

Titling Tips

March 2006

In this edition:

	<i>Page</i>
New Title Documents.....	1
Provide Good Service by Providing Correct Title Applications.....	2
Filing Dealer Sales Reports Electronically.....	3
Notice of Sale (NOS) Q&A.....	4
Hummer Makes.....	4
Off-Road Utility Vehicles.....	4

NEW TITLE DOCUMENTS

Effective March 13, 2006, the Department of Revenue will issue a new title document for motor vehicles, trailers, all-terrain vehicles (ATV's), and manufactured homes.

The Department of Revenue will issue two basic title documents:

- A green certificate of title for motor vehicles, trailers, all-terrain vehicles (ATV), and manufactured homes that contains a Notice of Sale (NOS) attachment; and
- A blue certificate of title for boats and outboard motors that contains a blank tear-off that may be discarded.

Each title is 7" wide and 8" inches high and the NOS/blank tear-off is 7" wide and 3" high. There is an oval shaped heat-sensitive security ring in the lower right-hand corner.

Green Motor Vehicle Certificate of Title

Types issued

- Original
- Duplicate
- Repossessed
- Corrected
- Mechanic Lien
- Prior Salvage

Green Salvage Certificate of Title

(Previously, the salvage title was orange.)

Types issued

- Original
- Duplicate

- Only **two** assignments may be made on a salvage title.
- The NOS should not be completed on salvage titles.
- Title penalties do not apply.

Green Junking Certificate

(Previously, the junking certificate was brown.)

Types issued

- Original
- Duplicate

Only the following information must be recorded on a junking certificate assignment:

1. Purchaser's name and address;
2. Date of sale; and
3. Signature of all sellers.

- The NOS should not be completed on junking certificates.
- Junking Certificates cannot have liens and are not subject to taxes and title penalties.

Blue Marine Certificate of Title

Types issued:

- Original
- Duplicate
- Repossessed
- Corrected
- Mechanic Lien
- Junk
- Salvage/Abandoned - Issued only on abandoned marine units

The marine title contains a blank tear-off in lieu of an NOS.

Titles will contain a tear-off NOS (DOR-5049A) attachment. The DOR-5049A will make it easier for motorists to report the sale of their vehicle to the department. The vehicle information will be preprinted on the DOR-5049A at the time the title is printed to simplify the process.

If the vehicle is sold to a Missouri dealer, the dealer will complete the DOR-5049A form at the time the vehicle is sold to a retail purchaser. If the dealer files their sales electronically, the form is not required to be completed.

To see samples of the titles go to www.dorx.mo.gov/mvdl/motorv/liendeal/titledocs.

PROVIDE GOOD SERVICE BY PROVIDING CORRECT TITLE APPLICATIONS

You can help your customers title a newly purchased vehicle by ensuring they have a properly completed, legible title application. The Missouri Department of Revenue has requested the Missouri Automobile Dealer's Association's (MADA) and the Missouri Professional Automobile Dealer's Association's (MPADA) assistance to remind you that correct, complete title applications are key to your customer having a worry-free titling experience, leaving your customer feeling good about the whole process.

The department has shared a list of the most common errors on applications:

- Information completed on the application is **not typed directly** on the line designated for that purpose due to improper form alignment.
- Names and addresses (owner, lienholder, mail-to) are not clear or complete (addresses must include street or P.O. Box, city, state, and zip code).
- The wrong body style is listed (please refer to the Motor Vehicle titling manual at www.dor.mo.gov/mvdl/motorv/titleman Exhibit Q for acceptable body styles).
- The application does not contain some of the following information: year, make, identification number, body style, mileage, purchase date, cylinder, horsepower, new/used indicator.
- The print on the application is faded, light, or is printed over multiple times.

Please ensure that all copies of the application for title can be clearly read and that you are using the most current version of the title application form (the most recent revision date is 02/05). You can order applications at www.dor.mo.gov/mvdl/motorv/forms.

When title applications are submitted with any of the problems listed above, it causes delays in titling for your customer. You want your customer to have a great buying experience, but when customers must make return trips to license offices to complete or correct an application, nobody's happy. Please do your part to ensure a great buying experience from beginning to end.

FILING DEALER SALES REPORTS ELECTRONICALLY

Tired of filing paper dealer's monthly sales reports? Consider filing your sales electronically. Go to www.dorx.mo.gov/mvdl/motorv/liendeal and click on "Sales Reporting Requirements"

for more information or click on "Application to File Electronically (DOR-5092)."

Electronic filers - After you have filed **all** of your dealer sales electronically for the month (includes retail, wholesale, in state, and out of state sales) using the "File NOS" or "Transfer Files" functionality (or if no sales were made during the month), you must finalize/file your sales report by the 15th day of the month following the month in which the sales occurred.

- Step 1: To finalize your sales report, click "File Sales Report" on the left-hand side bar.
- Step 2: Select the month for which you are reporting from the drop down box.
- Step 3: Enter the year of the report as "2006," and click "File Sales Report."
- Step 4: You will receive a reply indicating your report was filed successfully along with a list of all your sales and sales totals.

Please print this report for your records by clicking on "Print" at the bottom of the report screen. If you have a "D" number and an "M" number, all sales and sales totals are included in the one report. To print landscape, you will need to adjust your print preferences.

Forgot your password/Account disabled? – From the Login screen:

- Step 1: Select "Forgot your password";
- Step 2: Enter your user ID (Dealer Number) and e-mail address that you submitted previously to the department with your contact information.
- Step 3: Click submit.
- Step 4: You will receive notice that a new password has been sent to your email address.
- Step 5: Retrieve the password from your email and log into the NOS system.
- Step 6: Change your password.

No sales for a given month – You must do a monthly summary entry/closeout (by clicking "File Sales Report") by the 15th of the month for the previous month, even if you made no sales.

- If you had **no sales** for January and followed the above procedure, please **file the sales report again** as some reports with no sales did not process successfully.

Errors - When entering sales electronically, please verify that all of your sales information is correct. We are receiving numerous errors due to incorrect title numbers and vehicle identification numbers. Also, remember to record the temporary permit number if a permit was issued for the vehicle sold.

Out of Country Sales - If you sell a vehicle to a purchaser from another country, please select "Out of Country" from the state drop down box. Enter as many characters of the zip code that will fit in the space provided.

HTTPS file - To submit a sales file through HTTPS, click on "Transfer Files," enter the data file name, and click "Upload." The file format developed by your software vendor (or your dealership) **must first be approved** by the department. Click on "Approved Vendor/Dealer Software" to see the list of vendors/dealerships with approved file formats. Only the text file format created by the department is acceptable (you may obtain a copy of the HTTPS file format at www.dorx.mo.gov/mvdl/motorv/lienda1/). The file naming convention must be **dmp.dnnnn.sales** (where "dnnnn" is the applicant's four digit dealer number). **An Excel file, Word document, PDF, or any other type of document is not acceptable.** If your file format has not been approved yet, you may file your sales one at a time by clicking on "File NOS."

NOS Dealer User Manual - For more information on filing your sales electronically or to view the Dealer User Manual please go to www.dor.mo.gov/mvdl/motorv/liendeal. You may contact us regarding this information at (573) 751-8343 or mvbmail@dor.mo.gov.

NOTICE OF SALE (NOS) Q&A

1. Are the NOS forms required to be submitted with the monthly sales report?

Yes, for each retail sale of a motor vehicle, trailer, or all-terrain vehicle made to a Missouri purchaser, you must complete a **NOS (DOR-5049 or 5049A)** and submit it with your monthly sales report (DOR-385). Boats are excluded from the NOS filing requirement. If you file sales electronically, the NOS requirement does not apply.

- Please ensure the purchaser's name, address, purchase date, and vehicle information is completed on the NOS to avoid rejection.
- Please do not photocopy NOS forms so one appears on the front and back of the form as this is difficult for key entry.

2. Should the customer receive a copy of the NOS?

Yes, the dealer should supply the retail purchaser with a completed copy of the NOS (DOR-5049 or DOR-5049A).

3. Are dealers required to keep copies of the NOS forms?

Yes, copies of the **NOS (DOR-5049 or 5049A)** forms must be retained for at least three years.

4. Can the NOS be used as a bill of sale?
Yes.

5. Can a copy of the title be used to file a NOS? No, the NOS must be filed by using the DOR-5049 or DOR-5049A.

HUMMER MAKES

In order to comply with the National Crime Information Center (NCIC) make listing, the vehicle MAKE for Hummer should be recorded as "AMGN" on the application for title.

OFF-ROAD UTILITY VEHICLES

Mitsubishi Minicabs and SGMW Wuling MiniMax Vehicles are considered off-road utility vehicles and are not required to be titled. Missouri dealers selling these types of vehicles are required to collect and remit sales taxes to the Department of Revenue. Since these are not motor vehicles, dealers should not include these units on the monthly sales reports or complete a Notice of Sale on them. For additional information concerning taxation of off-road vehicles, please contact:

Missouri Department of Revenue
Division of Taxation and Collection
P.O. Box 3380
Jefferson City, Missouri 65105-3380
(573) 751-2836
www.dor.mo.gov/tax/business