

MNLARS Work Arounds

Updated September 8, 2017

Quarterly Farm Registration and Transfer of Minnesota Title

You cannot issue quarterly farm registration and “Create Transfer Application” at the same time. You must do this as a two-step process.

Step 1: Select “Create Transfer Application” from Actions drop-down menu, complete transaction and finish cart and payment

Step 2: Start new transaction

Select Complete Renew Registration from Actions drop-down menu, complete transaction

- Issue farm registration
- Remove the filing fee
- Finish cart and payment

Change of Class/Conversion

The following transactions require a two-step process.

Change of Class and Title Transfer - Non-weighted vehicle.

Step 1: Complete Change of Class

- Select Change of Class from Actions
- Complete the Change of Class
- Issue correct license plates/stickers
- Finish cart and payment

Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
- Complete title transfer
- Remove the filing fee
- Finish cart and payment

Conversion and Title Transfer - Registration is current.

Step 1: Complete Conversion

- Select Conversion from Actions
- Complete the Conversion
- Issue correct license plates/stickers
- Finish cart and payment

Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
- Complete title transfer
- Remove the filing fee
- Finish cart and payment

Mailing Address

Special mailing addresses are not printing on titles. To send a duplicate to an address other than the owner's permanent address, follow these instructions.

Request to send duplicate title to dealer.

1. Enter owner's name
2. Enter in care of (C/O) and the dealer name in address line 1
3. Enter the dealer's street address in address line 2
4. Enter the dealer's city, state and Zip Code

Example

John Smith
Jane Smith
C/O Fantastic Ford
546 Henry Way
Hometown, MN 55555

Owner's address must include a PO Box number:

1. Enter the owner's name
2. Enter the owner's street address in address line 1
3. Enter the PO Box in address line 2
4. Enter the PO Box city, state and Zip Code

Example

John Smith
Jane Smith
123 Card Rd
PO Box 999
Hometown, MN 55555

Title sent to owner at an address other than the permanent address.

1. Enter the owner's name
2. Enter in care of (C/O) Temporary in address line 1
3. Enter the street address in address line 2
4. Enter the city, state and Zip Code
5. The following day perform a Change Registration Address transaction and change the address to the permanent address.

Example

John Smith
Jane Smith
C/O Temporary
123 Card Rd
Hometown, MN 55555

\$1 Difference between MNLARS and Renewal Notices.

MNLARS registration tax is correct. The renewal notice was generated with data from the mainframe and that is the reason for the difference. If your customer does not want to pay the additional \$1:

- You may choose to not charge the customer the \$1, and have it deducted from the filing fee.
- Customer may pay the correct registration tax and apply for a refund of the \$1.
- Customer may mail the renewal to DVS to process.

60-Day Permit Use Expanded

For a limited time, deputy registrars may issue a 60-day permit in the following situations:

- Customer started to renew registration online, abandoned the transaction, locking the cart so neither they nor a deputy registrar can complete the transaction.
- Customer renewed for July 2018, but hasn't received new license plates and/or stickers in the mail.
- MNLARS will not allow deputy registrar to transfer a special plate.
 - Issue a 60-day permit for the vehicle from which the special plate was removed
 - Issue a 60-day permit for the vehicle to which the special plate was transferred

Customers traveling out-of-state may request a letter from DVS to carry in their vehicle in addition to the permit. Please contact the motor vehicle liaisons with the customer's name and address. DVS will mail a letter to the customer.

WX Plates

To purchase WX plates:

Customers can obtain WX plates over the counter but they have to write a separate \$50 check to DVS. The deputy will mail in the payment to be processed by the central office at this time.

1. Instruct customer to write a check payable to DVS for \$50 special registration fee.
2. Write the license plate number or VIN on the check in the memo area.
3. Print a copy of the record and write on the print-out "Collected \$50 special registration fee for DVS."
4. Put DVS fees and copy of record in one envelope.
5. Write DVS fees on envelope.
6. Place envelope on top of your report and submit to DVS.

Reinstating to Regular Plates:

When a customer comes in to reinstate to standard plates the deficiency can be cleared and the customer can purchase replacement plates but they will have to submit two payments, one to the deputy registrar for fees due and a separate check to DVS for the \$50 reinstatement fee.

1. Instruct customer to write a check payable to DVS for \$50 reinstatement fee.

2. Write the license plate number or VIN on the check in the memo area.
3. Print a copy of the record and write on the print-out "Collected \$50 special registration fee for DVS."
4. Put DVS fees and copy of record in one envelope.
5. Write DVS fees on envelope.
6. Place envelope on top of your report and submit to DVS.

Processing Salvage Inspection Fees

1. Instruct customer to write a check payable to DVS for the \$35 salvage inspection fee.
2. Write the license plate number or VIN on the check in the memo area.
3. Print a copy of the record and write on the print-out "Collected \$35 inspection fee for DVS."
4. Put DVS fees and copy of record in one envelope.
5. Write DVS fees on envelope.
6. Place envelope on top of your report and submit to DVS.

Lease Transactions

Follow the below steps to complete a new lease transaction.

1. Complete the entire application as you normally would. However, when you get to the "Add Lessee" section, type in the lessee's MN DL number (if one) but DO NOT hit the "Look Up Lessee" button. You will have to manually type all of the lessee(s)' information.
2. It is also important that you type in the MN DL number so that it is associated with the record. By not hitting the "Look Up" button, it should allow you to process your lease applications.
3. It has also been discovered that if the first lessee is either an entity or an individual with an out-of-state DL, it will allow you to add another MN DL lessee and issue a MN title without issues.

Model Year 2008 – Sales Tax

MNLARS is calculating sales tax at 6.5 percent instead of the \$10 flat fee Work around:

Allow MNLARS to calculate the 6.5 % tax, then follow these steps:

1. Subtract the \$10 flat fee from the 6.5 % amount calculated by MNLARS
2. Enter the difference into tax paid to another state field
3. You should now see the tax display as \$10 in the title fee panel

Example: \$150.00 (6.5% sales tax calculated by MNLARS)
 -10.00 (Flat fee)
 \$140.00 (Amount you enter as tax paid to another state)

OS Deficiency Preventing Registration Renewal

There has been a work around created for handling an Out of State deficiency on a record. Follow the below steps to process a registration renewal for a record with an Out of State deficiency listed.

1. Once record is being viewed - Print the record with deficiency out
2. Barcode that document
3. Write on barcoded document "No Title was Submitted, Cleared to Issue Reg"
4. Use that document to clear the deficiency
5. Once deficiency is cleared process registration renewal transaction

The barcoded document will be used to add the Out of State deficiency back on the record once it is received in St. Paul. Please call the Deputy Liaisons with any questions, 651-296-2038.

Plate Impound Deficiency and Renewing Registration

For handling a record with a plate impound deficiency and all the customer wants to do is renew registration for that vehicle. Follow the below steps to process a registration renewal for a record with an Impound Deficiency.

1. Once record is being viewed - Print the record with deficiency out
2. Barcode that document
3. Write on barcoded document **"No Title was Submitted, Cleared to Issue Reg"**
4. Use that document to clear the deficiency
5. Once deficiency is cleared process registration renewal transaction

The barcoded document will be used to add the Plate Impound deficiency back on the record once it is received in St. Paul.

Semi-Trailer Plates – Sales Tax for Motor Carriers

1. Use the Prorate sales tax calculator on ESupport to determine the correct sales tax due.
2. Enter the purchase price for the trailer into MNLARS.
3. Subtract the ESupport sales tax due from the MNLARS sales tax due.
4. Enter the difference in MNLARS as Sales Tax Paid to Another State.

Example:

\$150.00	(Amount of sales tax calculated by MNLARS)
<u>-25.00</u>	(Amount of sales tax calculated by ESupport)
\$125.00	(Amount of credit paid to another state)

Duplicate Semi Trailer Plates

1. Complete a handwritten PS2000
2. Issue the duplicate ST plate
3. Charge your filing fee but do not charge a license plate fee
4. Do not barcode the application
5. Send application to the attention of Deputy Audit.

Inventory Issues – License Plates

If you discover, while waiting on a customer that one of your license plates, or series of plates, has been affected by another office loading their inventory incorrectly:

- Go to the next plate or box of plates that is valid for your office location and issue it to customer.
- Notify dvs.mv.liaisons@state.mn.us right away.

Prorate (IRP) Power Units (Trucks/Truck-Tractors)

Correction 7/27/2017: Dealerships will need to go to the DVS Central office in St. Paul or mail the application and fees to DVS, 445 Minnesota Street, Suite 188, St. Paul, MN 55101, for trucks/truck-tractors sold to an IRP carrier.

Previously we incorrectly stated that they could also go to a Prorate Deputy Registrar. They cannot.

Personalized Plate Choice

Deputy registrars should continue to check DVS records to make sure that a choice on a personalized plate application isn't already taken.

Transaction Cart-Edit This Item

Deputy registrars should not use the "Edit This Item" in the transaction cart – it will add fees. Instead, you will need to cancel the transaction and start again.

Previous Registration Tax

Direct customers who need to know how much tax they paid in a previous year to PIC (651-297-2126).

Delete/Correct Transaction

- Customer cannot pay after checkout – there is no workaround, deputy registrars need to collect payment before closing out cart.
- Customer changes mind and does not want to renew the vehicle registration or realized they sold the vehicle – Customer must apply for a refund.
- Deputy registrar forgets to remove a lien on a duplicate title transaction – duplicate title will be issued with the lien. The customer will need to return with the duplicate title and lien release, the deputy registrar should

absorb the lien release fee. If the customer has sold the vehicle, the customer may attach the lien release to the duplicate title when they transfer ownership.

Best practices to avoid errors:

- Search by VIN not plate number
- Verify vehicle with customer
- Use bar code readers to reduce typing errors
- Verify county vehicle is kept in to ensure correct wheeleage tax is collected
- Make sure your customer has the funds needed to pay for the transaction BEFORE completing cart

Report of Sale – Vehicle Donated

Most entities accepting donated vehicles have a dealer's license, so use the held-for-resale option.

If the entity is not a licensed dealer, use the report of sale option.