

Completing Yellow Mailing Labels

Title Number: 07111D123001-1

07 111 D123 001 -1

Issue Year

*Day of year on
Julian Calendar*

*Terminal ID# for Dealers &
Banks that process titles*

*Titles processed
that day*

*Check digit, not
part of title #*

MV2948		12/2005									
ENDING TITLE NUMBER											
0	7	1	1	1	D	1	2	3	0	0	1
Y R		(Julian Date)									
DMV CORRESPONDENCE PROCESSING											
WISCONSIN DEPARTMENT OF TRANSPORTATION											
PO BOX 7911											
MADISON, WI 53707-7911											

Mailing Work For Imaging With Yellow Mailing Labels

1. All titles and/or the Manufacturer Certificates of Origin (MCO) need to be mailed to DMV for imaging along with the e-MV11 receipt. **Supporting documents for the title transactions should be kept in the deal jacket.**
2. Prepare the title document for mailing:
 - A. The e-MV11 receipt for the first title transaction of the day should be placed on top of the title.
 - B. If additional title transactions are completed on the same day, continue to build your mailing bundle by placing the second receipt and title behind the first receipt and title.
 - C. Transactions that have been completed and reset later that day require a reset slip. The system will automatically prompt you to print one, if necessary. When prompted, print a copy of the e-MV11 reset slip. Place the e-MV11 reset slip in your completed work where the e-MV11 receipt and title would have been placed.
3. Remove all staples and paper clips when mailing in the title or MCOs.
4. Never enclose notes or send uncompleted work with your completed work.
5. Mail the e-MV11 receipts, titles/MCOs or reset form (if needed) using the yellow mailing label the next business day after the transaction is completed. **Write the last title number from that day's title transaction on the mailing label (the new e-MV11 title number).** Please do not put more than one day's processing in an envelope.