SECTION 2: PROCESSING TRANSACTIONS

TRANSACTION TYPE SELECTION:

⦿ Add lien to your customer's title (no change of ownership)

    Wisconsin title number : [ ]

○ Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)

    VIN: [ ]

○ Vehicle repossession

    VIN: [ ]

○ Remove your lien

    VIN: [ ]

○ Reset transaction   VIN: [ ]

    Reference #: [ ]   Title #: [ ]

○ Vehicle inquiry

○ Forms and reports

○ Bank account information

* NOTE: Titles are required for any transaction that results in the production of a title, except replacement title transactions and repossessions.

ADD LIEN TO YOUR CUSTOMER'S TITLE

To begin the transaction, select "Add lien to your customer's title," enter the current Wisconsin title number. Click **Next.**

If the title number you have entered is not the most current or is invalid you may see one of the following messages.
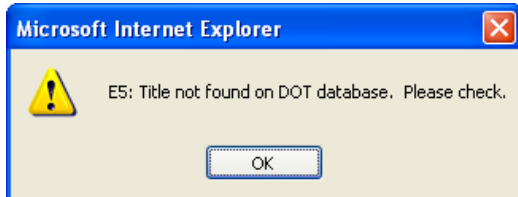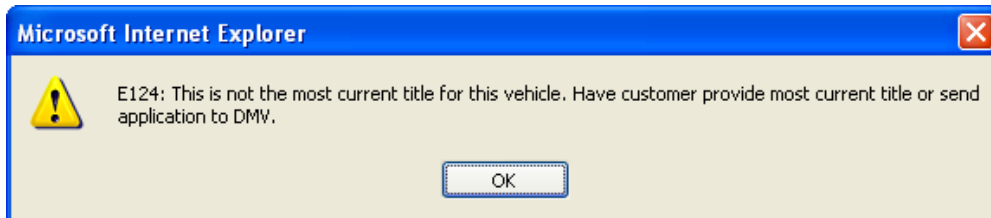
Verify that you have entered the correct title number shown on the title, exclude any dashes.

If the title status in incomplete due to an incident or notation you will see the following error message. These transactions cannot be processed electronically. Send the application to DMV for manual processing; include a completed Mail to DOT form.
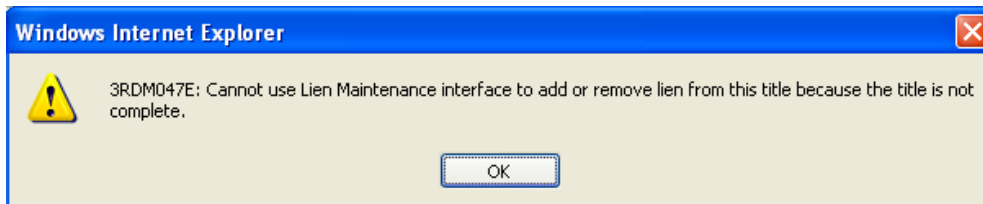
Contact the Agent Partnership Unit if you require further assistance.

Verify the vehicle and customer information

VIN	4G2JB324XTB203179	Year	1996
Title Number	S2319A2190013	Last Title Date	11-14-2012
Vehicle Type	AUTO		
Vehicle Make	PONTIAC		
Body Style	CV	Color	RED
Vehicle kept in county of	03	City/Village/Town of	59

Existing Brands

MN - PREV TITLED IN MN

Existing Lien Holders   ☐ BANK OF OAKFIELD, OAKFIELD / 103 S MAIN ST / PO Box: 128 / WI / 53065 / 0128 /

Check the box if you wish to release a lien holder

To redirect delivery of title to a different name and/or address, fill in below

Attention
Address line 1
Address line 2
PO Box
City   State   ZipCode

Owner Details
Owner 1   ISAIAH S KIDD
                 4802 SHEBOYGAN AVE MADISON, WI 53705

[Next] [Cancel]

Check the box to release existing lien if applicable.
You have the option to release an existing lien at the same time you are adding your own lien. You may only release another lender's lien if:

- You have a valid lien release,
- You have sent the other lender the payoff amount, or
- You have contacted the other lender to verify their lien has been paid.

You are responsible to ensure the lien has been satisfied and will certify this as part of the completion of the application.

ADD LIEN TO YOUR CUSTOMER'S TITLE – Fee Screen

ditc1m processing on behalf of

REFERENCE #: 26307100393

TITLE FEE	0.00
REGISTRATION FEE	0.00
LIEN FEE	10.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	10.00

Complete Application   Back   Preview Receipt

Complete Application: Completes the transaction. An eMV receipt is produced and funds will be debited via ACH. DMV will issue the title. You must have the most current title in your possession in order to complete the transaction unless doing a replacement title transaction or repossession.

Back: Goes back to previous screen and allows changes to be made.

Preview Receipt: Allows the receipt to be viewed before completing the transaction. Information may be reviewed for accuracy before the application is committed to completion.
*Note: Your system must have specific Adobe Reader settings in place in order to use the Preview Receipt function.

1. Open Adobe Reader. Click "Edit", then "Preferences".
2. Select "Options" or "Internet".
3. **Uncheck the first box**, "Display PDF in Browser".
4. Click "OK", and exit Adobe Reader.

If you are unable to adjust your Adobe Reader settings, **do not** use the receipt preview function. Your transactions will get hung up and will not complete.

ADD LIEN AND APPLY FOR REPLACEMENT TITLE

A replacement title cannot be issued if the title it being held by the lien holder. The customer must contact their lien holder for assistance.

- Verify if a title is being held by the lien holder by selecting the "Vehicle Inquiry" transaction from main menu.
- If there is no title to lien holder notation, **print a copy of the inquiry screen.** This print will need to be sent in with the receipt for imaging.

○ Add lien to your customer's title (no change of ownership)

    Wisconsin title number : [＿＿＿＿＿＿＿＿＿]

○ Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)

    VIN: [＿＿＿＿＿＿＿＿＿]

○ Vehicle repossession

    VIN: [＿＿＿＿＿＿＿＿＿]

○ Remove your lien

    VIN: [＿＿＿＿＿＿＿＿＿]

○ Reset transaction   VIN: [＿＿＿＿＿＿＿＿＿]

    Reference #: [＿＿＿＿＿]   Title #: [＿＿＿＿＿＿＿]

◉ Vehicle inquiry

○ Forms and reports

○ Bank account information

VIN   1FAFBP40A2JF136090

    OR

Plate   [＿＿＿＿]   Type [＿＿＿＿＿＿＿＿＿ ▼]

Owner DID #   [＿＿＿＿＿＿＿]

    OR

SSN   [＿＿＿＿＿＿]

    OR (for non-individual)

FEIN #   [＿＿＿＿＿＿]

Lessee DID #   [＿＿＿＿＿＿＿]

    OR

SSN   [＿＿＿＿＿＿]

    OR (for non-individual)

FEIN #   [＿＿＿＿＿＿]

You will need to key in a **personal identifier (driver's ID, Social Security number, Federal Employer Identification number)** in order to see any customer information

Vehicle Inquiry Screen

VIN	1FABP40A2JF136090	Year	1988
Title Number	0620701101185	Last Title Date	07–26–2006
Vehicle Type	AUTO	Previously titled in	IL
Vehicle Make	FORD	Plate	590LDB
		Type	AUT
		Reg Type	AUT
Body Style	2D	Color	WHITE
Odometer Reading	0	Odometer Reading Date	
Odometer Status	EXEMPT		
Reg Exp Date	06–28–2007	Reg Period	ANNUAL
Status	HISTORY	Reason	VEHICLE JUNKED

Existing Brands	None

Existing Lien Holder/s

Holder Name	Address	Holds Title
N/A	N/A	N/A

Electronic Title	N
Title Mailed to	N

Print the inquiry screen. Click **OK** to return to the Main Menu.

From Main Menu select "Add lien and apply for replacement title," enter the VIN, and click **Next.**

○ Add lien to your customer's title (no change of ownership)
    Wisconsin title number : _____

◉ Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)
    VIN: 1fafp53u4xg205684

○ Vehicle repossession
    VIN: _____

○ Remove your lien
    VIN: _____

○ Reset transaction   VIN: _____
    Reference #: _____   Title #: _____

○ Vehicle inquiry

○ Forms and reports

○ Bank account information

VIN	1FAFP53U4XG205684	Year	1999
Title Number	S2292A3950025	Last Title Date	10-18-2012
Vehicle Type	AUTO		
Vehicle Make	FORD		
Body Style	4D	Color	BLU
Vehicle kept in county of	MILWAUKEE	City/Village/Town of	MILWAUKEE(C)

Existing Brands	IA - PREV TITLED IN IA
Existing Lien Holders	None

Owner Details

Owner 1   CHARLES ANDREW BUGG

Address line 1   4802 Sheboygan Av

Address line 2

PO Box

City Madison   State WI   ZipCode 53705

Verify vehicle and customer information.
Click **Next.**

ADD LIEN AND APPLY FOR REPLACEMENT TITLE – Fee Screen

ditc1m processing on behalf of

REFERENCE #: 66313100392

TITLE FEE	20.00
REGISTRATION FEE	0.00
LIEN FEE	10.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	30.00

[Complete Application] [Back] [Preview Receipt]

VEHICLE REPOSSESSION

Prior to doing a "Vehicle repossession" task, do a "Vehicle inquiry "on the vehicle. Verify that your lien is listed and **print a copy of the inquiry screen.** This print will need to be sent in with the receipt for imaging.

To begin the transaction, select "Vehicle repossession," enter the VIN, and click **Next.**

○ Add lien to your customer's title (no change of ownership)
  Wisconsin title number : [_____]
○ Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)
  VIN: [_____]
◉ Vehicle repossession
  VIN: [1FAFBP40A2JF136090]
○ Remove your lien
  VIN: [_____]
○ Reset transaction   VIN: [_____]
  Reference #: [_____]   Title #: [_____]
○ Vehicle inquiry
○ Forms and reports
○ Bank account information

VIN	1FAFP53U4XG205684	Year	1999
Title Number	12320A2190011	Last Title Date	11-15-2012
Vehicle Type	AUTO		
Vehicle Make	FORD		
Body Style	4D	Color	BLU
Vehicle kept in county of	DANE	City/Village/Town of	MADISON(T)
Odometer Reading	[____]; Prior: 0	Odometer Status	EXEMPT
Repossession Date	11/15/2012	Security Agreement Date	10/24/2011

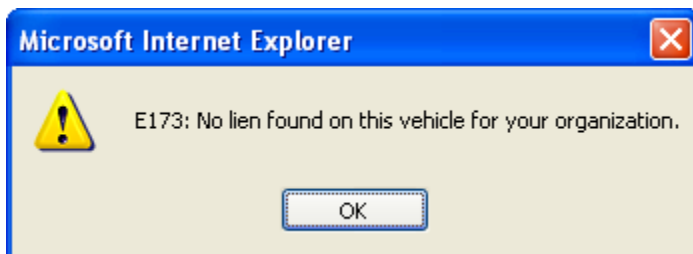|	
Existing Brands	IA - PREV TITLED IN IA
Existing Lien Holders	BANK OF OAKFIELD, OAKFIELD / 103 S MAIN ST / PO Box: 128 / WI / 53065 / 0128 /

Owner Details
Owner 1   CHARLES ANDREW BUGG
                 4802 SHEBOYGAN AVE MADISON, WI 53705

Verify vehicle and customer information. Enter the odometer reading and status, repossession date, security agreement date, county, and city/village/town. Click **Next**

VEHICLE REPOSSESSION-Fee Screen

```
ditc1m processing on behalf of
_____

REFERENCE #. 73602100399

TITLE FEE                                        69.50
REGISTRATION FEE                                  0.00
MISCELLANEOUS FEES                                0.00
TOTAL AMOUNT DUE                                 69.50
_____


[ Complete Application ]   [ Back ]   [ Preview Receipt ]
_____
```

If the organization you are processing for does not have a lien against this vehicle, you will see the following message after choosing Vehicle Repossession transaction and entering VIN:

```
Microsoft Internet Explorer                    [X]

   ⚠️   E173: No lien found on this vehicle for your organization.

              [    OK    ]
```

Verify that the VIN has been entered correctly.

DMV has created a free program for lenders and other affected parties to verify whether a vehicle record shows any liens: http://on.dot.wi.gov/applicationdoc/lien/index.htm.

The Lien Holder Inquiry ("lien look-up") print includes the VIN, year and make of the vehicle. If a lien is on our record, the lien holder is displayed. If there is no lien on our record there will be a statement saying, "No lien record found as of 'date'," where the date is the day of the inquiry.

Use of the system requires a registered WAMS username and password.

If you have additional questions as to whether or not a lien is listed on a record, contact DMV's Vehicle Records Section at (608) 266-3666.

REMOVE YOUR LIEN

Once your lien has been released

- If the lien was listed **after** July 30, 2012, a new title will be issued to the owner or subsequent lien holder. If you are holding a paper title there is no need to return the title to DMV; please destroy it once your lien has been released and you have sent proper notification to your customer.
- If the lien was listed **prior** to July 30, 2012 your customer will have to submit their title to DMV to have a clear title issued.
- If incidents/notations exist against the vehicle the lien will be removed but a new title will not be printed until those are cleared.

Select "Remove your lien," enter the VIN, and click **Next.**

If the organization you are processing for does not have a lien against this vehicle, you will see the following message:

Vehicle Information

dotdmr processing on behalf of BANK OF OAKFIELD – 00001597

VIN	D0TTESTV1N1111100	Year	2010
Title Number	S2320A2190011	Last Title Date	11-15-2012
Vehicle Type	AUTO		
Vehicle Make	CHEVROLET		
Body Style	4D	Color	BLU
Vehicle kept in county of	13	City/Village/Town of	73

Existing Brands	None
Existing Lien Holders	☐ BANK OF OAKFIELD, OAKFIELD / 103 S MAIN ST / PO Box: 128 / WI / 53065 / 0128 /

Check the box if you wish to release a lien holder

To redirect delivery of title to a different name and/or address, fill in below

Attention

Address line 1

Address line 2

PO Box

City   State   ZipCode

Owner Details
Owner 1   JOHN Q PUBLIC
                 4802 SHEBOYGAN AVE MADISON, WI 53705

Verify the vehicle and customer information. Check the Existing Lien Holders box to release your lien(s).

If you hold the title (because the lien was listed on or after July 30, 2012), you will have the option of adding a one-time name and address to redirect delivery of the new title to a different name/address than that of the vehicle owner listed on the title. This option is available whether the original title held is paper or electronic.

This will be useful to direct delivery of titles to:
- motor vehicle dealerships paying off a lien on a vehicle that has been traded in
- other financial institutions processing a refinance on the vehicle
- customers who have moved out of state, and need a paper title to relist your lien in their new state

Click **Next**

CERTIFICATION STATEMENTS

Certification for Add Lien to Customers Title

Certification

dotdmr processing on behalf of BANK OF OAKFIELD - 00001597

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I authorize the state of Wisconsin or its authorized agent to initate an ACH debit entry from the account(s) I have registered as payment for this transaction.
- I certify that there is a lien on this vehicle. Lien held by : 00001597 - BANK OF OAKFIELD - OAKFIELD / 103 S MAIN ST / P.O. BOX 128 / WI 53065

Certification for Add Lien and Apply for Replacement Title

Certification

dotdmr processing on behalf of BANK OF OAKFIELD - 00001597

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I authorize the state of Wisconsin or its authorized agent to initate an ACH debit entry from the account(s) I have registered as payment for this transaction.
- I certify that there is a lien on this vehicle. Lien held by : 00001597 - BANK OF OAKFIELD - OAKFIELD / 103 S MAIN ST / P.O. BOX 128 / WI 53065

Certification for Vehicle Repossession

Certification

dotdmr processing on behalf of BANK OF OAKFIELD - 00001597

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I authorize the state of Wisconsin or its authorized agent to initate an ACH debit entry from the account(s) I have registered as payment for this transaction.
- I certify notice of sale was given to subordinate lienholders.
- I certify that the vehicle was repossessed in the state of Wisconsin and under the security agreement dated 10/24/2012 in compliance with the provisions of the Wisconsin Uniform Commercial Code, s.342.18(2) and 342.19(5), Wisconsin statutes, and the Wisconsin Consumer Act as amended when applicable. (See s425.201 through 425.210).

Certification for Remove Lien

Certification

dotdmr processing on behalf of BANK OF OAKFIELD – 00001597

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that the lien(s) shown on the Certificate of Title and listed below are paid.
  00001597 - BANK OF OAKFIELD - OAKFIELD / 103 S MAIN ST / PO Box: 128 / WI / 53065 / 0128 /

Certification for Remove Lien, mail to address used.

Certification

dotdmr processing on behalf of BANK OF OAKFIELD – 00001597

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that the lien(s) shown on the Certificate of Title and listed below are paid.
  00001597 - BANK OF OAKFIELD - OAKFIELD / 103 S MAIN ST / PO Box: 128 / WI / 53065 / 0128 /
- I authorize the state of Wisconsin to deliver title to BCSU AUTO SALES, PO Box:7909, MADISON, WI 53707

Review carefully and select I Agree to complete the transaction.

Select Back to make changes to the transaction.

SUCCESS PAGE


```
ditc1m processing on behalf of


    Your title number is 08179A0020016
    Click to view report

    Adobe PDF


    [ Return to Menu ]
```

The new Wisconsin title number is identified.

Click on the Adobe Acrobat icon to view and print your eMV receipt.
- Print repossession and replacement receipts to send to DMV for imaging. You may also print copies for your customer and/or your records.

See section 9 for examples of receipts.

See section 8 for complete instructions on mailing the eMV receipt and title to DMV for imaging.

Return to Menu: Select to return to Main Menu and continue processing or log off.