

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:		
TL-53	VOID TITLE TRANSACTION		
DESCRIPTION AND USE:			
THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN DETERMINING WHEN A TITLE TRANSACTION MAY BE VOIDED ON A REPORT.			
<p>I. DEFINITION:</p> <p style="padding-left: 40px;">Void: To clear or undo an incorrect transaction record that is marked pending on the Division of Motorist Services (DMS) database (FRVIS).</p> <p>II. GENERAL INFORMATION:</p> <p style="padding-left: 40px;">When an error is detected for a transaction that has been processed in the system and the record is marked pending on the database, the transaction should be voided.</p> <p>III. SPECIAL INSTRUCTIONS:</p> <p style="padding-left: 40px;">The two reporting periods that may be voided are:</p> <ol style="list-style-type: none"> 1. The current day's work. 2. The previous day's work (unless the title has already been issued). <p>IV. MISCELLANEOUS:</p> <ol style="list-style-type: none"> A. The transaction being voided may not be from a report prior to the previous work day. B. A transaction may be voided from the previous day's report, unless the title has already been issued. C. If a transaction is being voided that has already been cashiered, the payment must be voided prior to the transaction being voided. If the cashier voiding the payment is not the same cashier that posted the payment originally, a warning message will be displayed. This is just a warning and will not stop the cashier. D. If the transaction being voided is from the previous day's report, and it is being reprocessed, it should be done on the current day's report. The previous day's report must be reprinted to indicate the payment and transaction were voided. E. Transactions with a FAST TITLE FLAG cannot be voided from a prior day, unless the suppress title flag is on and the record is pending. 			
DIVISION DIRECTOR	EFFECTIVE DATE	REVISION DATE	PAGE #
	With FRVIS 2000	05/18/99	TL-53-01