

The South Carolina Department of Motor Vehicles (SCDMV) continues to provide information about different types of Electronic Vehicle Registration (EVR) transactions as well as traceable temporary tags.

In this issue, you'll find information on that plus Bill of Sale and updated forms.

SCDMV Form 400 Implementation

Effective **May 15, 2020**, the SCDMV will no longer accept previous versions of the Form 400, Form 400-D, Form 400-L, and Form 400-M.

The **only accepted** forms will be the Form 400 (dated 1/2020) and the Form 400-S (dated 5/19). This new Form 400 incorporates the elements of the 400-D, 400-L, and 400-M, as well as the essential elements of the previous Form 400. There have been no modifications to the Form 400-S.

Updated Infrastructure Maintenance Fee (IMF) procedure

The following information is an update on the department's new IMF form, potential exemptions, IMF refunds, as well as Bill of Sale. IMF is to be paid at the time of titling and registering a newly purchased vehicle unless an exemption applies. The IMF is 5% of purchase price, not to exceed \$500. In addition to the IMF, there are fees associated with titling and registering the vehicle, as well as property taxes paid to the county.

Updated IMF Form

The South Carolina Department of Motor Vehicles has implemented a change of form associated with the IMF. The new form, [TI-IMF](#), replaces TI-002T effective immediately.

*This new form is only to be used for reporting and submitting payment of the IMF collected for sales to **government agencies, commercial fleet, commercial vehicles, and out of state purchases**. Commercial vehicles must have a commercial insurance policy.*

What's New



Any individual that identifies their vehicle as government, fleet or commercial can present the form TI-IMF.

The use of TI-002T Notification of Infrastructure Maintenance Fee Paid to SC Licensed Dealer will be phased out and replaced with the TI-IMF when titling /registering a vehicle.

Note: This form is also used if a SC Dealer collects sales tax for a vehicle being registered in another state and is submitted to headquarters.

South Carolina Department of Motor Vehicles
Notification of IMF Fees/Sales Tax
Paid to SC Dealers

This form should be used if a SC Dealer collects IMF for a vehicle to be registered for Government, Fleet and Commercial Vehicle sales or for Sales Tax collected when the vehicle is to be registered in another state. This form must be completed in its entirety.

VEHICLE IDENTIFICATION INFORMATION

YEAR	MAKE	MODEL	MPG CITY	MPG HWY

VEHICLE IDENTIFICATION INFORMATION

VEHICLE IDENTIFICATION NUMBER (VIN)

DATE OF SALE

DEALER INFORMATION

DEALER LICENSE NUMBER

SALES TAX COLLECTED BY DEALER (SEE INSTRUCTIONS)

IMF PAID TO DEALER

By signing below, I certify that the information on this form is true and correct. The Infrastructure Maintenance Fee (IMF) (State Tax) was paid to the dealer as stated above. The dealer will remit the total IMF (State Tax) collected to the SCCDMV within 45 days.

Dealer Signature _____ Date _____

Purchaser Signature _____ Date _____

South Carolina Department of Motor Vehicles
Notification of Infrastructure Maintenance
Paid to SC Licensed Dealer

Dealers must fill this form out in its entirety based on the customer's ownership and must file this form with IMF (Sales Taxes) collected to:

SCDMV, Titles and Registration
IMF Non-Resident State
Post Office Box 1448
Columbia, SC 29216-0048

DATE OF SALE: _____

DEALER'S NAME: _____ DEALER NO: _____
BUYER'S NAME: _____ BUYER'S ADDRESS: _____
VIN: _____ MAKE: _____
SALES PRICE: \$ _____ TRADE-IN ALL CREDITS: \$ _____ NET AMOUNT PAID: \$ _____
IMF COLLECTED: \$ _____ TAX CREDIT: _____

By completing this document I hereby certify that all information contained on and herein were paid to the dealer and used as stated.

DEALER SIGNATURE: _____
BUYER SIGNATURE: _____

COMPLETE FOR NON-RESIDENT CUSTOMERS
This form is not required for non-residents if no taxes were collected.

VEHICLE WILL BE REGISTERED IN THE STATE OF: _____
AMOUNT OF SALES TAX COLLECTED: \$ _____

ONE COPY - BUYER ONE COPY - DEALER

Exemptions

Sales of motor vehicles to non-resident active duty military personnel:
There is no exemption for motor vehicles designed primarily to carry property such as trucks (with an empty weight of greater than 9000 lbs. and a gross weight greater than 11,000 lbs.), cargo vans, or motor homes.

IMF Payments & Refunds

The retailer is still required to remit the IMF within 45 days from the date of sale.

A signed Bill of Sale/Buyer's Order will be required for all title transactions showing the total sale prices of the vehicle, minus any trade-in value. This requirement is listed in SC Code of Laws Section 56-3-627(C)(3). The buyer's signature is required. Customers bringing a leased vehicle to SC that is registered out-of-state, will be required to pay the \$250 IMF as described in SC Code of Laws Section 56-3-627(D)(1), unless they meet authorized exemptions.

If a customer **leased a vehicle and eventually buys the vehicle** through a lease-to-own option, the customer does **not** have to pay the IMF a second time as long as the registration stays in that customer's name. The owner can add a name as long as the previous owner's name remains on the title/registration.

When the department, through error, collects any fee not required to be paid, please email your request to cartaxes@scdmv.net. The refund request **must be made within six months after the date of such over-payment** to receive a refund. Requests for refund submitted after 180 days will not be processed.

Rental and Loaner Vehicles

When a vehicle is titled/registered to be used for a rental fleet, IMF will not be charged, however, IMF will be due when a vehicle is titled/registered to be used as a loaner vehicle.

EVR Dealer Quick Tips: 30-day Tags

Out-of-state customers purchasing a vehicle in South Carolina to be registered in another state will continue to receive 30-day temporary plates.

The 30-day temporary plate is a non-traceable plate and may be purchased from SCDMV branch offices in multiples or packages for issuance from the dealership. Quantities available for purchase may vary depending upon the SCDMV branch office inventory.

There are no changes to the use and requirements for 30-day temporary tags. Dealers should continue to use this product for out-of-state registrations.

This 30-day temporary tag is **not** for use for any vehicle that will be titled and registered in South Carolina.

Error or Mismatched EVR Paperwork Submitted

The SCDMV cannot delete the EVR entry once the EVR deal is finalized whether the paperwork is submitted to the SCDMV or not.

If the paperwork submitted matches the EVR transaction, the title will have to be processed before the dealer can transfer ownership of the vehicle again. Any lien recorded would have to be released for the dealer to obtain the clear title.

If the paperwork submitted does not match the EVR transaction, meaning there is an error on either the transaction or the paperwork, the title record would be revoked during the paperwork review process for incorrect support documents. The correct documents are still required to clear the EVR suspense.

EVR Transaction Suspense Status

EVR transactions go into suspense for EVR paperwork review and may also go into NMVTIS suspense for any brand or odometer disclosure submitted through EVR. If the title is from another state, there may also be a NMVTIS suspense.

Suspense is cleared during the paperwork review process if the paperwork submitted is complete and correct.

Dealers must submit all paperwork for the deal within 48 hours after the deal is finalized in EVR system.

Any delay with finalizing and paperwork submission will delay suspense clearance and title issuance.

A title record in suspense does not prevent the registered owner from receiving his or her license plate and registration card. The suspense only affects the title issuance.

Transferring a License Plate

The license plate should be renewed prior to transferring if the registration is within 90 days of expiration. If within 90 days of expiration, the EVR transaction may return a 'tax stop' error requiring the customer to renew the plate before transferring.

Dealers **should not** issue a temporary plate if transferring an existing plate. Customers must immediately use the transferred plate on the newly purchased vehicle.

Please do not email VINs and plate numbers to the SCDMV requesting a plate be transferred. If the customer decides to transfer a plate after the deal is finalized, the customer will have to go to an SCDMV branch office after the customer receives the new plate in the mail to transfer the old plate. The customer will also need to contact the county auditor's office to be sure the tax record correctly reflects the transfer and not a new registration for the newly purchased vehicle.

If a plate is transferred to a vehicle being processed as an EVR transaction, the transferred plate will still be tied to the previous vehicle until the EVR UPD2 pending EVR transaction has been finalized. If the UPD2 has not been finalized, the vehicle that the plate was transferred from **cannot** be

issued a traceable temporary license plate as the previous registration is still active in the system.

It is imperative that the UPD2 EVR transactions for plate transfers are processed expeditiously if the previous vehicle is intended to be resold.

Voiding/Cancelling EVR Transactions

VOIDS/cancellations should be used as a means to correct a transaction or remove a deal that is legitimately in error. SCDMV Dealer License & Audit unit will sanction for misuse of VOIDS to commit fraud or delay registration for the customer.

A **pending** EVR deal can be voided at any time.

A finalized EVR deal can be voided only on the **same calendar day** that the deal was finalized.

If a dealer's attempt to void a transaction is unsuccessful, the dealer should contact his or her **service provider**.

Pending EVR Deal vs. Finalized EVR Deal

A finalized deal is required for the customer to receive a metal plate. For a finalized deal, the SCDMV will not be able to assist with a void after the day the deal was finalized.

Voiding a deal does not void the traceable temporary plate for the customer.

Remember to void the pending EVR deal if the sale is not going to be completed because the vehicle cannot be sold to another customer if the pending EVR remains.

If a deal needs to be taken to an SCDMV office for processing, the dealer must void the pending EVR transaction. A pending or finalized EVR deal will prevent a DMV branch office from processing the transaction.

Customer Decided not to Purchase or Did not Take Delivery of the Vehicle

If the deal is not finalized in the EVR system, the dealer should void the pending EVR transaction.

If the deal has been finalized, the dealer can void the deal only on the same calendar day it was finalized.

If the deal has been finalized and it's the next calendar day or beyond when the customer chooses not to follow through with the purchase of the vehicle, the deal cannot be voided because the EVR transaction has become part of the title history and the fees have been charged.

Even though the customer does not want the vehicle, the dealer must submit the paperwork to SCDMV headquarters to complete the transaction. Once the new title is issued, the dealer would use the new title to transfer ownership again.

EVR Create Customer

It is **mandatory** to do a proper name, social security number (SSN), and date of birth search before creating an additional new customer record on the SCDMV database. Creating a new record for an existing customer may lead to complications for the customer's existing customer/driver record.

Dealers must include **all** of the fields for creating a customer number. Please do not omit any of the fields, such as date of birth (from the individual customer's record).

The fields are:

Business Customers

- Business Name
- Federal Tax Identifier (optional)
- Physical Address
- Mailing Address (optional)

Individual Customer

- First Name
- Middle Name
- Last Name
- Suffix
- Birthdate (must be included on the record)
- SSN (do not use all 9s)
- Physical Address
- Mailing Address (optional) Tax ID numbers are not accepted because the tax ID cannot be verified by the EVR system

If a customer has a hyphenated last name on the Form 400, dealers should verify that the hyphen is present on their official identification (Driver's License, Military ID, Valid Passport, etc.) and enter the name exactly as it is depicted.

All social security numbers must be valid. Do not use artificial numbers as place holders.

Dealer should be sure to enter their dealer number in the appropriate field to identify who created the customer number. Please do not enter the clerk's initials.

If a customer number is needed for a customer without an SSN, submit the EVR-1 form with copy of customer's identification card and any supporting documents (i.e. TI-006, proof of residency).

Requesting a Customer Number for a Customer who doesn't have a Social Security Number

The SCDMV Headquarters Data Quality Unit will process EVR Dealers' requests to create a new customer number. The EVR Dealers' title clerks need to fax a copy of the customer's supporting documents **and a copy of the customer's Social Security Administration (SSA) letter.**

The SSA letter will indicate, if the customer is "unable" to obtain a Social Security card at this time, and the SSA letter will list a reason for the customer's denial of the SSN.

A copy of the SSA Letter is "mandatory" for the customer's request with no SSN.

The dealer must also submit the EVR-1 form with a copy of the customer's identification card and any supporting documents (i.e. TI-006, proof of residency).

Data Quality's fax number is (803) 896-1205.

EVR Transaction Fees Balance

The Service Provider is responsible for the payment of all transactions that are processed via the EVR SCDMV system. The online EVR Reconciliation Inquiry is accessible through the SCDMV Web Member Services page that provides a Summary by Service Type or Dealer and a detailed listing of all EVR transactions.

Duplicate Titles

If a duplicate title is needed for a vehicle with a pending EVR transaction, the dealer should void the pending EVR transaction and purchase a duplicate at an SCDMV branch.

The transfer of ownership can then be processed at an SCDMV branch office or the transaction can be re-entered through EVR using the duplicate title information.

EVR Paperwork Submission

- Be sure the paperwork is in the same order as the bundle report and all documents required for the deal are included in the proper order.
- Submit all supporting documentation to the SCDMV no later than two business days of finalizing the transaction.
- The transaction must be finalized in the EVR system prior to submitting the supporting paperwork for the deal.
- Paperwork must be mailed to SCDMV headquarters for review. Do not submit EVR paperwork for finalized deals to SCDMV branch offices.
- Any delay with finalizing the transaction and paperwork submission will delay clearing the suspense. Each Service Provider has been provided an EVR checklist to assist in ensuring the completeness of an EVR packet.

Bill of Sale and/or Buyers Order

The signed Bill of Sale and/or Buyers Order showing the total sales price of the vehicle, minus any trade-in value, is required to be included with every EVR transaction. The buyer's signature is required on both documents.

This **does not** replace the requirement for the Affidavit & Notification of Sale of Vehicle (PTO). It is still required.

Issuing 45-day Traceable Temporary Plates to Buses

Currently, the plate class BU1 (Bus Private Use) is available to be processed and issued through EVR.

However, BC1 (Bus Common Carrier) is not authorized to be issued via EVR. To complete a BC1 (Bus Common Carrier) transaction, the dealer would have to initiate the EVR transaction with a regular RP2 plate and vehicle type 1 (which is the vehicle type for passenger vehicles/personal buses), issue the traceable temporary license plate, then void the pending EVR transaction.

By voiding the pending EVR transaction, the dealer will not void the temporary plate assigned to the vehicle.

The bus plate would have to be applied for at a branch office based on the customer's use for that vehicle.

EVR Transactions and Gross Vehicle Weight

South Carolina law defines "truck" as "every motor vehicle **designed**, used, or maintained primarily for the transportation of property." Therefore, cargo and utility vans, which are designed primarily for the transportation of property should be titled as "trucks" and a minimum gross vehicle weight (GVW) applies when this body style is returned from the PC VINA package.

Our EVR Compliance and Oversight unit has noticed an increase in errors where dealers are omitting the GVW on trucks and pickup trucks. These vehicles are being registered as a vehicle type 1 with no GVW. Dealers are reminded that trucks and pickup trucks must be a vehicle type 5 and to include a GVW on **all** trucks processed.

Some customers may state that they do not use their vans to carry property; however, because these vehicles were designed to carry property, they must be titled as such. This is similar to an individual who purchases a Ford F-150, for example, for transportation purposes and not necessarily to carry property. However, because the Ford F-150 is designed as a property carrying vehicle, it is classified as a truck and the individual is required to register the vehicle with a minimum GVW.

Commercial Motor Vehicles

As of March 1, 2020, all commercial motor vehicle dealers must issue traceable temporary license plates to vehicles for intrastate use.

Vehicles for interstate use **will not** receive a temporary license plate. These vehicles will be permitted to be moved from the dealership to buyer's place of business with the bill of sale. There has been no change to this operating procedure.

Titling Motor Homes

Motor Homes should be titled by the completed stage (body/frame) of the vehicle instead of the chassis.

The VIN identifying the completed vehicle (body/frame) should be on the manufacturer certificate with the year in which the second stage was completed. The year of the completed stage may differ from that of the first stage of the vehicle (chassis).

The Make, Model Year, Body Style and Vehicle Weight should be taken from the Manufacturer's Certificate of Origin (MCO) of the second stage (completed vehicle) of the multi-stage vehicle.

- Multi-staged vehicles that have been titled in another state prior to being titled in South Carolina will be titled using the make, model year and VIN indicated on the out-of-state title.

If you need to request an MCO back out to allow the vehicle to be sold "new", please send the MCO back out request and documents along with a \$15 fee to the following address:

SCDMV
Attn: Specialized Titles, Unit C4,
10311 Wilson Blvd.
Blythewood SC 29016-0024

We do advise that you send the request by certified mail.

MCO back out request requirements:

1. The incorrect SC title with all lien released
2. A letter on your dealership business letterhead that contains the complete description of the vehicle, an explanation as to why you are requesting a MCO back out, and the signature of the General Manager or owner.
3. A signed statement from the customer that he/she did not take possession of the vehicle.
4. \$15 processing fee

Once the information has been received, reviewed and approved by the Specialized Titles section Manager, you should receive a letter from DMV authorizing you to obtain a duplicate MCO from the manufacturer. Once you receive the duplicate MCO from the manufacturer, you will be able to process this vehicle as a “new vehicle sale”. If your request is rejected for any reason you will receive notification from Specialized Titles.

However, you will not be able to process the new deal through your EVR system. You will need to take the new deal to your local DMV branch office for processing.

There are no restrictions on titling a motor home through the EVR process.

Dealers should not create a Make or use an assumed Make to process a motor home title and registration.

Dealers titling a motor home where the Make does not exist should mail a copy of the MCO multi-stages (the incomplete (chassis) and the completed stage (body/frame) or the out-of-state title to:

**SCDMV-STAR
PO Box 1498
Blythewood, SC 29016-0024**

The dealer will be provided the correct Make to use in titling and registering the motor home.

Errors with the Vehicle Information

In reviewing EVR transactions, the SCDMV has noticed several errors in the submission of EVR title information. These errors have increased the requirement to process duplicate registrations for these customers to ensure that the correct vehicle or registrant information matches what the actual vehicle is.

Please ensure that the information from the previous title match what is entered in EVR and what is on the Form 400 application. The most common errors involve the YR/MAKE, VIN, MODEL, and BODY STYLE. Below is an example of one of these errors:

2005 FORD F150 PK

The previous title shows BODY STYLE as TK (TRUCK)
The Form 400 (Title Application) shows as 4S (4 DOOR VEH)
The completed transaction shows as 4S (4 DOOR VEH)