

Dealer Connection

Spring 2025

The South Carolina Department of Motor Vehicles (SCDMV) is proud to be a resource for the dealer community through the Dealer Connection newsletter.

This revision contains updates to several items.

Branch Office Information

1. List of exempted transactions that can be processed at a branch office:

Dealers are required to contact their EVR Service Provider if there is an exception needed for a transaction not included on this list before going to a branch office.

- a. Transactions involving a Housed address
 - b. Duplicate title requests
 - c. Title corrections
 - i. With e-mail approval
 - d. Clearing a Suspense title
 - i. Suspense Codes (transactions that can't be cleared after dealer has contacted Service Provider and Service Provider has contacted DMV: branch office will be notified by email of the transaction that needs to be processed)
 - ii. TLN Suspense
 - e. Government Vehicle/Fleet
 - i. Title must be processed through EVR
 - ii. Plate request is processed in branch office or by mail
 - f. Courtesy Delivery
 - g. Changing to a Salvage Rebuilt Brand
 - h. Brands from an Out-of-State Title to S.C. Title
 - i. MCO to Used Car for Dealer Loaner Vehicles
 - j. Dealer titling in dealer name
 - k. Lien Release Notice from Lender
 - l. Transactions collecting sales tax, not IMF
 - i. Trailers (personal use = sales tax, business use = IMF)
 - ii. ATVs/off-road vehicles
 - m. MCO Backout (MCO has been backed out due to an error and the EVR system will not allow the dealer to transmit for the correct/new customer)
 - n. Lease buyouts
 - o. TI Body Style error
 - p. Multi-Stage Vehicles
 - q. Renew and transfer plate
- (Title must be processed through EVR)

- r. IFTA/IRP Customers will have options to complete the titling and registration of the newly acquired vehicle:
 - i. **Option 1:** Dealer processes via EVR System as a title-only transaction and the customer completes the IFTA/IRP either through the Web Portal or at one of the eight MCS offices.
 - ii. **Option 2-A:** Dealer processes title at any SCDMV branch and the customer completes the IFTA/IRP either through the Web Portal or at one of the Motor Carrier branch offices.
 - iii. **Option 2-B:** Customer handles both title and registration at one of the Motor Carrier branch offices.
 - iv. **Option 2-C:** Dealer takes full packet to Motor Carrier branch for processing.

2. How to request duplicate titles and how to complete the third-party forms:

- a. When requesting a duplicate title that is still in the customer's name. A Form 400 with the customers' information and either signed by the customer or dealership with power of attorney is submitted.
- b. When printing title the same day, a MV-80 needs to be completed.
(Several dealerships are forgetting the third-party pick up when requesting duplicate titles to be printed in the office.)

3. How to complete the Dealer transmittal form when dropping off dealer work:

When dropping work off at a branch office to be processed, a transaction drop-off DLA-12 must be completed to reflect what is in the packet. Example: if the packet has three deals, the transaction drop-off form should reflect the three deals, not just one. The DLA-12 also needs to state how payment is going to be processed. A lot of dealers are not completing this step, which is causing management to reject packets before they can be dropped.

- 4. Expedited South Carolina Titles (over the counter) are no longer available for customers and business entities when created from an out-of-state title (does not apply to SC dealers).** This change comes in response to a growing national and local issue of vehicle fraud involving out-of-state titles.

The Latest Information on SCDMV Forms

1. Ensure you are using the most current version of forms:

- a. Form 400 dated 10/2024
- b. Form 400S dated 03/2024
- c. Form 4031 Secured Bill of Sale dated 07/16
- d. Form 5047 Secured Power of Attorney dated 07/14
- e. Form 4034 Affidavit Repossessed Motor Vehicle dated 4/5/18

2. Affidavit and Notification of Sale of Motor Vehicle with updated license plate selection box:

Property Tax Section

Check One:

☐ Purchase License Plate

D.L. Number _____

License Plate Issued _____

☐ Transfer License Plate

Signature of Buyer _____

Property taxes will be due in 120 days

3. Upcoming changes to the Form 400:

- a. To accommodate the implementation of Transfer on Death for titled vehicles, SCDMV will add a selection box for customers to indicate that the title action includes the addition or removal of TOD beneficiaries, and a Form TOD-1 is included with the transaction. The adding of a TOD to a title will not be done at the time of vehicle purchase and will not be allowed through EVR. Customer who intend to add TODs to their vehicle titles will need to request that after the vehicle is titled in their name.
- b. This updated form will be officially released on July 1, 2025. The 10/2024 form will continue to be accepted until Sept. 1, 2025, at which time the 10/2024 form will no longer be accepted.

4. Updates to the MV-93/94 – Allowance for digital utility statements as proof of residency

Customers may use a digital utility bill as proof of residency if the digital bill has the customer's name, and the service address included.

5. SC Dealer Reassignment Form DRA-001 – release May 1, 2025

To facilitate the ability for dealers to reassign vehicles to other dealerships and maintain the continuity and history of a vehicle title movement between dealers to the time of sale, the SCDMV in conjunction with SCADA and CIADA has developed a South Carolina Dealer Reassignment Form. This will not be a form provided by the DMV but will be provided by the two dealer associations: SCADA and CIADA.

6. E-Signature/Digital Signature acceptance is coming soon. The SCDMV is currently working on the use and acceptance of E-Signatures and Digital Signatures on forms and documents related to the sale, title, and registration of vehicles. The governing rules to be published will not change the requirements to

have a “wet” signature on the title document, Form 4031 Secured Bill of Sale, and Form 5047 Secured Power of Attorney.

7. Proper use of the Form 5047 Secured Power of Attorney

- a. The purpose of this document is for the dealer to receive the odometer disclosure from the customer at the time of sale until the title is obtained.
- b. This form should only be used when:
 - i. The owner’s title has been lost; or
 - ii. The lienholder is holding the owner’s title.

8. Proper use of the Form 4031 Secured Bill of Sale

- a. The purpose of this document is for the dealer to receive the odometer disclosure from the customer at the time of sale until the title is obtained and a Power of Attorney is not needed.
- b. This form should only be used when:
 - i. The owner’s title has been lost; or
 - ii. The lien holder is holding the owner’s title.

9. Proper use of the Affidavit & Notification of Sale of Motor Vehicle, aka “PTO”

- a. Used to provide notification of a vehicle sale and the deferment of property taxes prior to registration.
- b. Dealers are required to inform the customer this will give them 120 days from the date of sale to pay the property taxes on the vehicle.

10. Understanding the different types of acceptable Body Styles for South Carolina Titles. It is important to select the appropriate acceptable Body Style when submitting data to the DMV. Please refer to the attached [SC Acceptable Body Styles.pdf](#) to ensure that the correct information is entered into the system and on the Form 400.

11. Clarity on Sales Price and Gross Capitalized Cost

Section 2 of the Form 400 requires the entry of the Sales Price. There are a couple of points of clarification the SCDMV would like to point out with regards to how to calculate the correct Sales Price for IMF calculations and the use of the Gross Capitalized Cost (GCC) field, particularly for leases.

Sales Price for IMF calculations should utilize the following formula and what should be included in the Price of Vehicle component:

$$\text{Sales Price} = \text{Price of Vehicle} + \text{Closing Fee}$$

Price of Vehicle = agreed upon price of the vehicle + any aftermarket products which increase the value of the vehicle (bed liners, rims, pinstripes, etc.)

Closing Fee = the administrative fee charged by the dealer for paperwork processing and overhead to complete the transaction. Does not include taxes, title fees,

registration fees, temp tag fees etc., unless those are bundled and not accounted for on the bill of sale otherwise.

Not included in the Price of Vehicle = warranties and insurance products

- Warranties = full or partial coverage for repairs, window etching, service policies (oil change, rotation), etc.
- Insurance = GAP, key replacement policy, paint coverage, interior fabric coverage, etc.

Sales Price vs GCC fields

The Sales Price field should be solely utilized unless the vehicle has a Gross Vehicle Weight over 26,000 lbs. If the vehicle exceeds that weight, then the GCC field should be used, as is outlined on the 400 itself. Leases utilize the terminology of Gross Capitalized Cost, but it is not the same as what the SCDMV is referencing on the Form 400. Please see the statement below from Sathia Wilson at the SCDMV:

PURCHASE INFORMATION						
<small>*Gross capitalized cost is the original cost of the vehicle not including taxes, interest, or cab customizing and is used to calculate the road use fee for vehicles that have a gross vehicle weight (GVW) of 26,001 lbs. or more. Leave blank if this does not apply to your vehicle.</small>						
SELLER OR DEALER NAME		ADDRESS			CITY	STATE ZIP CODE
DEALER NO.	SALES TAX NO.	<input type="checkbox"/> NEW or <input type="checkbox"/> USED	DATE OF PURCHASE	SALES PRICE	*GROSS CAPITALIZED COST	TRADE-IN AMOUNT

- *“The Gross Capitalized Cost (GCC) is for commercial vehicles with a GVW of 26,001 lbs. or more. If the vehicle is not commercial, the GCC is not needed on the Form 400.*
- *If the GCC (commercial vehicles with a GVW of 26,001 lbs. or more) is needed, the sales price field should list the total (Price of Vehicle + Closing Fee) and the GCC field should only list the actual price of the vehicle.*
- *This will be the same for all sales. It will not matter if it is a leased vehicle.”*

EVR Quality Assurance Program

1. Transaction moved from exceptions:
 - a. Vehicle sales involving trusts
 - b. Court Order/Magistrate Bill of Sale
 - c. LSV (temporary issue – electric fee is not being calculated) **beginning April 23**
2. It is important to understand the flow of a sale transaction through the EVR process and when information is updated in the DMV system and when products are delivered to customers.
 - a. When an Update 1 is completed, the temporary license plate is issued, and that information is established in the DMV system. No title or permanent registration/license plate are created.
 - b. When the dealer completes the transaction in the system and sends it to their EVR Service Provider who then sends it to the EVR QA, the DMV

has none of that information in our system and cannot do anything with that transaction.

- i. If the transaction is approved, it will be passed back to the EVR Service Provider, and the transaction is then passed to the DMV where a title is produced, and a plate is requested.
 - ii. If the transaction is rejected, it will be passed back to the EVR Service Provider, and the transaction is then passed back to the dealer for corrections and to resubmit.
 - iii. Once the title is processed, it will take up to 7-10 days for the title to reach the customer depending on the speed of USPS. ELT titles will be released to the vendor within 24 hours.
 - iv. Once a plate is requested, it will take up to 10-14 days for the plate to be made and received by the customer.
 - c. Please ensure that you account for this time when processing your sales.
3. For issues and concerns with the EVR QA process, rejections, and customers not getting their products, please contact your EVR Service Provider with the issue and have them contact the DMV or EVR QA entity for a resolution. In most cases they will be able to get a faster resolution than if you were to email the DMV directly.
4. Bonded Titles from other states are not authorized to be transferred to a South Carolina title. Customers would need to obtain a non-bonded title from the issuing state before presenting as a transfer to South Carolina.

License Plates and Registrations

1. On 45-day temporary license plates: Licensed motor vehicle dealers, leasing companies, and other entities shall not obtain or procure a temporary license plate from any entity other than a registered temporary license plate distributor. Only statewide motor vehicle dealer associations, of which at least 30 percent and no fewer than 200 members are licensed South Carolina motor vehicle dealers, may be temporary license plate distributors, and only temporary license plate distributors may sell or distribute temporary license plates.
2. Instructions for transferring military plates for customers.
 - a. Customers can request a temporary transfer of their permanent military plate to another vehicle. The customer must submit an Application for Military License Plate (MV-37). Once the review at headquarters has occurred, the old permanent plate will be exchanged for a new, non-permanent plate in the mail. The review by headquarters staff will automatically take place upon receipt of the MV-37, and the customer will be contacted directly if any further documentation is needed before the new plate can be processed.
3. To transfer a license plate at the time of a vehicle purchase, the following conditions must be met:

- a. Plates must have at least 3 months (90 days) left on the current registration to be able to be transferred. The 90 days is from QA approval, not Purchase date. You may want to add time to account for the QA processing time to ensure that the plate can successfully be transferred.
- b. At least one owner listed on the plate must match the newly listed owners
- c. The fee to transfer a license plate will be \$10 plus any fees for additional weight (if applicable)
- d. Plate types are not able to change when transferring a license plate
- e. Customers may place the plate they are transferring on the new vehicle at the time of purchase and do not need to be issued a temporary license plate. Make sure they have a copy of their previous registration and the bill of sale for the new vehicle.

Dealer Licenses and Dealer Plates

Need to Renew Your Dealer License? To renew your dealer or wholesaler license, please do so online by visiting the www.scdmvonline.com/Business-Customers/Dealers/Renewing-a-Dealer-License page on our website and clicking the green “Renew a Dealer License” button. Below this button are details and instructions to assist you with the online renewal process. If you have demonstration plates to renew or purchase in conjunction with your dealer license renewal, you may do so during this transaction.

Annual Demonstration Plate Renewals & Purchases: Our website is currently undergoing maintenance to enhance online annual demonstration plate renewals and purchases of new demonstration plates. Please review the following instructions and mail-in your request.

What items do I need to mail in?

- 1) A statement listing which plates you would like to renew and/or how many additional plates you wish to purchase and include the plate class (e.g., XX1, XZ1, XP). Please also provide the plate numbers of any plates that you wish to surrender or need to notify us that they are lost, damaged, etc.
- 2) Certificate of Liability Insurance.
- 3) Payment for total cost of plates (\$20 per plate). Please include a check, money order, or dealer account details.
- 4) List of Dealer-to-Dealer or Out-of-State sales, if applicable, on one of the following:
 - a) Form Certification of Vehicles Sold by a Dealer (SCDMV Form DLA-1C)
 - b) List of transactions to include the date of sale, complete name and address of buyer, vehicle year, make and Vehicle Identification Number (VIN). Must be numbered and on letter sized paper.

If you are purchasing additional plates or need to replace a plate(s), please note that your plate expiration aligns with the month and day of your dealer license expiration date. Any new demonstration plates (additional purchase or replacement) issued before

the current plate expiration date will expire on that date. We advise that purchases and replacement requests are made on or after the first date of the new plate year. **For example**, if your dealer license expires March 31, 2027, your current plate year ends on March 31, 2025. Any new plates issued on or after April 1, 2025, would receive an expiration date of March 31, 2026. If the new plates are purchased on March 28, 2025, you would receive an expiration date of March 31, 2025, as the current plate year had not yet ended by the date of purchase.

We understand that this may be a new process for some dealers, so we are continuing to identify plates that were issued early and are updating our system and mailing new registration cards, decals, and a letter regarding the updates.

Standard Mail

SCDMV

ATTN: Business License Unit

P.O. Box 1498

Blythewood, South Carolina 29016-0023

Overnight Mail

SCDMV

ATTN: Business License Unit

10311 Wilson Blvd., Building C

Blythewood, South Carolina 29016-0023

We will update these instructions once the ability to do so online has resumed. For any questions regarding online dealer services, please contact the Business License Unit at onlinedealerhelp@scdmv.net.

Visit [the Dealer License Plates page](#) to review more information regarding demonstration plate requirements and restrictions.