

Motor Vehicle Procedure Manual
Title and Lien
Reports

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## Description and Use

This procedure provides information and instructions to assist employees of the tax collector, license plate agent, and Florida Highway Safety and Motor Vehicles (FLHSMV) employees on which reports are to be submitted to FLHSMV and which reports are to be retained by the agency.

## General Information

The motor vehicle issuance system 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. The reports 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 FLHSMV. This procedure specifies the reports that are submitted to FLHSMV and the reports that are retained by the county agencies.

## **EOD Reports**

Every day an agency processes transactions, EOD Reports are generated. Agencies are required to run daily reports (including reports with no activity) at the end of each day. An attestation statement prints on EOD reports. A signature and date are required. See example, Exhibit A.

## **EOD Reports Sent to FLHSMV**

### **TRANSACTION SUMMARY REPORT:**

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 FLHSMV. This report shows a line item for each type of transaction processed with a count and dollar amount. The report also contains subtotals of monies being retained by the county and/or submitted to FLHSMV. Monies and reports must be submitted within 10 business days of the agency's end-of-day process. 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 FLHSMV for imaging.

Documents should be in the following order:

- Transaction Summary Report with the Bar Code
- Title transactions which include the HSMV 82041 and original supporting documents
- Scan Cover Sheet for HVUT transactions and supporting documents
- Scan Cover Sheet for MVS (Stop Requests) transactions and supporting documents
- Scan Cover Sheet for MSWOL (Wrecker Operator Lien Stops) transactions and supporting documents

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

## **EOD Reports Retained By The Counties**

The following (A-G) are EOD reports required to be retained by the agency for a minimum of one (1) year and must be run daily even if there is no activity for that day:

A. SCAN EOD DETAIL:

This report displays all transactions (titles, HVUT registrations, and stops), which are required to be submitted to FLHSMV for scanning. This report is not required to be submitted to FLHSMV.

B. TITLE AUDIT REPORT:

This report accounts for certificates of title which were issued or voided at a fast title site. The report must be generated and balanced with the number of titles printed or voided for that day (refer to Procedure [TL-46](#)). FLHSMV will conduct audits and reach out to agencies for compliance, when applicable. This report and supporting documents must be retained for a minimum of one (1) year and then destroyed.

C. INITIAL EXEMPT REPORT:

This report accounts for transactions processed resulting in the exemption of the Initial Registration Fee. Each transaction shows the user ID and the exemption code used to process the transaction (refer to Procedure [RS-30](#)). FLHSMV will conduct audits and reach out to agencies for compliance, when applicable. This report, Form HSMV 82002, Initial Registration Fee Exemption Affidavit (Rev. 2/22 or later) and supporting documents must be retained for a minimum of one (1) year and then destroyed.

D. REDUCED ANNUAL USE FEE REPORT:

This report accounts for transactions processed when the standard fee is not collected on the Aquaculture and Save our Seas Specialty License Plates. 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. FLHSMV will conduct audits and reach out to agencies for compliance, when applicable. This report and supporting documents must be retained for a minimum of one (1) year for auditing purposes and then destroyed.

E. HEAVY VEHICLE USE TAX REPORT:

The Heavy Vehicle Use Tax Report accounts for all completed registration transactions where the question, “Do you have documentation that the HVUT has been paid or exempted?” was answered “Yes” (refer to Procedure [RS-34](#)). The original transactions must be included with your Transaction Summary Report and sent to the Scanning Unit. A

Motorist Review Error Report will be emailed monthly if any errors are found. The HVUT report and supporting documentation must be retained for a minimum of one (1) year for auditing purposes by the Federal Highway Administration and FLHSMV and then destroyed.

F. CREATE CUSTOMER REPORT:

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 Procedure [TL-01](#). This report and supporting documents must be retained for a minimum of one (1) year and then destroyed.

G. MERGE CUSTOMER REPORT:

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. This report and supporting documents must be retained for a minimum of one (1) year and then destroyed.

## Other Reports

DOR SALES TAX COUNTY SUMMARY:

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 FLHSMV. However, the data contained in the report must be reported to the Department of Revenue. This reporting process is via the internet.

## Revision(s)

### **09/22/22: Added Exhibit B; Best Practices for Submitting Reports and Other Documents with Photographs with instructions on how to mail reports to FLHSMV.**

02/16/22: Removed requirement for mailing physical copies of the Title Audit, Initial Exempt and Reduced Annual Use Fee reports. Added verbiage to End of Day Reports sections (EOD), EOD to FLHSMV, EOD Reports Retained by Counties, and DOR sales tax county summary reports.

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)

MLOPQ132	FLORIDA DEPARTMENT OF HIGHWAY SAFETY		PAGE: 1	
REPORT DATE/NO: 08/24/2020-4495	INITIAL EXEMPT REPORT		RUN DATE: 08/26/2020	
REPORT STATUS: CLOSED	COUNTY/AGENCY: 68/08		RUN TIME: 120525	

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

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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.

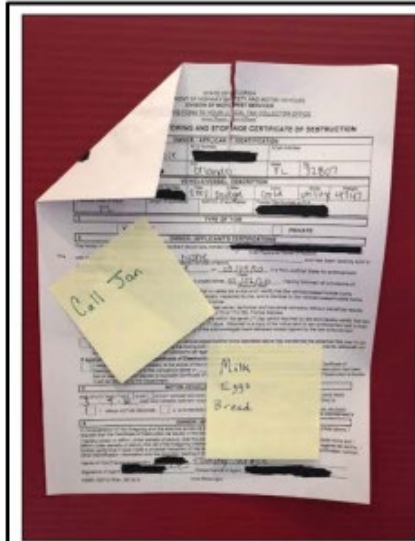
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Office Manager

## Exhibit B

### Best Practices for Submitting Reports and Other Documents

#### 1. Before preparing batches, look for torn, damaged or ineligible printing:



- Repair torn paper with Scotch tape
- Flatten documents- no folds
- Remove post-its and notes that cover information



- Bar codes must be legible
- Bar codes must be clear of writing and staples so that nothing obstructs the image
- No more than one staple in the upper left corner

**2. Please follow the instructions below for preparing batches and packing for delivery:**

**When packaging documents, the Transaction Summary Report should be on top of the batches, followed by the HSMV 82041 Forms and supporting documents, and the 93011 Forms and supporting documents, and in numerical order by Transaction ID.**

**Do not send supporting documents without the corresponding 93011 or HSMV 82041 form.**

