

Subject: March Vehicle Central Programs (VCP) Motor Vehicle Newsletter



MOTOR VEHICLE NEWSLETTER

Iowa DOT Central Programs Bureau

March 2024

Procedure

Clarification on dealer purchase price situation

When a dealer assigns a dealer title to a customer, the purchase price is not required. The dealer may use the *Dealer Use Only* box on page 1 of the title and registration application, or a separate bill of sale that lists the purchase price. If you receive a dealer title, assigned to a customer with a purchase price on it, you may still process the transaction and go with what's on the title app, as long as it's signed by the dealer agent. The title assignment may have the simple purchase price, but the *Dealer Use Only* box or a bill of sale will show the math pertaining to any trade-in consideration. Dealers have been advised to leave the purchase price off the title assignment area.

Communication between counties

We received a request from the County Customer Service Committee, and their focus on county consistency. They're asking counties to communicate as to why a transaction was denied by a specific county so that if that customer goes to another county that other county can verify the details. They're

asking for counties to put this practice into use to reduce customer confusion and promote consistency, please consider these ways to communicate with surrounding counties in case of fraud and worry of a customer going to a contiguous county for the wrong reasons:

- Call your contiguous counties or mass email them.
- Add an exception case (use “other” and advise as why the transaction was denied or request the county to reach out to the denying office for further clarification).

Reminders

County Manual

We routinely make changes to the county manual, please remember to clear your browser history to make sure you have the most current version of the county manual.

Bureau of Investigations & Identity Protection (BIIP) Items

Salvage Vehicle Inspection

When a customer is going through the Salvage Vehicle Inspection process, it is the customers responsibility to call and schedule their Salvage Vehicle Inspection with the agency of their choosing. If customers have questions, please refer them to the map on the website and to have them reach out to that specific office/location to schedule their inspection. Please do not advise a customer to “just show up” at location without scheduling ahead of time as some of these offices are inundated therefore aren’t able to help walk-ins.

Link to the Iowa DOT Salvage Vehicle Inspection page [Salvage - Motor Vehicle Division \(iowadot.gov\)](#)

Link to the map that’s on the above page

<https://iowadot.maps.arcgis.com/apps/webappviewer/index.html?id=70e494b8e50c4daf8d2d054aba47896f>

Printers, Plates, Inventory & Iowa prison Industries (IPI)

Toners for VRT printers

The vendor for DOT’s VRT printers uses two models of toners when they fill orders. The model numbers are 58D1000 and 58D1H00. These are the same size toner cartridges, so both will fit in the printer. The only difference is that one is a high-yield toner (should print more pages per toner). If your county is used to receiving the 58D1000, you may start seeing 58D1H00. Both cartridges report use the same way so a change will not affect the auto order for your county.

ERT

Update deal button

Currently if you have an ERT deal where you have to update ownership or make other changes the ‘update deal’ button may change to ‘revert’. You will need to close out of the deal and reopen from the

queue. The 'update deal' button will return. This is very important with fee changes. Not using the 'update deal' button may result in funds being collected over the dealer authorized amount. This is a workaround while IT investigates a fix.

ERT with lien in escrow

ERT transactions may come in from dealers with the lien notation fee already in escrow. When you are notified that an escrow lien exists, you will process the transaction with adjustment to the lien fee under the *Fee Detail* tab. Then, you will add a miscellaneous transaction and merge the transaction with the previously paid lien fee to the ERT transaction. For a detailed description of this process, please refer to the county manual page at:

[ERT with Escrow Lien Quick Reference Guide](#)

Fees

If fees meet or are less than *Total Amount* the county can process the ERT transaction. It is counterproductive to return or deny deals when the dealer has authorized enough funds for processing. Definitions of the 3 amounts in the ERT Queue

County Term	What it means to dealer
Total Fees	= This is the total fees due to the county, as calculated by the webservice.
Dealer Authorized Amount	= This is the amount the dealer collected from the customer in the car deal.
Total Amount	= If the dealer did not collect enough from the customer (short fees), this is the amount the dealer authorizes the county to ACH. If the fees due are above this amount, the deal will need to be returned to dealer for authorization.