

**Florida Department of Highway Safety and Motor Vehicles**  
**Division of Motorist Services**

<b>PROCEDURE:</b> TL-62	<b>SUBJECT:</b> REPORTS
<b>DESCRIPTION AND USE:</b> THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENTS, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES FOR SUBMITTING REPORTS.	
<p>I. GENERAL INFORMATION:</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. END OF DAY (EOD) REPORTS SUBMITTED TO THE DEPARTMENT:</p> <p>Every day an agency processes transaction, 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> <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</p>	
<p><b><i>Revision(s) to this procedure: Updated Exhibit A with a legible copy of the End of Day Report with Attestation Statement.</i></b></p>	
<b>EFFECTIVE DATE:</b>  Immediately	<b>REVISION DATE:</b>  08/26/20

## Division of Motorist Services

PROCEDURE:

TL-62

SUBJECT:

REPORTS

a count and dollar amount. It also contains subtotals of monies that are being retained by the county and/or forwarded to the Department.

All documents along with the generated 82041's and any scan cover sheet **MUST** 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.

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:

Florida Department of Highway Safety and Motor  
Vehicles Division of Motorist Services, High-Speed  
Scanning  
Clara H. Adams Building  
2928 Apalachee Parkway, MS 71  
Tallahassee, Florida 32399

**B. TITLE AUDIT:**

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 number 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.

Due to the secure nature and specific requirements for **VOIDED** certificates of title, the Title Audit Report and its supporting documents **MUST** be mailed separately to the following address:

Florida Department of Highway Safety and Motor  
Vehicles Division of Motorist Services, Title Audit Unit  
2900 Apalachee Parkway, Room A332, **MS 74**  
Tallahassee, FL 32399

When the Department receives the Title Audit Report, it is signed and dated by a Division of Motorist Services (DMS) Representative authorizing the destruction of the voided certificates of title. The titles are then shredded.

**C. INITIAL EXEMPT:**

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,

## Division of Motorist Services

PROCEDURE:

TL-62

SUBJECT:

REPORTS

The form HSMV 82002, Initial Registration Fee Exemption Affidavit, (Rev. 11/04 or later) and supporting documents must be included with the report.

The Initial Exempt Detail, including supporting documents, should be mailed to the following address:

Florida Department of Highway Safety and Motor Vehicles  
2900 Apalachee Parkway  
Motorist Services Support, MS# 70, Room **B361**  
Tallahassee, Florida 32399

**D. REDUCED ANNUAL USE FEE:**

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.

The Reduced Annual Use Fee, including supporting documents, should be mailed to the following address:

Florida Department of Highway Safety and Motor Vehicles  
2900 Apalachee Parkway  
Motorist Services Support, MS# 70, Room **B361**  
Tallahassee, Florida 32399

In lieu of sending the paper report for Reduced Annual Use Fee, it may be sent electronically in PDF format emailed to:

[MotoristReview@flhsmv.gov](mailto:MotoristReview@flhsmv.gov)

Any report submitted via email is considered to be signed and verified by the sender.

**III. REPORTS MAINTAINED BY THE COUNTIES:**

**A. SCAN EOD DETAIL:**

This report displays all transactions (titles, HVUT registrations, and stops), which are required to be submitted to the Department for scanning.

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.

Continue to use page one of the Transaction Summary Report with the barcode as the top sheet for all the documents (titles, HVUT registrations, and stops) that you send to the Department for imaging.

## Division of Motorist Services

PROCEDURE:	SUBJECT:
TL-62	<p data-bbox="289 268 787 298"><b>B. HEAVY VEHICLE USE TAX:</b></p> <p data-bbox="381 344 1453 562">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 data-bbox="289 604 698 634"><b>C. CREATE CUSTOMER:</b></p> <p data-bbox="381 680 1477 865">This report should be reviewed daily to ensure the documentation used to create the customer is acceptable and the customer’s record was created exactly as shown on the provided identification. Acceptable proof of identification is found in TL-01. The signed report by the reviewing authority and copies of the identification used to create the customer must be maintained in the office for one year.</p> <p data-bbox="381 907 1502 1050">If an error occurred when the customer record was created, the record must be corrected using the same customer number and making the correction on the “Customer Maintenance” screen. If new titles and/or registrations are needed due to the error in the customer record, these would be issued at no fee to the customer.</p> <p data-bbox="289 1092 682 1121"><b>D. MERGE CUSTOMER</b></p> <p data-bbox="381 1167 1453 1276">This report should be reviewed daily to ensure compliance with the merging of customer records. If an error is found in the merging of a customer’s record, contact the Field Support Center for assistance in correcting the error.</p> <p data-bbox="186 1281 235 1310"><b>IV.</b></p> <p data-bbox="289 1318 552 1348"><b>OTHER REPORTS:</b></p> <p data-bbox="289 1381 950 1411"><b>A. DOR SALES TAX COUNTY SUMMARY:</b></p> <p data-bbox="381 1457 1485 1642">The DOR Sales Tax County Summary Report is designed to account for sales tax collected monthly 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 the Department of Revenue. This reporting process is via the internet.</p>
TL-62-04	

# Division of Motorist Services

PROCEDURE:

TL-62

SUBJECT:

REPORTS

## B. MOTORIST REVIEW:

A “Motorist Review Error Report” on Heavy Vehicle Use Tax will be emailed monthly to the tax collector of each county if errors were found for that county. This report is emailed directly to the tax collector or their designee. The Department requires a response to this Motorist Review Error Report detailing the actions taken on each error found within 15 business days of receipt of the email. 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 the renewal of the license plate.

Non-compliance could result in the suspension of the capability to perform HVUT Transactions.

### **Historical Revisions:**

- **10/31/19: Updated room number for Initial Exempt and Reduced Annual Use Fee B361.**
- 3/01/18: Updated address for the Title Audit Unit, MS74, expanded the Create and Merge Customer section into bullets C and D, and added Historical Revisions section.
- 05/10/17: Updated information on page 2, A. and B.
- 05/08/15: Updated information on page 4, B.

**EXHIBIT A**

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

MLOFQ132  
REPORT DATE/NO: 08/24/2020-4495  
REPORT STATUS: CLOSED

FLORIDA DEPARTMENT OF HIGHWAY SAFETY  
INITIAL EXEMPT REPORT  
COUNTY/AGENCY: 68/08

PAGE: 1  
RUN DATE: 08/26/2020  
RUN TIME: 120525

TRANS ID	BATCH NUM	TRANS TYPE	TITLE	YEAR DECAL NUM	PLATE	EXEMPT CODE	USER ID
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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: \_\_\_\_\_