

Completing Yellow Mailing Labels- LENDER

Title Number: 15234G123001-1

15 234 G123 001 -1

Issue Year Day of year on Terminal ID# for agents Titles processed Check digit, not
Julian Calendar that process titles that day part of title #

MV2948 2/2010													
ENDING TITLE NUMBER													
1	5	2	3	4	G	1	2	3	0	0	1	—	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 completed applications, titles and/or Manufacturer Certificates of Origin (MCO) or Inquiry prints must be mailed to DMV for imaging.
Prepare the documents for mailing:
 - A. The completed receipt or application 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 reset slip. Place the reset slip in your completed work where the completed receipt and title would have been placed.
 2. Remove all staples and paper clips.
 3. Never enclose notes or send uncompleted work with your completed work.
 4. Mail the completed receipts or MVIs, titles/MCOs or reset forms (if needed) using the yellow mailing labels the next business day after the transactions are completed. **Write the last new title number from that day's title transactions on the mailing label.** Please do not put more than one day's processing in an envelope.
- * Paperwork for lien-adds that generate "S" title numbers (ex. S5234G123001-1) will **not** be imaged and should **not** be mailed with bundle work.