

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

|  |                                      |
|--|--------------------------------------|
| <b>PROCEDURE</b><br><br>TL-62  | <b>SUBJECT:</b><br><br>REPORTS       |
| <b>DESCRIPTION AND USE:</b><br>THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES FOR SUBMITTING REPORTS.   |                                      |
| <p>I.      <b>GENERAL INFORMATION:</b></p> <p>FRVIS has a variety of reports listed under General and EOD (End of Day) selections which may be generated for various reasons. These reports are designed to provide direction in the daily operation, accountability, and quality control of the agency. They may be generated multiple times during the day. Some of these reports are optional for your agency to print and are not required to be submitted to the Department. This procedure specifies the reports that are submitted to the Department and the ones that are maintained by the county agencies.</p> <p>An attestation statement prints on EOD reports. This statement is required to be signed and dated by the office manager or their designee (see example, Exhibit A) prior to being submitted to the Department.</p> <p>II.     <b>END OF DAY (EOD) REPORTS SUBMITTED TO THE DEPARTMENT:</b></p> <p>Each day an agency processes transactions, it generates EOD Reports. Agencies are required to run daily reports (including reports with no activity) and submit them within 10 business days of the agency's end of day process.</p> <p>The following (A-D) are the only EOD reports that are required to be sent to the Department and must be run daily even if there is no activity for that day:</p> |                                      |
| <b><i>Revision(s) to this procedure: Updated information on page 4, B.</i></b>   |                                      |
| <b>EFFECTIVE DATE</b><br><br>Immediately   | <b>REVISION DATE</b><br><br>05/08/15 |

**STATE OF FLORIDA**  
*Division of Motorist Services*

| PROCEDURE #   | SUBJECT: |
|---|----------|
| TL-62   | REPORTS  |
| <p>A. TRANSACTION SUMMARY:</p> <p>This report is a summary report of all transactions processed for that day. In this report, vehicles and vessels are separate, however; only one report is required to be submitted to the Department. This report shows a line item for each type of transaction processed with a count and dollar amount. It also contains subtotals of monies that are being retained by the county and/or forwarded to the Department.</p> <p>All documents along with the generated 82041's and any scan cover sheet <b>MUST</b> be kept in order by the transaction id number as they appear on the transaction detail report. Use page one of the Transaction Summary Report with the barcode as the top sheet for all documents (titles, HVUT registration and stops) that you send to the Department for imaging.</p> <p>When packaging your reports in the envelope, the Transaction Summary Report should be the first of the batch with all supporting documents attached. Reports should be placed in agency report number order when packaging more than one report. The Transaction Summary Report and all supporting documents must be mailed to the following address:</p> <p>Department of Highway Safety and Motor Vehicles<br/>High-Speed Scanning Unit, MS# 71, Room BB01<br/>2900 Apalachee Parkway<br/>Tallahassee, Florida 32399</p> <p>B. TITLE AUDIT:</p> <p>This report is designed to account for the certificates of title which were issued or voided in a fast title site. The report must be generated and balanced with the amount of titles printed or voided for that day (see DMS Procedure TL-46). This report must be submitted to the Department even if there are no titles printed or voided for that day.</p> <p>Due to the secure nature and specific requirements for <b>VOIDED</b> certificates of title, the Title Audit Report and its supporting documents <b>MUST</b> be mailed separately to the address shown below:</p> <p><b>The mailing address is:</b></p> <p>Division of Motorist Services<br/>Title Audit Unit, MS# 74, Room A326<br/>2900 Apalachee Parkway<br/>Tallahassee, FL 32399</p> <p>When the Department receives the Title Audit Report, it is signed and dated by a Division of Motorist Services (DMS) Representative authorizing destruction of the voided certificates of title. The titles are then shredded.</p> |          |
| PAGE #  | TL-62-02 |

**STATE OF FLORIDA**  
*Division of Motorist Services*

| PROCEDURE # | SUBJECT:   |
|-------------|--|
| TL-62       | <p style="text-align:center">REPORTS</p> <p>C. INITIAL EXEMPT:</p> <p>This report tracks those transactions performed by clerks in each agency that resulted in the exemption of the Initial Registration Fee. Each transaction shows the user ID and which particular exempt code was used to process the transaction. This report must be generated and sent to the Department even if there is no activity for that day.</p> <p>The form HSMV 82002, Initial Registration Fee Exemption Affidavit, (Rev. 11/04 or later) and supporting documents must be included with the report.</p> <p>The Initial Exempt Detail, including supporting documents, should be mailed to the following address:</p> <p>Department of Highway Safety and Motor Vehicles<br/>Motorist Services Support, MS# 70, Room C209<br/>Tallahassee, Florida 32399</p> <p>D. REDUCED ANNUAL USE FEE:</p> <p>This report is designed to track when the standard fee is not collected once the Aquaculture and Save our Seas Specialty License Plates are requested and issued. DMS Procedure RS-22 allows a reduced fee to be collected in the event 10 or more of these license plates are requested by the same owner.</p> <p>The Reduced Annual Use Fee, including supporting documents, should be mailed to the following address:</p> <p>Department of Highway Safety and Motor Vehicles<br/>Motorist Services Support, MS# 70, Room C209<br/>Tallahassee, Florida 32399</p> <p>In lieu of sending the paper report for Reduced Annual Use Fee, it may be sent electronically in PDF format emailed to:</p> <p><a href="mailto:MotoristReview@flhsmv.gov">MotoristReview@flhsmv.gov</a></p> <p><b>NOTE:</b> Any report submitted via email is considered to be signed and verified by the sender.</p> <p>III. REPORTS MAINTAINED BY THE COUNTIES:</p> <p>A. SCAN EOD DETAIL:</p> <p>This report displays all transactions (titles, HVUT registrations, and stops), which are required to be submitted to the Department for scanning.</p> <p>The REPORT ITSELF is not required to be submitted to the Department. However, you must submit all scan cover sheets and 82041s with the supporting documentation for all transactions listed on this report with the Transaction Summary Report as stated in II, A. This includes scan cover sheets created for customer, registration, and vehicle stops, including return title, wrecker operator lien, subsequent lien without title, HVUT registrations, etc., as well as title transactions.</p> <p><b>NOTE:</b> Continue to use page one of the Transaction Summary Report with the barcode as the top sheet for all of the documents (titles, HVUT registrations and stops) that you send to the Department for imaging.</p> |
| PAGE #      | TL-62-03   |

**STATE OF FLORIDA**  
*Division of Motorist Services*

|  |                         |
|--|-------------------------|
| PROCEDURE #<br><br>TL-62   | SUBJECT:<br><br>REPORTS |
| <p>B. HEAVY VEHICLE USE TAX:</p> <p>The Heavy Vehicle Use Tax Report is a report of all completed registration transactions where the question, “Do you have documentation that the HVUT has been paid or exempted?” was answered “Yes.” This report must be generated and maintained with copies of supporting documents by the license plate agency for one (1) year for auditing purposes by the Federal Highway Administration and the Department.</p> <p>C. CREATE AND MERGE CUSTOMER:</p> <p>These reports are no longer required to be sent to the Department, however the manager/supervisor will need to review and monitor these actions for compliance.</p> <p>IV. OTHER REPORTS:</p> <p>A. DOR SALES TAX COUNTY SUMMARY:</p> <p>The DOR Sales Tax County Summary Report is designed to account for sales tax collected on a monthly basis by the county tax collector's office and the license plate agencies. This report is NOT required to be sent to the Department. However, the data contained in the report must be reported to Department of Revenue. This reporting process is via the internet.</p> <p>B. <b><u>MOTORIST REVIEW:</u></b></p> <p>A “<b><u>Motorist</u></b> Review Error Report” on Heavy Vehicle Use Tax will be emailed monthly to the tax collector of each county <b><u>if errors were found for that county.</u></b> This report is emailed directly to the tax collector or their designee. The Department requires a response to this <b><u>Motorist</u></b> Review Error Report detailing the actions taken on each error found within 15 business days of receipt of the email. <b><u>If a response is not received back within the 15 business days, the Motorist Review Unit will contact the county’s HVUT designee to determine what the delay is. If additional time is required by that county, an additional five (5) working days may be allowed. However, failure to submit the required HVUT documents to the Motorist Review Unit after the allowed timeframe (which may include the additional five days) will result in a Registration stop being recorded on the customer’s registration record. This will prevent renewal of the license plate.</u></b></p> <p>Non-compliance could result in the suspension of the capability to perform HVUT Transactions.</p> |                         |
| PAGE #   | TL-62-04                |

**EXHIBIT A**

**(EXAMPLE OF AN EOD REPORT WITH ATTESTATION STATEMENT)**

MLOFQ132  
REPORT DATE/NO: 12/19/2011-2640  
REPORT STATUS: OPEN

FLORIDA DEPARTMENT OF HIGHWAY SAFETY  
INITIAL EXEMPT REPORT  
COUNTY/AGENCY: 68/28

PAGE: 1  
RUN DATE: 12/19/2011  
RUN TIME: 160018

| TRANS ID | BATCH NUM | TRANS TYPE | TITLE | YEAR DECAL NUM | PLATE | EXEMPT CODE | USER ID |
|----------|-----------|------------|-------|----------------|-------|-------------|---------|
|----------|-----------|------------|-------|----------------|-------|-------------|---------|

COMMENTS

NUM OF TRANSACTIONS:

I have examined the documents submitted for transactions appearing on Initial Exempt Report. I attest that the above transactions were performed and supporting documents were submitted in accordance with requirements of RS-30 Initial Exempt.

Signed: \_\_\_\_\_  
Office Manager

Date: \_\_\_\_\_