



May 2014 Issue

Utah State Tax Commission
Motor Vehicle Enforcement
Division
210 N 1950 W
Salt Lake City, UT 84134

Upcoming Holidays

State Offices will be closed on the following Holidays:

5/26/14
7/4/14
7/24/14

Hours

MVED is open
Monday-Friday
8 AM—5PM

Commonly Used Phone Numbers and Websites

MVED

801-297-2600
801-297-2699 Fax
mved.utah.gov

DMV

801-297-7780
dmv.utah.gov

Tax Division

801-297-2200
tax.utah.gov

Tax Warehouse - Forms

801-297-3878

MVED Newsletter

MVED Renewals

This is the last year you will receive a mail reminder to renew your MVED business license. Everyone should renew via our new website mvp.tax.utah.gov. You will then receive email renewal reminders each year. The MVP access **must** be started by the **OWNER(S)** of your company. An employee should not be using the owner's personal information to set up a log in. The owners are responsible for who can access the MVP account. See 2nd page for setting up access.

We no longer need a copy of the renewal confirmation page. We will be able to see the renewal 24 hours after you renew online. If you have plates please be sure to send us proof of current insurance as your renewal will just sit in a hold status until after we receive your proof of insurance for the business plates.

You will not be able to come in and wait for the renewal to be processed. All renewals will be processed within a few days of receipt and **MAILED** back to you.

Non US Citizens cannot renew online without verifying their citizenship. Non US Citizen employees can also renew separate from the business so it doesn't delay your business renewal. Please contact MVED for more info about non US Citizen renewals at 801-297-2600.

If you have a dealer license someone from your company must take the 3 hour training class **BEFORE** the business can start the renewal. It takes approximately 48-72 hours for the trainers to update our system once the training is completed. You will not be able to even start your renewal with MVED until after the training date has been updated. Please plan ahead and **take your training early** so it doesn't slow down your renewal process. Training can be taken anytime on or after March 25, 2014 for the 2015 renewal. Visit www.mved.utah.gov for a list of trainers that offer classes in person or the website info for the online training.

All licenses issued by MVED expire on June 30th!

Any license that has not been renewed as of July 1st will be suspended at that time and must complete a temporary permit audit and plate audit before you will be allowed to process your renewal. The web renewal process will also be disabled and you will have to complete paper forms. Save time and money by renewing **EARLY!**

MVP Access

As many of you have noticed there is a new online web system called MVP (Motor Vehicle Portal), that became operational on October 15th. A business can renew their business license, order 45 day permits, enter monthly reports of sales, and start applications for temporary off site licenses. Anyone is also able to check the status of a MVED business license, export MVED business license information, and report curbstoners (a log in is not required for those features). This site is also used to access many DMV functions. Please contact the DMV in regards to their options or managing your sale of information account.

A business owner must start the MVP log in process. If the owner of your business chooses to allow someone to log in on their behalf of their business, then a PIN number will be provided to the owner via email, to give to that person. If there are multiple owners of the business then **ALL** the owners must set up a log in to provide a 3rd party person access to the account. We want ALL the owners to be aware of who has access to their MVP account so they can manage the log in rights. **An employee should NOT be logging in using the owner's log in or setting up an account using the owners personal info. If we find an account set up by an employee using owner information that account will be ceased.**

MVP access is needed so that you can easily renew your business license each year. After this renewal year in 2014, we will no longer mail out yearly renewal reminders. Your business should set up an account via the MVP website and we will send out email notifications. The website is <https://mvp.tax.utah.gov> Simply click on "business" under the Sign Up section on the far right side of the page to get started. The screen will look like the first picture.

In the next screen (2nd picture) the owner should pick:

1. Manage my motor vehicle business license

Then provide a few items to identify the owner/business. Be sure to enter the name of your business EXACTLY as you are licensed with MVED. Then follow the prompts to finish the log in.

If the owner is allowing someone else access to the account that person should pick:

2. Manage a motor vehicle business license on behalf of the owner. Then provide a few items to identify the business. Be sure to enter the name of your business EXACTLY as you are licensed with MVED. The PIN is provided by the owner of the business. Then follow the prompts to finish the log in.

The screenshot shows the MVP website interface. On the right side, there is a 'SIGN UP' section with three options: Individual, Business, and Fleets. A black arrow points to the 'Business' option. To the right of the screenshot, a text box contains the text: "Click on Business to get started!".

The screenshot shows the MVP registration process. Under the heading "MVP REGISTRATION", there is a list of options. A black arrow points to the first option: "1. Manage my motor vehicle business license." To the right of the screenshot, a text box contains the text: "A business owner would select #1." Below this, another text box contains the text: "Anyone else that is being allowed access to manage the account would select #2. ALL owners listed on the account must do option 1 BEFORE an employee can set up access to the account. The owners must give a PIN number to the employee that they are allowing access to. The PIN is emailed to the owners."

Once you log into the MVP system you will see a screen that looks like this:

The screenshot shows the MVP system interface. At the top, it says "STAGING" and "Utah's Motor Vehicle Portal". The main content area is divided into sections: "YOUR FAVORITE CAR LOT" with FEIN 08-0888888, Balance \$0.00, and Physical Address Av1234 N MAIN SLC UT 84134; "NAMES AND ADDRESSES" with Legal Name YOUR FAVORITE CAR LOT; and "I WANT TO..." with a Profile link. Below this is a table of "MY ACCOUNTS" with columns for Account Id, Account Type, Name, Frequency, Address, and Balance. One account is listed with Account Id 022R, Account Type Body Shop License, Name YOUR FAVORITE BODY SHOP, Frequency Annual, Address 4321 N MAIN SLC UT 84134-000, and Balance 0.00. A red box highlights the "Add Access to Another Account" link in the left menu and the "022R" hyperlink in the table. Two callout boxes provide instructions: one points to the "Add Access to Another Account" link, and the other points to the "022R" hyperlink.

If you have multiple accounts, such as a dealer and a transporter then you can click here to add access to your other accounts.

Each account that you have set up access to will be listed here. You must click on the hyperlink (business number) to open up other options of what you can do while in MVP for that account. You must click on the hyperlink (business number) to get the RENEW option.
Note: You will be able to add access to any business that is under the same FEIN. If you have several businesses and they all have different FEIN's then you must set up a different user id and log in for each. Anytime the FEIN is different you cannot manage all the accounts under the same log in.

The screenshot shows the MVP system interface for a specific account. The top says "STAGING" and "Utah's Motor Vehicle Portal". The main content area shows "BODY SHOP LICENSE" with FEIN 08-0888888, License Number 022R, Balance \$0.00, and Pending \$0.00. It also shows "NAMES AND ADDRESSES" with Legal Name YOUR FAVORITE CAR LOT and Physical Address Av1234 N MAIN SLC UT 84134. The "I WANT TO..." section has links for Profile and Accounts. A red box highlights the "Renew Business License" link in the left menu. A callout box points to this link and provides instructions for renewing a business license.

Once you have clicked on the business number hyperlink you must click here to renew your business license. The screens will walk you through each step to complete the renewal.
Note: If you are renewing a business that has business plates then you must fax, mail or email us your proof of insurance for your plates before we will start working on your renewal. Please be sure the policy is current, issued in the business name and is the declaration page or certificate of liability insurance page. It must be coverage that covers any vehicle that your business plates are placed upon—cannot be vehicle specific.

Each business must be renewed separately so if you have multiple licenses please be sure to renew each one. If renewing plates, you must also provide proof of insurance for EACH business. We treat each business separately as they have a unique license number.

Incomplete Salesperson Applications

Remember that the TC-303 application must be filled out completely or it will be returned to your business. This includes DATES on all employment history for the past 5 years. Employment history should include information about any dealer or salesperson license also held by that person and if those licenses were denied, suspended or revoked. Any application in which the applicant has any criminal charges or convictions or is not a U.S. Citizen must go through a review process by MVED management and will not be processed at our front counter. This review process typically adds about 5 working days. It is better for a salesperson to obtain a copy of any criminal history from Bureau of Criminal Identification then guess at their criminal charges/convictions. If they fill out an application with incomplete, or incorrect information their license could be suspended due to a false application. They can contact BCI at 801-965-4445 to find out how to purchase a copy of their criminal history.

The employer (or anyone that is signing for the employer by POA) should NEVER sign a TC-303 application that is not filled out completely. You are swearing under penalty of perjury that the application is correct and true to the best of your knowledge. We want the employer to be aware of all items listed on the application so you should never sign a form that is not complete.

Wall Licenses

When an employee (salesperson, representative, or salvage buyer) is discharged from or leaves his employer, your business must return the wall license for that person so that we can terminate their license. Please check your wall licenses to ensure that you always have a license displayed for each licensee. It is especially important after your renewal is processed to check and make sure the 2015 wall license is now displayed. You should have a wall license for the business, any owners, and any salesperson, representative or salvage buyers displayed.

Advertising Violations

Please be sure your dealership is following all of the advertising rules/law. Advertising violations can become quite costly for your dealership. The first violation is \$250, the second violation within 12 months is \$1,000 and the 3rd violation within 12 months is \$5,000. It is a rolling period always looking at any previous violations in the past 12 months. You are welcome to email any advertising questions to mved@utah.gov Please allow us 3-4 working days to review any ad for compliance.

Monthly Reports of Sale TC-928

The TC-928 only requires the following sales to be reported: all wholesale sales, retail sales where no temporary permit was issued, and non-resident sales made by this dealership during this month.

You do not need to list retail sales in which you issued a temporary permit and are registering the car in Utah. If we receive a monthly report and see those types of sales listed we will return the report to you to submit a new report. We get reports of your retail sales (in which you issued a temporary permit to a Utah resident) from the DMV when you obtain title/registration for the customer. The TC-928 is due on the 10th of each month. If you have not filed your reports in a timely manner that will affect the amount of plates you are eligible to renew for 2015.

Clearing of 45 Day Temporary Permits via MVP

Please do not clear temporary permits via MVP if you obtain plates from the Utah DMV, unless it has been longer than a month since you obtained plates. The DMV system will automatically update our data, which will clear the permit issued to that vehicle. If the permit is still listed online a month later then you can enter the required information. Typical reasons for a permit not being cleared may be: wrong dealer number entered by DMV or listed on TC-656, wrong permit number entered by DMV or listed on TC-656, permit stub not submitted at time of registration. We also see many applications where there is no permit info listed on TC-656 but there is a permit stub with the paperwork, the TC-656 needs permit info.

Renewal Option For Those Without Internet Access

For those that cannot access the internet to renew your business license you can contact MVED at 801-297-2600 for a renewal packet. That packet can be mailed or faxed to you. The signed packet must be returned to our office in person or mailed back to us along with payment and proof of insurance (for plates). You will have to contact MVED each year for the renewal packet as we will discontinue the mail notifications after this year.
