

Partner Talk

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Inventory time is here again!

At the end of each fiscal year, WisDOT inventories its supply of metal license plates. APPS program standards require all agents that have metal plates to submit a physical count of their stock to WisDOT. Inventory forms will be mailed out June 18th, with results due June 30th.

When counting inventory, check your numbers against your system's inventory report. If you find any discrepancies, contact the vendor or the APU support staff. Please confirm that your business' mailing and contact information is current, and note any changes on the inventory form.

Please do a physical count of:

- Auto (AUT)
- Motorcycle (CYC)
- Light truck (LTK)
- Moped (MPD)
- Packers (PAK)

Contact the Agent Partnership Unit if you have any questions about the inventory process.

What is "out-of-stock" or "central" plate issuance?

Special plates that are processed electronically but mailed from WisDOT are referred to as "out-of-stock" or "central" issue. Agents do not stock these plates in their inventories.

These non-personalized plates can be processed as "out-of-stock" or "central" issue:

- DUK - Ducks Unlimited
- END - Endangered Resources
- FRM - Farm (12,000 pounds)
- GLF - Golf Wisconsin
- HEG - Higher Education Group (University)
- HEM - Higher Education Group (University of WI-Madison)
- KID - Celebrate Children
- LTK - Dual Purpose Vehicle (DPV), Dual Purpose Farm (DPF)
- PAK - Packers
- SPT - Wisconsin Salutes Veterans
- WHF - Women's Health Foundation

An application for one of these plates must be processed electronically. Issue the customer a 90-day temporary plate. Contact the Agent Partnership Unit with any questions on these transactions.

“Title only” applications

A “title only” (no registration) transaction can be electronically processed in order to list a lien, if your customer is an out-of-state resident with no Wisconsin DMV record. All other “title only” transactions must be mailed to WisDOT for manual processing.

When to issue temporary plates

Temporary plates may be issued under the following conditions:

- Customer is purchasing registration on an after-hours delivery.
- Manual processing is required for title and registration processing.
- Customer is an out-of-state resident. The 30-day temporary plate is solely for the purpose of removing the vehicle from Wisconsin.
- “Out of stock” or “central” plate issuance is required, which means the plates are mailed by WisDOT.
- Customer is ordering replacement plates for the plate number being transferred.

Temporary plates may **not** be issued in these situations:

- Dealer or agent is not collecting full registration fee.
- Customer requests a “title only” (no registration).
- Customer is transferring existing metal plates.
- Vehicle already has metal plates assigned.
- Customer transfers plates from a currently owned vehicle to a vehicle they’ve just purchased and plan to sell the currently owned vehicle privately. The customer must obtain registration for the currently owned vehicle prior to allowing test drives.



Reassignments and odometer statements

All titles and Manufacturer’s Certificates of Origin must be signed by the purchaser and the selling dealer, and the odometer statement must be completed. Whenever a secure MV11 form is not used, the odometer reading at the time of delivery must be entered on the next open reassignment on the title. The MV11 must be used if there is no open reassignment on the title. Use the Odometer Disclosure for Retail Sale on a certificate of origin.

Special addresses

When processing a transaction for an out-of-state customer, please ask if they have ever had a Wisconsin address. If they have an existing record with a previous Wisconsin address, all products will be mailed to that address, regardless of any changes you enter.

Before processing a transaction for an out-of-state customer, contact the Agent Partnership Unit with the customer’s identifier and current address. The out-of-state address may be able to be added to our records as a permanent mailing address. If a mailing address cannot be added, the application will require manual processing. Note on the application that the out-of-state address is the customer’s new permanent address. The customer’s products will be mailed to that address.

Determining fees used when processing via e-MV11

To view a report of the fees deducted from your bank account for applications processed on e-MV11:

- Select “View Reports” on the Main Menu. Click “Next.”
- Select the “Applications Completed” radio button.
- Under “Enter the Reporting Period,” key in the Start and End dates of the period you want to review. If no Start/End dates are entered, the report will show the current day’s transactions. Click “Next.”
- Click the PDF icon to view the report. The report will show the vehicle and owner information, fees charged, and the date fees were taken from your bank account. Remember that WisDOT does a single withdrawal for all transactions completed on the same day.

Call the APU support staff at 608-266-3566 if you have any questions regarding fees being deducted from your account.

How to avoid the \$50 surcharge

A \$15 fee is paid to WisDOT for processing an application that could have been processed electronically by the dealer, regardless of the dealer's volume of sales. Additionally, there is a \$50 surcharge when a motor vehicle dealer who is required to process electronically chooses to mail an application to WisDOT for processing, and that application could have been processed electronically.

WisDOT's online "can/cannot do" lists will tell you which transactions can be processed electronically.

Visit the link for your vendor for more information on what can or cannot be processed through your system:

<http://www.dot.wisconsin.gov/business/dealers/cvr.htm> (Click on APPS Agent Information)

<http://www.dot.wisconsin.gov/business/dealers/trivin.htm> (Click on APPS Agent Information)

<http://www.dot.wisconsin.gov/business/dealers/emv11/index.htm> (Scroll down to see what you can and cannot process)

Call the APU support staff if you have questions regarding the surcharge fees.

Motorcycle and moped do's and don'ts

Motorcycles and mopeds newer than model year 1969 require a Federal Certification label to be titled and/or registered in Wisconsin. The label certifies that the vehicle was manufactured according to federal specifications, and that it is equipped for highway use. For non-dealer applications, this certification requires checking the box under Section G of the completed and signed MV1 form. If this box is not checked, the entire application may be returned.



Some guidelines to remember when titling and registering motorcycles and mopeds:

- Motorcycles and mopeds are registered biennially, expiring in April of even-numbered years.
- Plate fees are pro-rated based on date of operation.
- Mopeds are exempt from odometer disclosure.
- Moped plates stay with the vehicle, and motorcycle plates are transferable.
- Dealers can obtain motorcycle dealer plates.
- Motor vehicle dealers may sell motorcycles and mopeds without an additional license.
- Dealers selling only motorcycles need a motorcycle dealer license.
- A franchise appointment is required if selling new motorcycles.
- A franchise appointment is not required to sell new mopeds.
- Dealers cannot sell new motorcycles if the selling distributor or manufacturer is not licensed.

* Please see <http://www.dot.wisconsin.gov/business/dealers/licenses/manufactlic.htm>

For more information, please call the Business and Consumer Services Unit at 608-266-1425.

City of Mayville wheel tax

Beginning April 1, 2009, vehicles kept in the city of Mayville are subject to a \$10 wheel tax at the time the vehicle is first registered and at the time of registration renewal. Wheel tax applies to Auto (AUT), Dual-purpose Vehicle (DPV) and Light Truck (LTK) registration types.

Contacting the Agent Partnership Unit

Questions related to the completion of electronic title and registration applications should be directed to APU at 608-266-3566. The hours of service are 7:00 a.m.-4:30 p.m. Monday–Friday. Please do NOT give this number to the public. General public questions can be directed to our Research and Information Unit at 608-266-1466.

You may call the plate room at 608-266-1473 for questions related to temporary and metal plate orders.

The dealer registration hotline number (608-261-0251) was eliminated April 1, 2009. Below you will find specific phone numbers to call to find your requested information.

Question—topic	General Inquiry Unit
Odometer discrepancies	414-266-1000 or 608-266-1466 press 2, 1, then 1
Mechanics liens	414-266-1000 or 608-266-1466 press 2, 1, then 1
Heavy vehicles	414-266-1000 or 608-266-1466 press 2, 1, then 1
Salvage vehicles	414-266-1000 or 608-266-1466 press 2, 1, then 1
Emission questions	414-266-1000 or 608-266-1466 press 5, 1, then 0
Secured party questions	414-266-1000 or 608-266-1466 press 5, 1, then 0
Personalized plates	414-266-1000 or 608-266-1466 press 5, 4, 1, then 0
Parking tickets	414-266-1000 or 608-266-1466 press 5, 1, then 1
Driver license questions	414-266-1000 or 608-266-1466 press 4, 6, then 6
Question—topic	Agent Partnership Group
General dealer titling related to processing & paperwork	608-266-3566
Electronic processing questions	608-266-3566
Errors on applications processed electronically	608-266-3566
Question—topic	Customer Service Group
Sign up for electronic processing programs	608-266-1425
Dealership licensing	608-266-1425
Consumer protection concerns	608-266-1425
Question—topic	Plate Room
Temporary and metal plate orders	608-266-1473