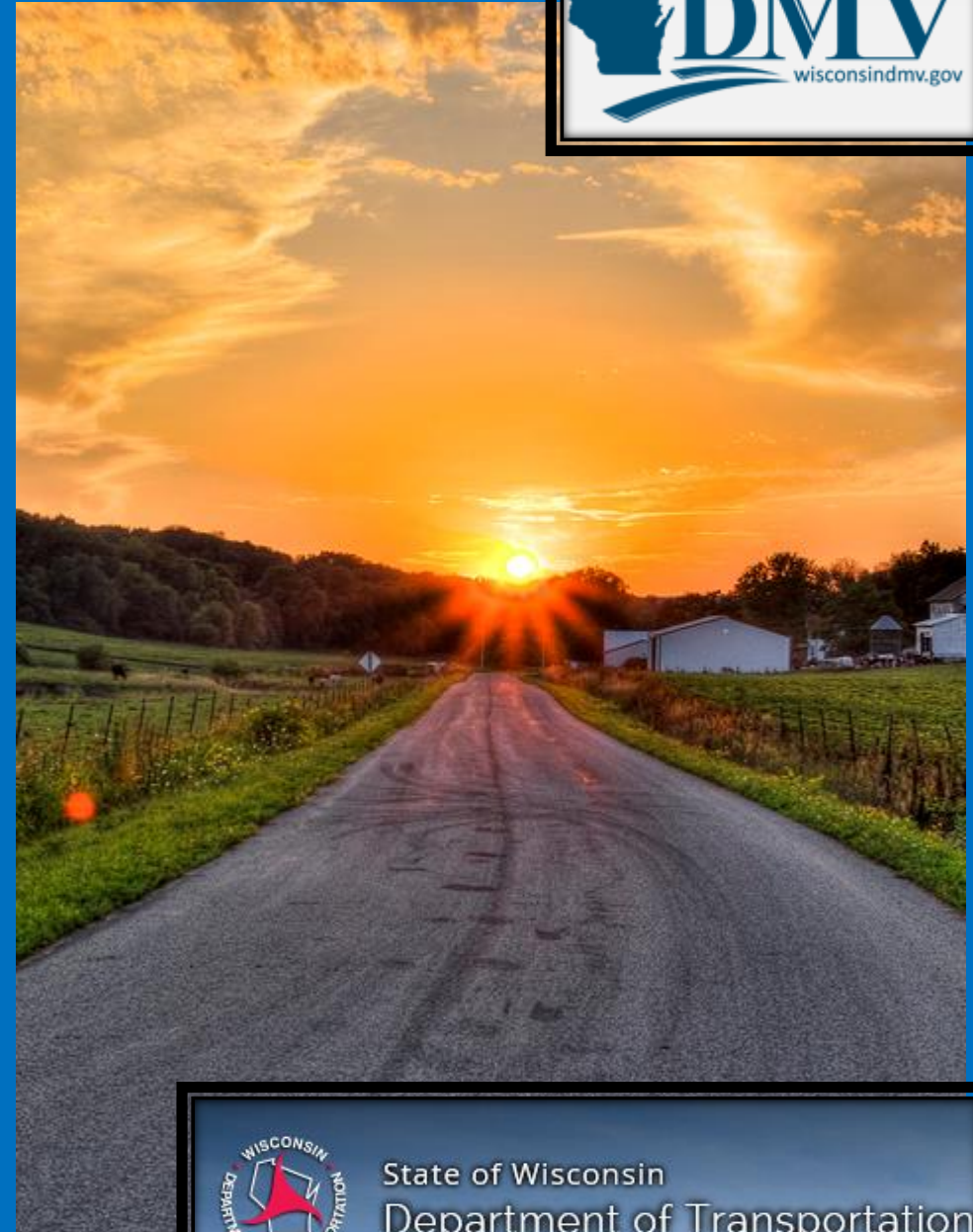
VEHICLE COLOR

- 1999 Act 90 was effective September 1, 2000. Act 90 requires that we capture the color of autos and light trucks, and print vehicle color on Certificates of Registration and display it upon inquiry by law enforcement.
- Manufacturer designer color names do not register for this purpose.
 - Selection must be the color most closely resembling the actual color of the car.



TITLE TO LIENHOLDER MV2690 - POA

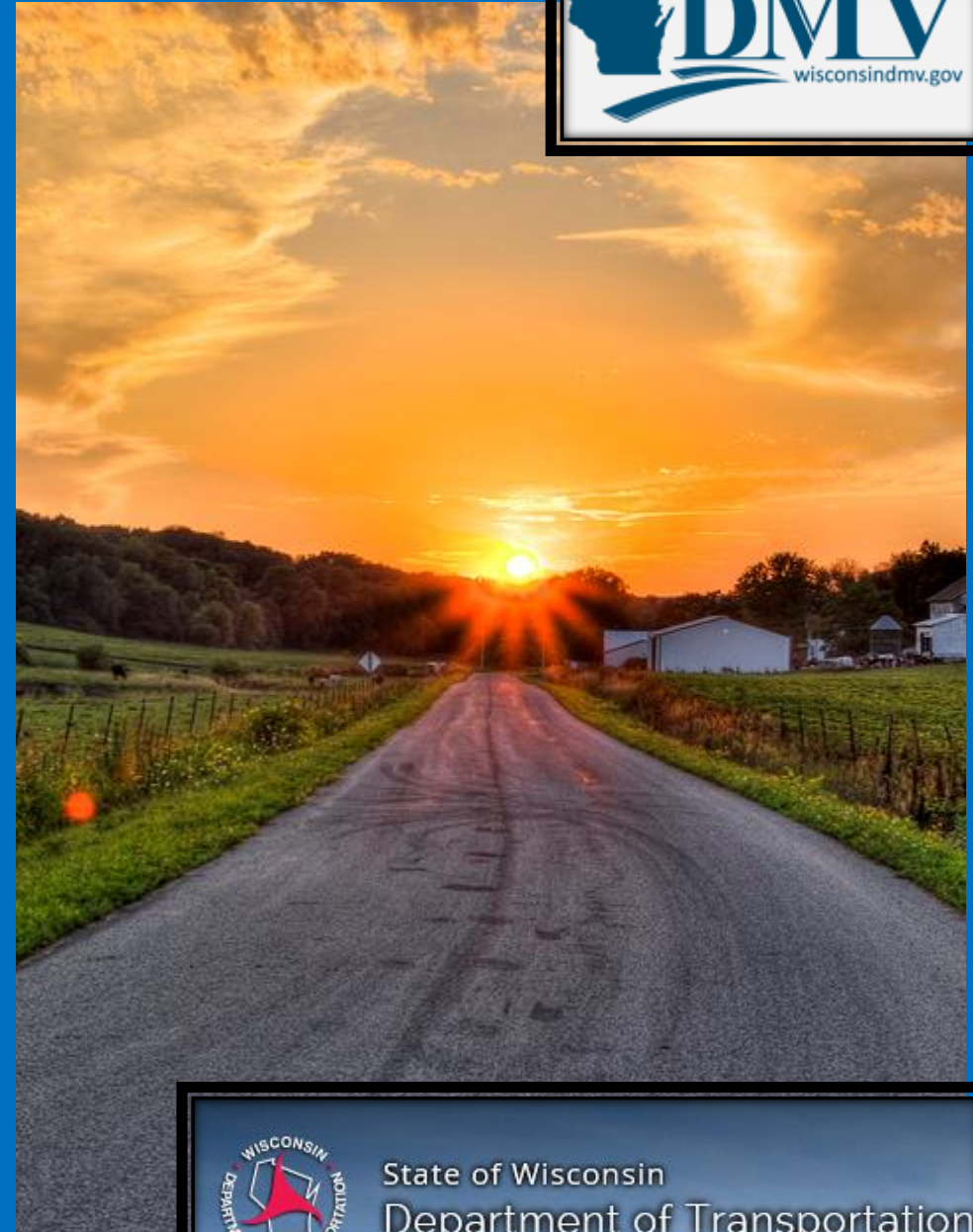
- The MV2690 may only be used when the title is held by the lienholder.
 - The MV2690 may not be used to acquire a replacement title for the customer
- **It can be used for Out of State vehicles. However, an OOS vehicle cannot be sold without the title.**



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TITLE TO LIENHOLDER MV2690 - POA

- Wisconsin dealers may sell a vehicle retail before receiving the title from the lienholder if:
 - The Vehicle holds a current WI title
 - you have a MV2690,
 - an Inquiry print taken at time of trade-in showing the title as T2LH, and
 - **proof of payment.**

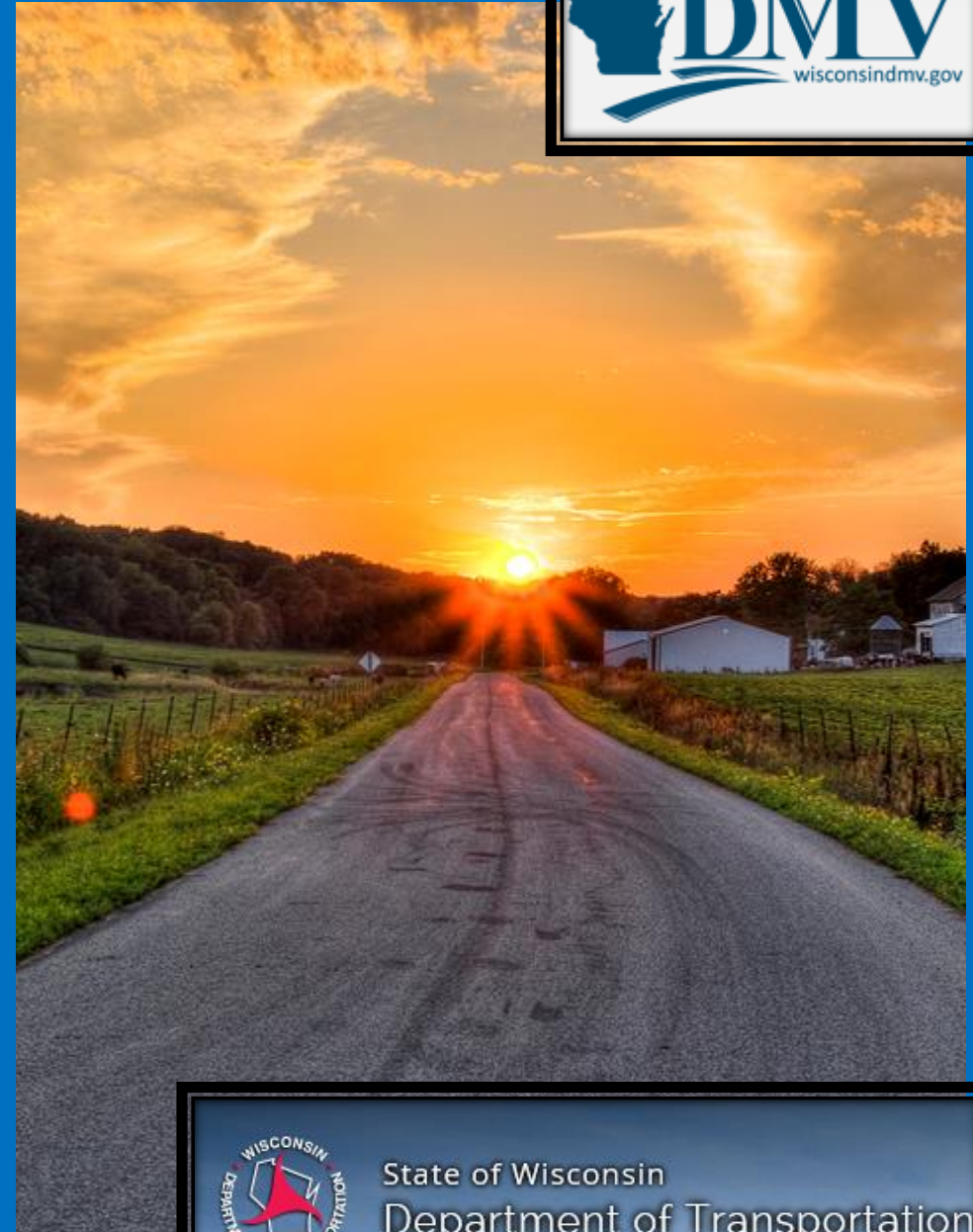


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TITLE TO LIENHOLDER

MV2690 - POA

- The MV2690 and Inquiry print should be included when sending in uncompleted paperwork for processing or completed paperwork for imagine.
 - If they get a clear title from the lienholder later, they can file that in their deal jacket along with the other docs for that vehicle sale.
- **Wisconsin dealers shouldn't sell a vehicle dealer-to-dealer (wholesale) without the title in hand.**



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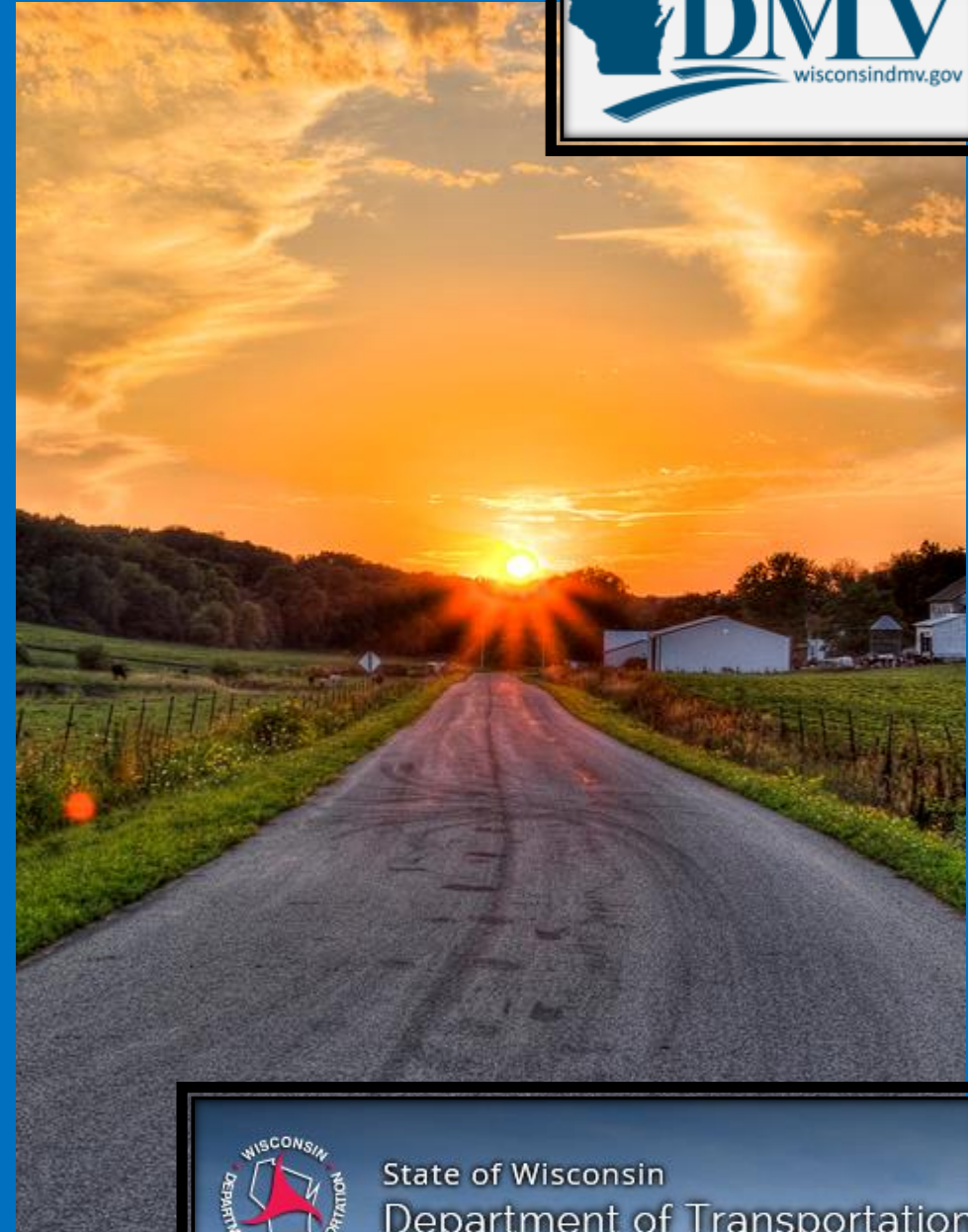
TITLE TO LIENHOLDER MV2690 - POA

Frequent Errors

- Not completing all portions of the form necessary for the transaction
- Completing portions of the form not necessary for the transaction

FYI

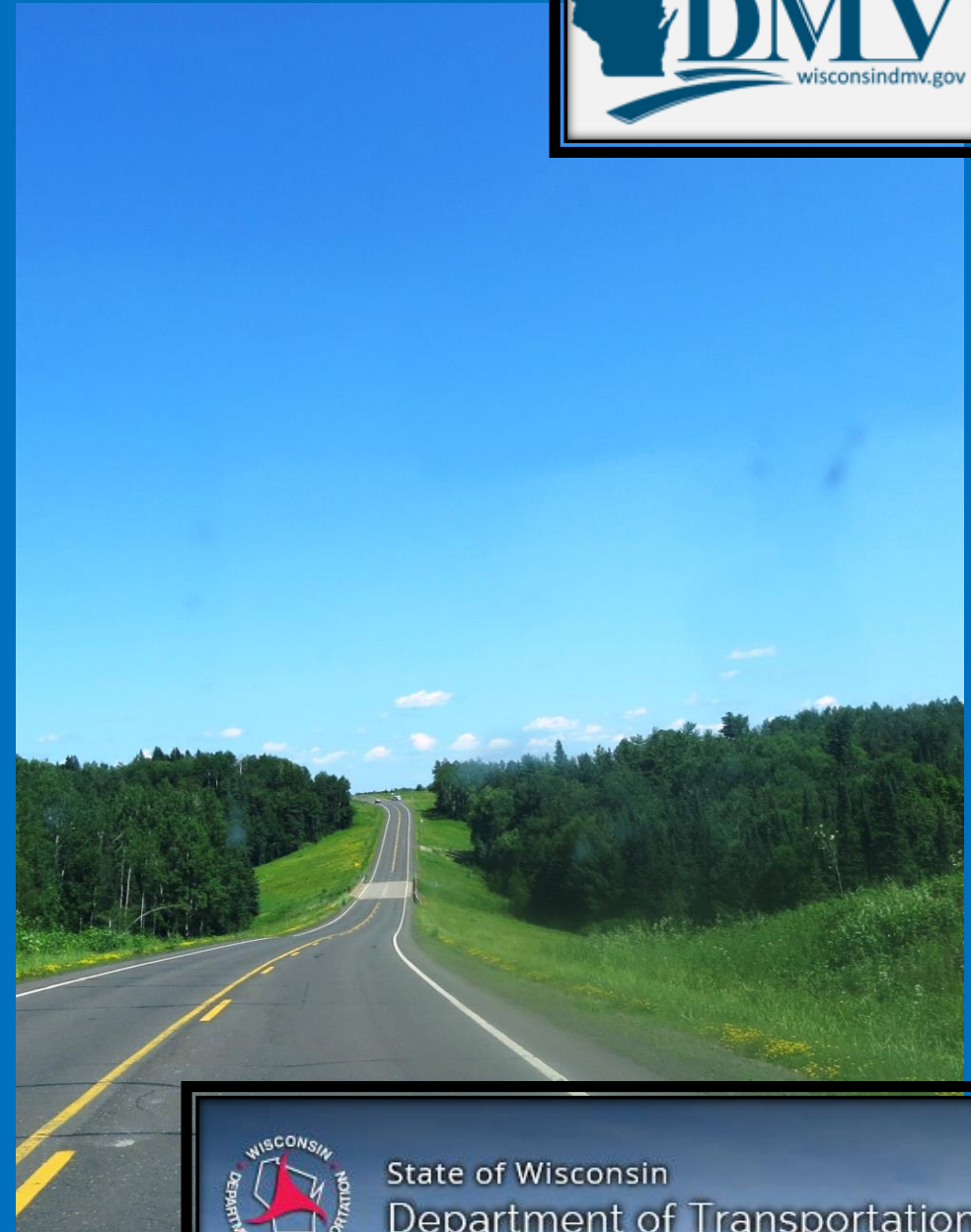
- Pending a transaction prevents a lien holder from releasing their lien in the Wisconsin DMV system
- If a lender releases their lien after the vehicle was taken in trade, but no inquiry was taken showing a T2LH situation, the MV2690 cannot be used.



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LIEN INFORMATION

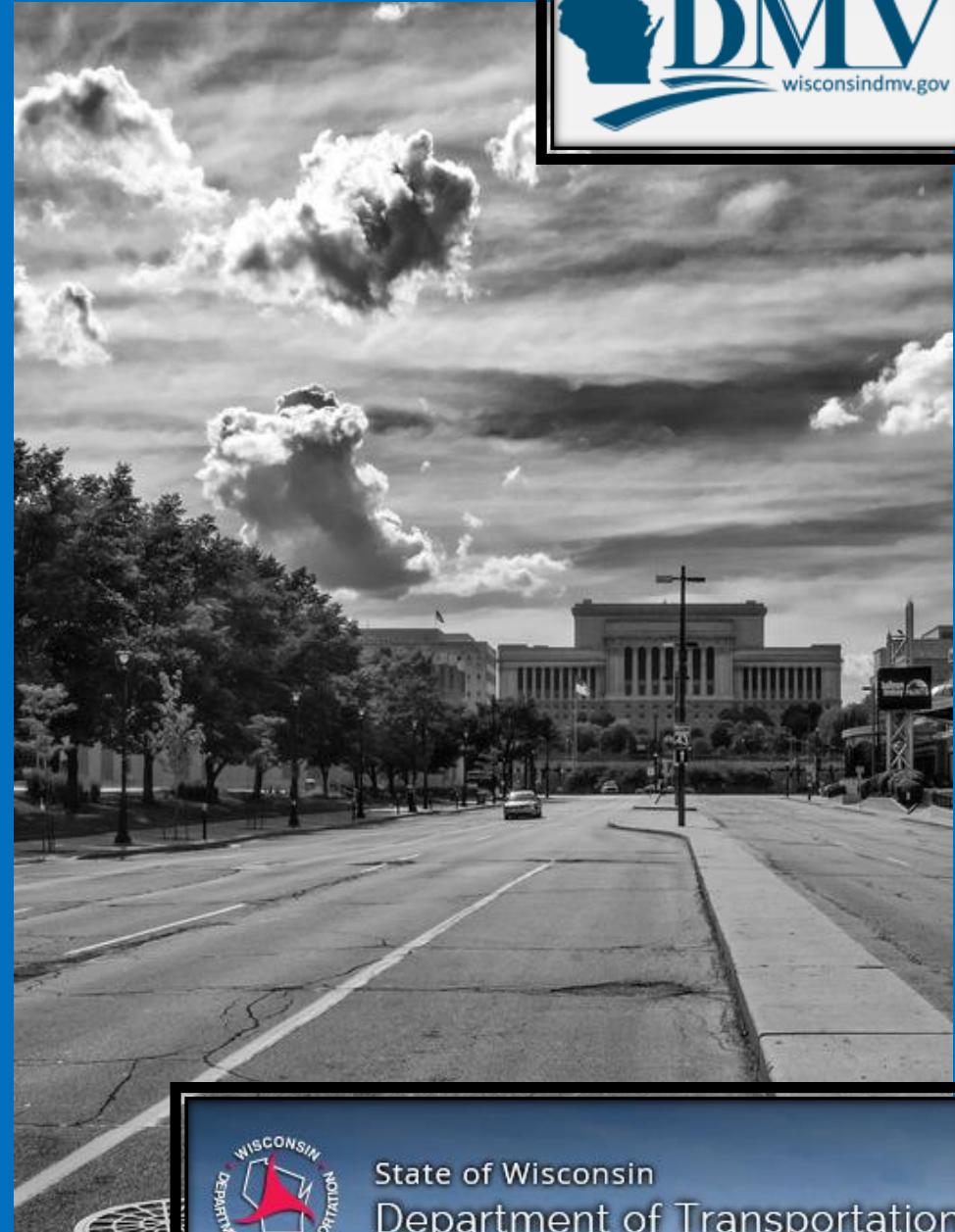
- When listing a lien, the lien holders name and address should match what is being placed into the system.
- Use the Secured Party Tips list when unsure what SP# to use.
 - <https://wisconsindot.gov/Documents/dmv/dlr-agents/dlr-frms-pbs/sptips.pdf>



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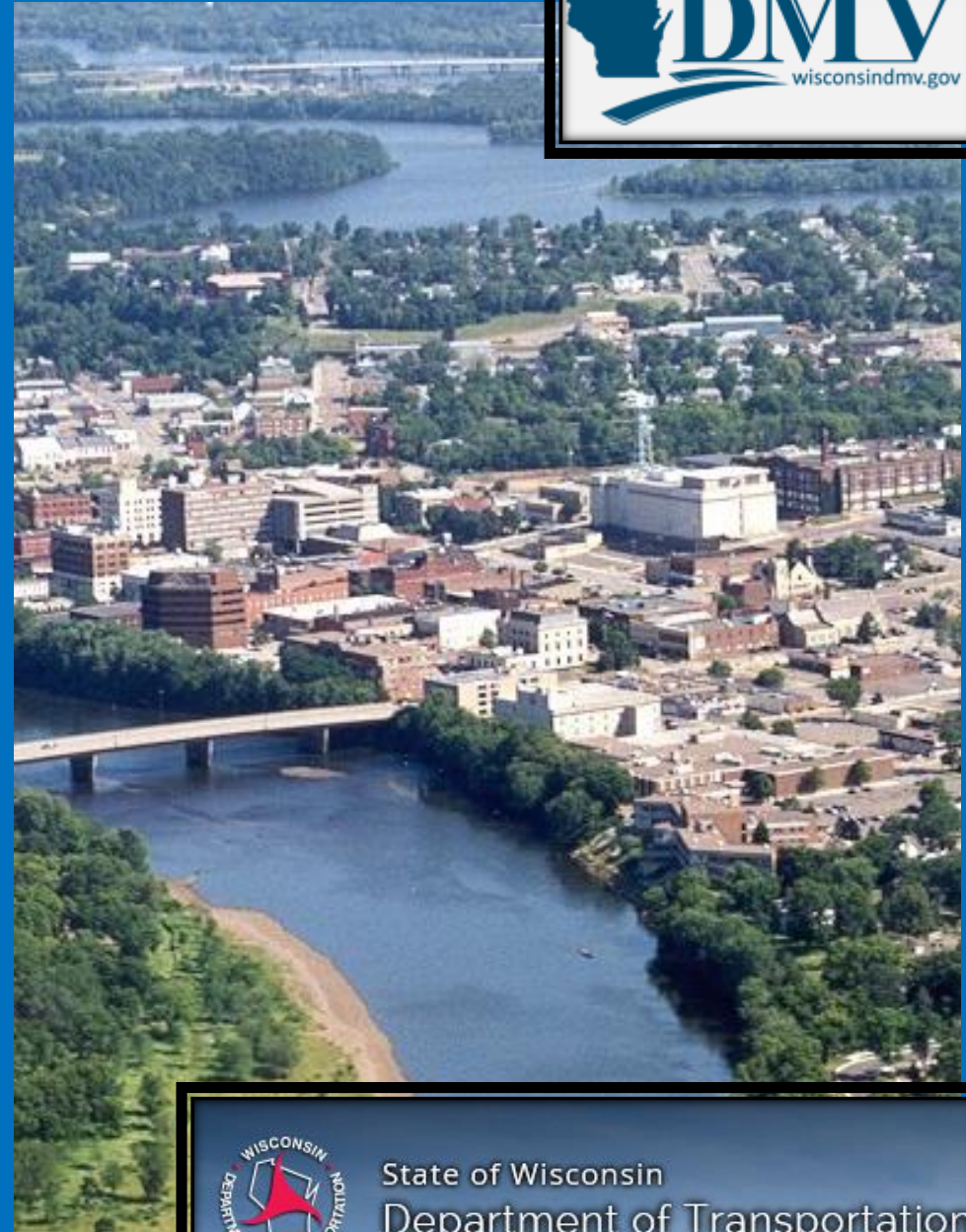
S-TITLES

- S-titles are created when a lender, processing liens electronically, creates a title image #, adding or releasing a lien
 - An S-title does not always mean a lien is listed or should be listed on a title.



CHILD SUPPORT & REPLACEMENT TITLES

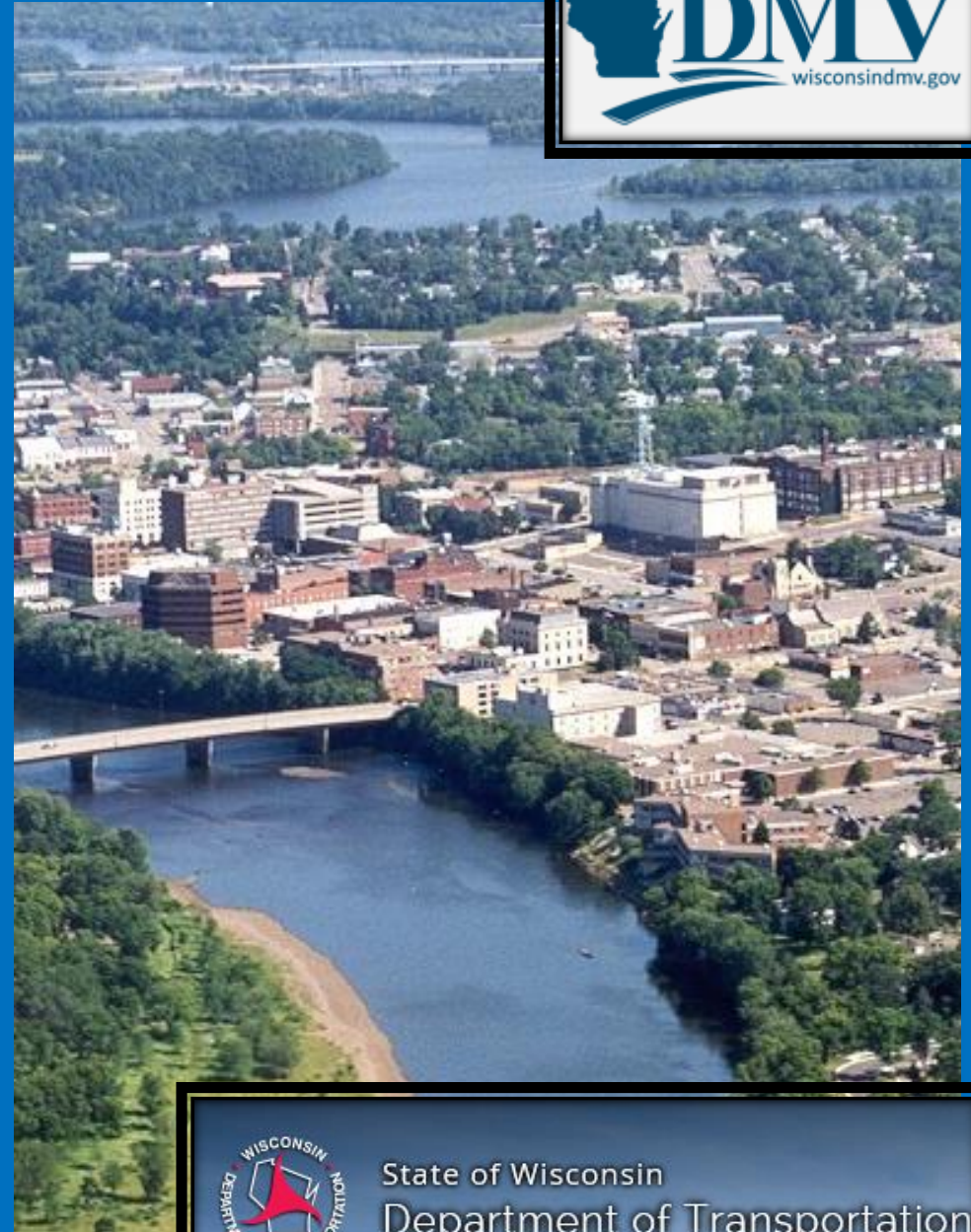
- Child support liens attach with new title activity
- Could cause work to be late
- **Child Support Lien Docket**
 - liendocket.wisconsin.gov



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CHILD SUPPORT & REPLACEMENT TITLES

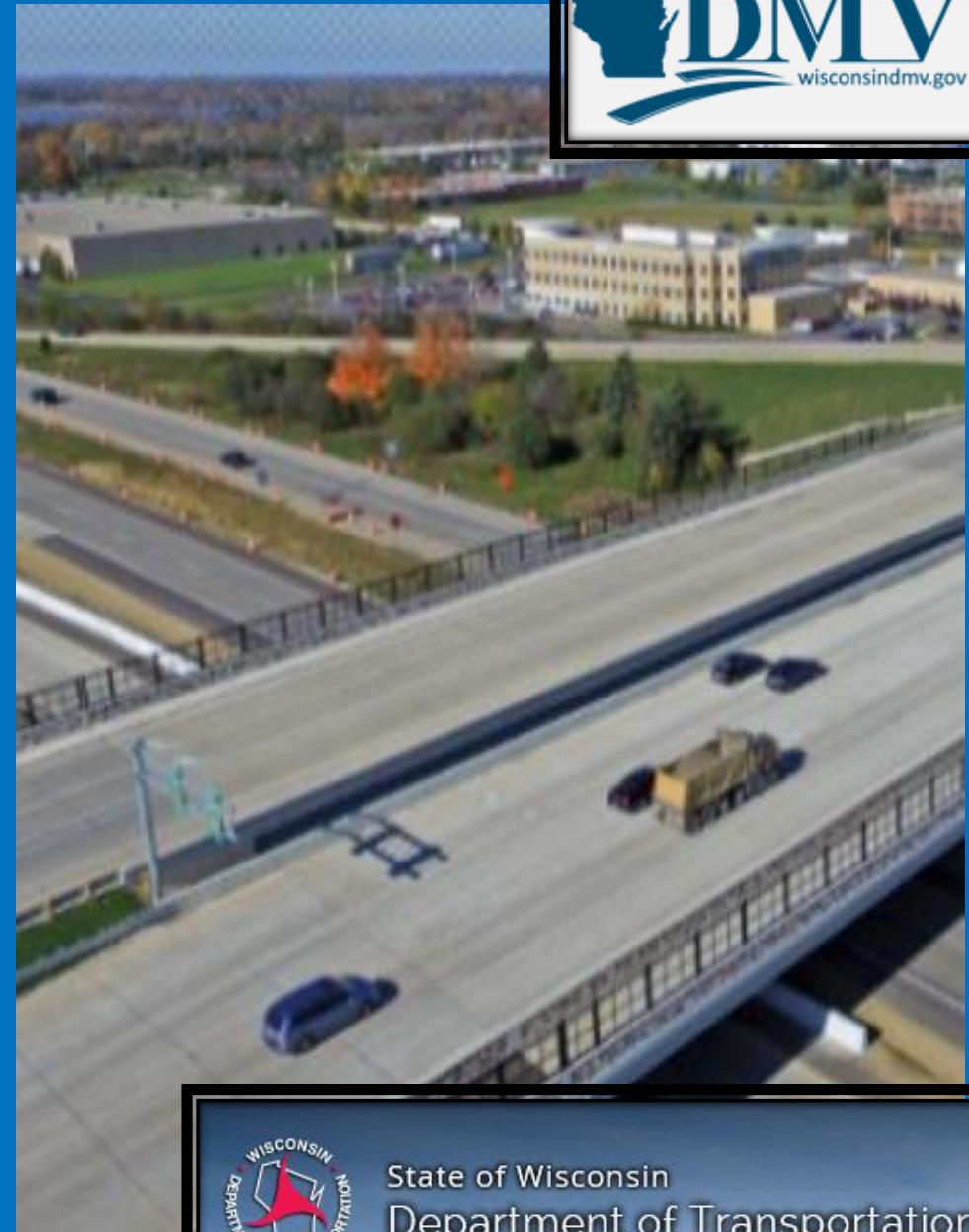
- Child support liens attach with new title activity
- Could cause work to be late
- Child Support Lien Docket
- **If replacement title is needed, best practice is to request customer apply for replacement prior to taking vehicle on trade**



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TITLE & MCO

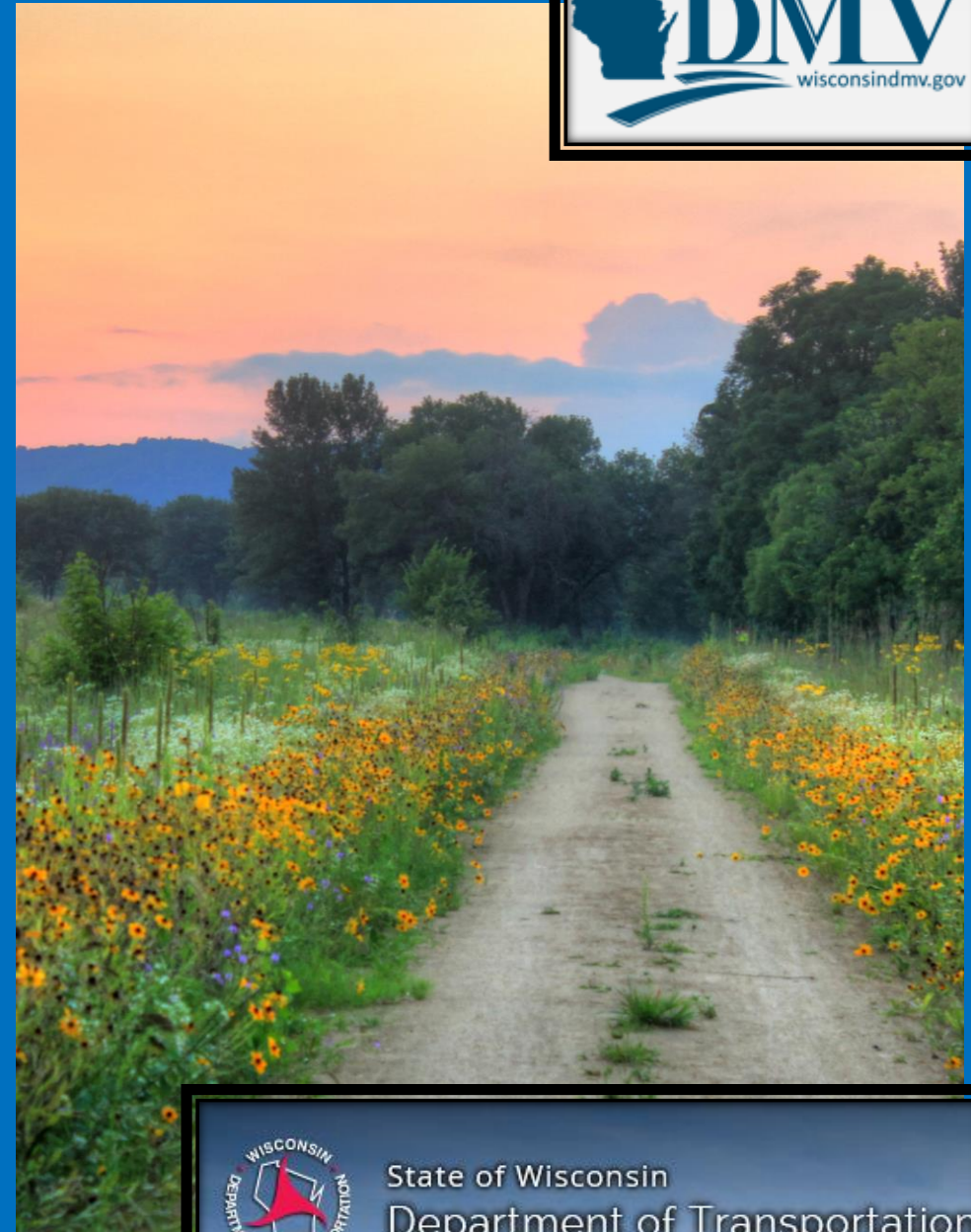
- Chain of Ownership
 - Any and all additional supporting documents, if applicable
 - POAs, MV2300, Statement of intent, etc.
 - Private party sales within chain
 - Private parties must title vehicle prior to trading vehicle to dealer
 - Legal corporate names
 - DBAs only when used in addition to Legal corporate name
 - **“Licensed Dealer’s Statement of Sale and Warranty”**
 - **A Wisconsin dealer signature must be on the MV11 when the dealer is selling a vehicle**



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ODOMETERS

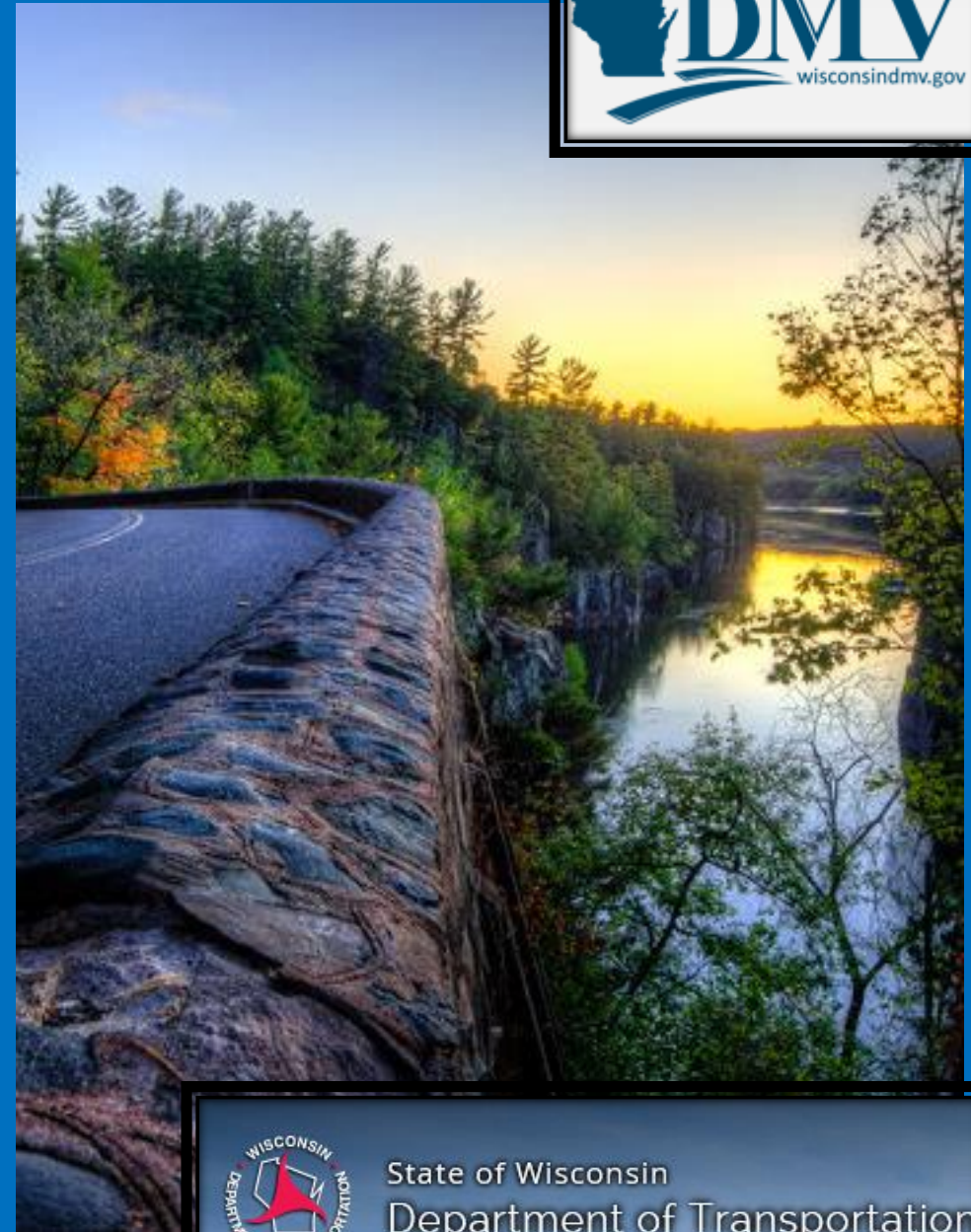
- All sellers must record an odometer statement in writing on the title or dealer application (MV11).
- Only the seller can verify the mileage as 'actual'. If the purchaser fills in the odometer reading it is recorded as 'not actual'.
- Check out-of-state titles for the proper odometer status.
- **Review all titles to insure a higher mileage reading is not disclosed on the title than you are representing the vehicle mileage to be.**



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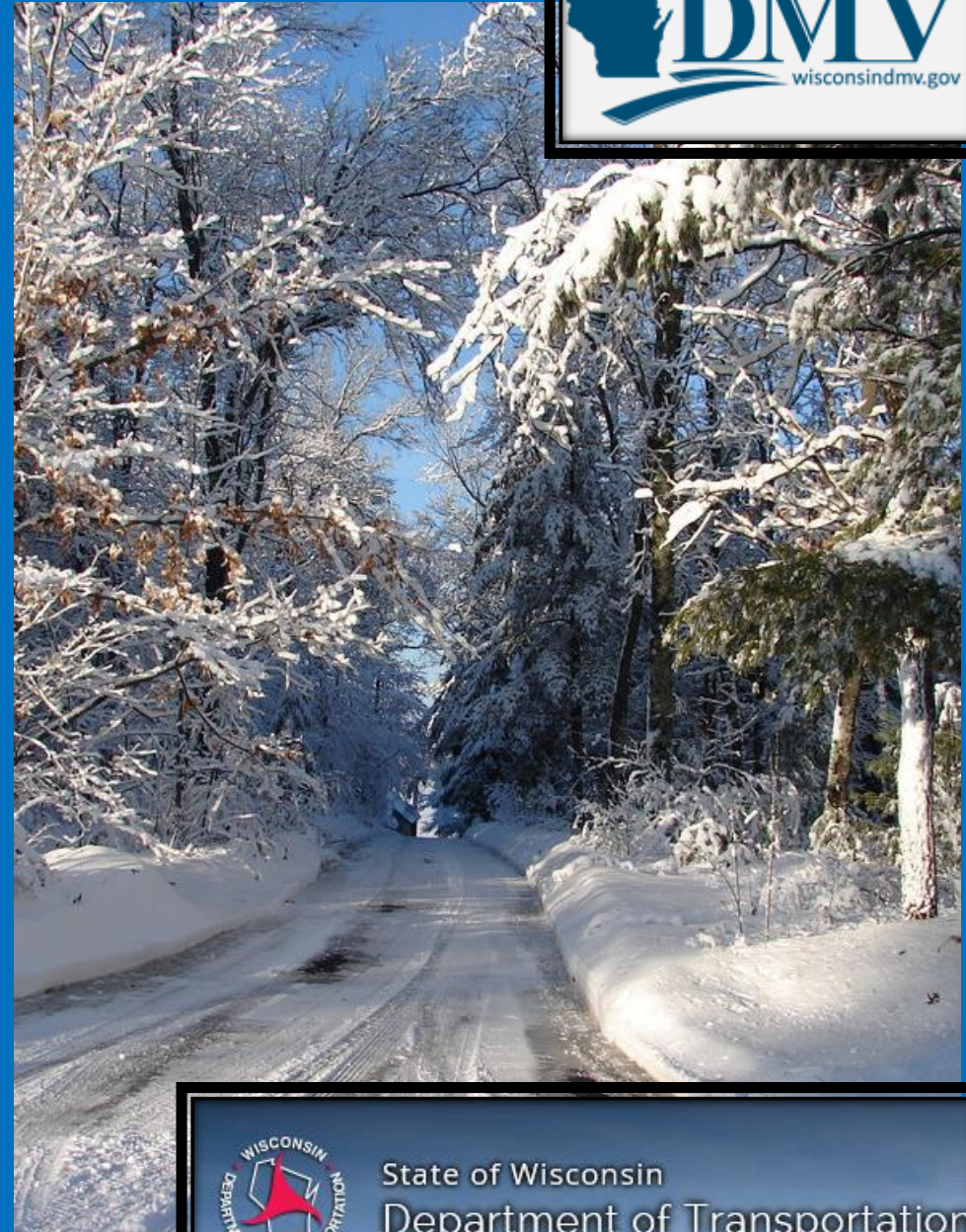
TRUSTS

- When a vehicle is traded, purchased or sold by a trust, a *Trust Affidavit (MV2790)* must be completed by the Trustee and included with the application.
 - Do not reverse trust name, or show trustee names.
 - The name on the MV11 must match the name exactly as the MV2790.
 - Exception: You may have to abbreviate the name in order for it to fit in the space available.
 - Call APU for assistance in abbreviating the name of the trust, if necessary.
 - **Trust abbreviations can be found in the *APPS Agent Information* Training manuals located on the DMV website**



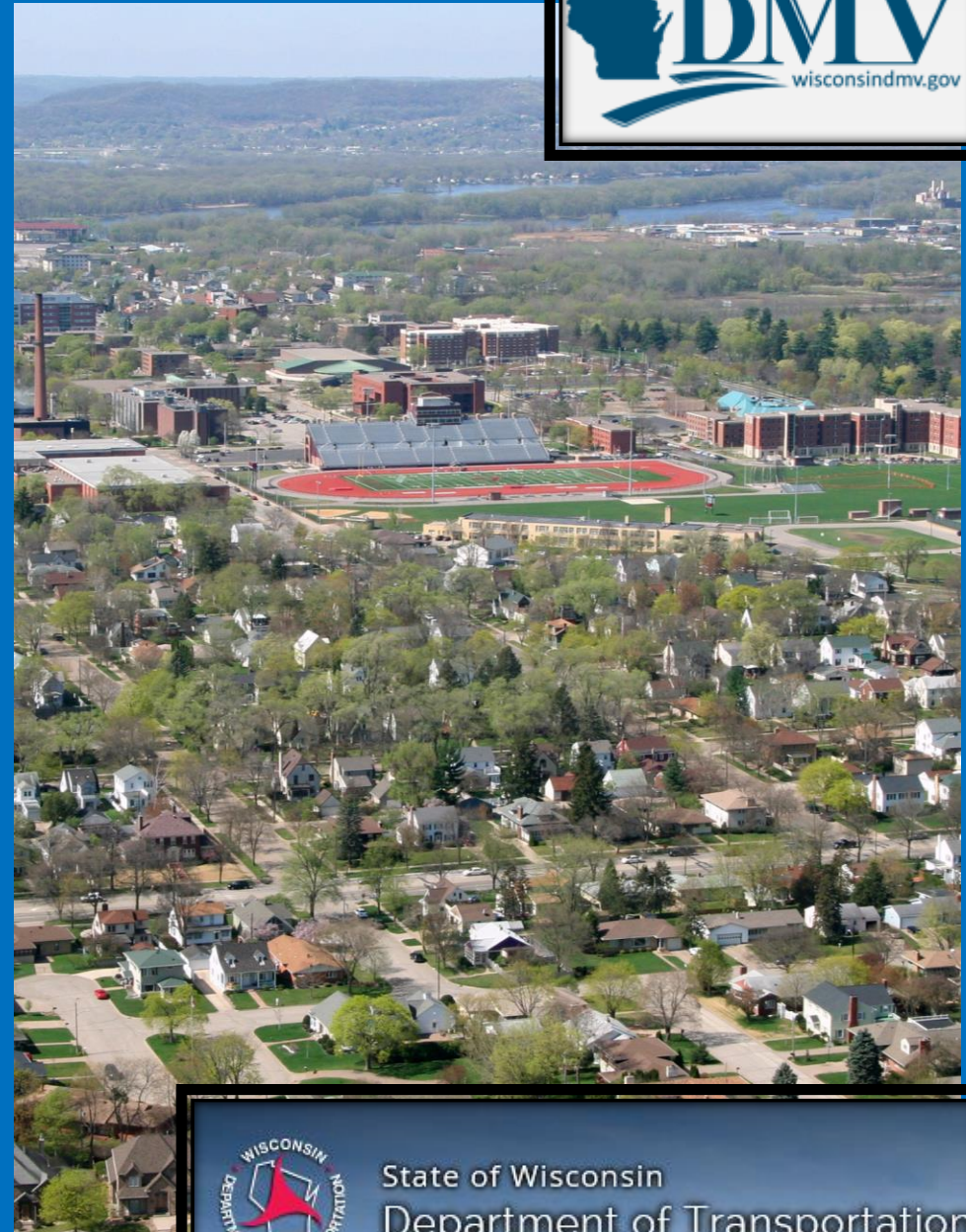
DECEASED TRANSFERS

- An MV2300 is required for all transfers involving a deceased party.
- A surviving spouse/same-sex domestic partner may sell a vehicle, or trade it to a Wisconsin dealership, **without** having to title the vehicle in his/her name.
 - If the title is listed in the decedent's name and their spouse, the best practice in this situation is to have the customer sign twice: on behalf of the deceased owner as well as themselves.
- **Surviving heirs must title the vehicle into their own name before trading the vehicle to a dealership.**



LEASED VEHICLE WITH OUT OF STATE REGISTRATION

- Lessees own the registration
- When a WI dealer leases a vehicle to an OOS customer, WI DOT does not provide any documents to the leasing customer.
- **It is their responsibility to work with the leasing company to obtain appropriate documentation to register in their state.**



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WHEEL TAX

- Wheel tax is collected for New registration and renewals, not for transfer, unless registration is also being renewed at the same time.
- Motor vehicles subject to this tax are automobiles or light trucks registered at 8,000 pounds or less with a registration type of AUT, DPV or LTK.
- If a vehicle is kept in an unincorporated township, the vehicle may be subject to a wheel tax imposed by the municipality associated with the township.
- **May show as “miscellaneous fees**



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WHEEL TAX

Visit Wisconsindot.gov for the most up to date listings

Current wheel tax jurisdictions

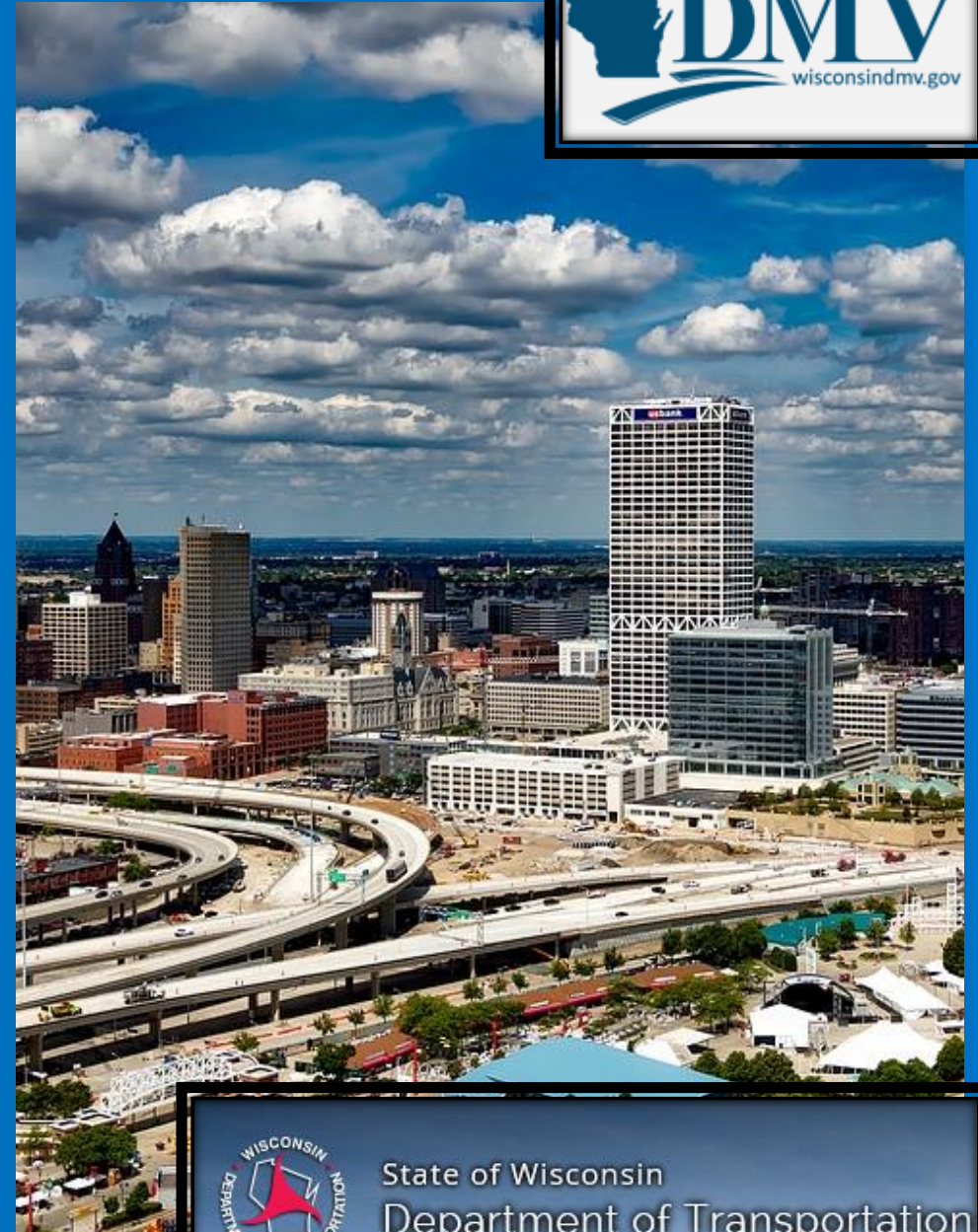
WisDOT currently collects a wheel tax for the following:

- Municipalities
 - Appleton (city; \$20)
 - Arena (township; \$20)
 - Beloit (city; \$20)
 - Eden (village; \$20)
 - Evansville (city; \$20)
 - Fort Atkinson (city; \$20)
 - Gillett (city; \$20)
 - Iron Ridge (village; \$10)
 - Janesville (city; \$20)
 - Kaukauna (city; \$10)
 - Lodi (city; \$20)
 - Milton (city; \$30)
 - Milwaukee (city; \$20)
 - New London (city; \$20)
 - Platteville (city; \$20)
 - Portage (city; \$20)
 - Prairie du Sac (village; \$20)
 - Sheboygan (city; \$20)
 - Tigerton (village; \$10)
- Counties
 - Chippewa County (\$10)
 - Dane County (\$28 beginning for October 2018 registrations)
 - Green County (\$20 beginning for August 2018 registrations)
 - Iowa County (\$20)
 - Lincoln County (\$20)
 - Marathon County (\$25)
 - Milwaukee County (\$30)
 - St. Croix County (\$10)



TVRP & LATE TRANSACTIONS

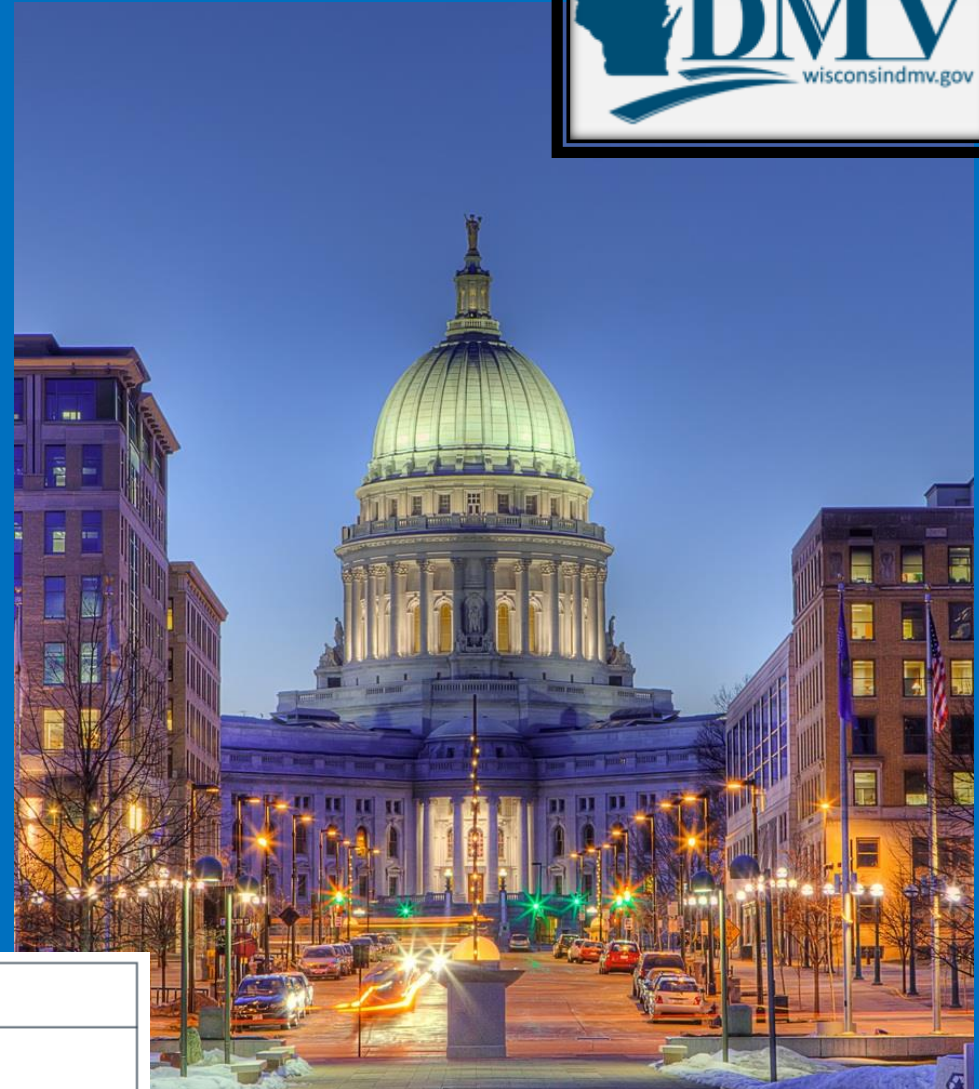
- Do not hold the application!
 - It generally takes 10 + business days for law enforcement to notify DOT a citation has been satisfied, over their 7 processing days.
- Always mail in these applications



TRUCK VEHICLE TYPES

- Auto Plates on Truck chassis
- LTK: Plates issued to truck type vehicles designed, used, or maintained primarily for the transportation of property. They are registered by gross weight.
- **AUT: Plates issued for vehicles designed and used primarily for carrying 15 or fewer passengers including the driver such as automobiles, vans, limousines, mass transit vehicle and sport utility vehicles (SUV's).**

Automobile	AUTO	automobile and low-speed vehicle (LSV)
Motorcycle	CYCL	moped, motorcycle and special designed vehicle
Trailer	TRLR	camping trailer, recreational vehicle trailer, semi-trailer
Truck	TRUK	bus, SUV, motor home, road tractor, truck, truck tractor and vans



DPV REGISTRATION TYPE- DUAL PURPOSE VEHICLE

- 340.01(15p) states "Dual purpose motor home means a vehicle which can be interchangeably equipped as a motor home or motor truck".When a reg type of DPV is shown:
 - The truck can be equipped with a slide-in camper unit
 - The weight of the camper unit is not included in the truck's gross weight



DPF REGISTRATION TYPE- DUAL PURPOSE FARM TRUCK

- Plates are operated by a farmer at 12,000 pounds or less weight (when used as a farm truck) and at 4,500, 6,000, 8,000 or 10,000 pounds when used for non-farming occupation or employment
 - When truck is used for a non-farm occupation it must be operated at, or under, the registered gross weight
 - When truck is used as farm truck or for personal use it may be operated at a maximum gross weight of 12,000 pounds.



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