Weighted Vehicle Transaction Tips

Revision Date 2/07/2017

Overview

This job aid assists in how to process various transactions for weighted vehicle renewals, conversions, and partial pay registrations.

Renewals- Current Registration

- **Renew from Quarterly Registration (current) to New Quarterly Registration**
  Complete the registration renewal. Select quarterly renewal and the new quarter(s) needed. Issue 2018 sticker and cab card.

- **Renew from Quarterly Registration (current) to Full Year Registration**
  Complete the registration renewal and select full year registration. Issue 2019 sticker and cab card.

Renewals- Expired Registration

- **Renew as Non-Use**
  Do not use this functionality. Selecting nonuse will provide system errors that prevents getting to the cart and/or calculates fees at wrong rate. See other scenarios to determine if you change the starting year or follow an offline process to complete the transaction.

- **Renew Full Year Registration (expired) to Full Year Registration**
  MNLARS is not calculating accurately when nonuse years are claimed. When completing the registration renewal, change the start year to current year (2018) for the system to calculate the fees correctly and for the expiration date to save correctly as February, 2019. This will not charge fees for nonuse years. If the start date is not changed, the nonuse periods will show when added to the cart even if nonuse check box was marked for weighted vehicles.

- **Renew Quarterly Registration (expired- non Use) to New Quarterly Reg**
  MNLARS will charge for the fourth quarter even if the vehicle was not used. To overcome this in the registration renewal, change the start year to 2018, ensure the starting month is March, and enter 2018 sticker. If the start date is not changed, the fees change and add in the non-use periods when added to the cart. Be sure to select quarterly renewal and select the quarters for 2018 expiration.

- **Renew Quarterly Registration (expired- non Use Q4) to 12 Month Reg**
  A 2019 sticker results in correct registration tax being charged, but the MNLARS registration card and MNLARS record shows wrong expiration month.
First, complete a yearly renewal by using a 2019 sticker. Change the starting year to 2018 and ensure the starting month is March. Then follow the correction process.

Correction Process

1. Issue registration card from PDF with a Feb, 2019 expiration. Do not use the MNLARS-generated registration card.
2. Complete intake form to notify DVS that the record must be updated to Feb ’19 due to a Farm Renewal from expired quarterly registration to 12 month registration.

- Renew Quarterly Registration (expired- Used Q4) to Quarterly or Full Year
  Do not complete this as one transaction with a 2019 sticker. It will result in wrong information on the record and registration card. If Q4 has not been paid yet, complete two renewal transactions. First, bring the registration current through February, 2018 by renewing Q4. Be sure to destroy the 2018 sticker and delete the $6 filing fee. Then complete another registration renewal for the new quarter(s) or a full year registration, issue a 2019 sticker, and print cab card.

Conversions- Expired Registration

An expired weighted vehicle registration cannot be converted to a new class AND renewed at the same time using the conversion functionality in MNLARS. Do not try to change the starting date and enter a 2019 sticker during the conversion in one step; it will result in incorrect fees. This requires 2 separate transactions.

- Convert with Expired Registration and Nonuse
  First, complete the conversion using a 2018 sticker to change the class. Enter the start date to 2/28/18 if it’s March 1 or later to ensure the fees calculate accurately. Then complete the renewal to extend the registration. Be sure to delete the $6 filing fee and collect the filing fee for the conversion. Issue cab card, plates and appropriate sticker (a 2019 sticker if for a full year or 2018 for new quarters).

- Convert with Expired Registration and Unpaid Prior Registration
  If a customer must pay for prior registration (i.e. quarter 4 or prior year), do a renewal first to bring the registration current using a 2018 sticker. Next, complete the conversion using a 2018 sticker. Finally, complete another renewal to extend the registration for new quarters or a full year using a 2019 sticker if for a full year or 2018 sticker for new quarters. Be sure to delete both of the $6 filing fees and collect the filing fee for the conversion. Issue cab card, plates and appropriate sticker.

Conversions- Current Registration (2/18 expiration)

A conversion with current registration (expiration 2/18) can be done in one step. See the Conversions Job Aid for more information.

If the new class needs the registration extended, then a renewal will be needed, also. Do not try to change the starting date and enter a 2019 sticker during the conversion in one step; it will result in incorrect fees. A renewal can never occur with a conversion.
Conversions- Any Registration Class to Prorate Truck or Trailer

Registration is done through Explore, not MNLARS. All transactions will be done at the DVS Central office in St. Paul or application/fees mailed to DVS, 445 Minnesota Street, Suite 188, St. Paul, MN 55101, for trucks/truck-tractors sold to an IRP carrier. A Prorate Deputy Registrar cannot complete the transaction.

Partial Pay- Registration Renewal Payment Installment Plan

Partial pay will be completed as an offline process until MNLARS functionality is complete. DVS will update the record and the deputy registrar office inventory when this occurs. Use this offline process only for this scenario. The offline solution allows money to be collected at the deputy registrar office and the customer to leave with inventory, but MNLARS is NOT updated with the transaction information.

Determine Qualification

- Vehicle must be a truck, trailer, truck/tractor or recreational vehicle.
- Annual registration tax must exceed $400.
- Initial registration application must be made by May 31.

Calculate the Fees Owed

- Calculate annual registration tax payment using appropriate tax tables.
- Collect 1/3 of the total annual registration tax. Round up first payment if it does not equal a whole number.
- Do not collect late fees or $10 partial payment fees.
- Do collect wheelage tax (if applicable) and filing fee.

Complete PS2000

- Complete sections A and D of PS2000. Write “Partial Payment” in upper right-hand corner of the application.
- Record the expiration for the payment period in Section A that corresponds with the installment period. (i.e. June 2018, October 2018, or February 2019).
- Record US DOT number, actual number of axles (2-6 axles), and HVUT, if applicable.
- Stamp the PS2000 paid.
- Send the white copy of PS2000 to DVS. Do not barcode. Keep offline transactions separate from other paperwork.

Customer Interaction

1. Collect & record payment per office procedures.
2. Provide customer with a stamped copy of the PS2000 to use as their registration card.
3. Provide the customer the month and year registration sticker for the paid installment period only.
4. Inform customer no billing notice will be sent. Renewing for the other installment periods is up to the customer.
Record Payment in MNLARS

1. Select Enter Miscellaneous Transactions from the Vehicle Services drop-down.
2. Select Partial Pay from the Transaction Type drop down.
3. Enter the filing fee into the Vehicle Registration Filing Fee field.
4. Enter the partial payment into the Vehicle Registration Tax field.
5. Enter the Wheelage tax into accurate county field, if applicable.
6. Enter the plate/sticker/VIN of the vehicle in the notes field.
7. Click Add Transaction button to go to Cart and apply payment.