Town Clerk

Registration Renewal

Processing

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INTRODUCTION

Vehicle registrations must be renewed annually or may in some cases be renewed biennially should the registrant so choose. Processing renewal registrations is a simple, basic process that requires a minimum amount of knowledge and very limited training. Although it is not complicated there are some basic rules to follow. The information in the following document will give you the background you need to undertake this process. Excellent customer service is our goal. We are anticipating that our partnership will help us attain this goal.

RECENT CHANGES

- Fees increased July 1, 2016. See last pages or visit dmv.vermont.gov for further details.

DMV CONTACTS

If you have questions after reviewing the following procedures, you may contact DMV at the following numbers:

- Shannon Fassett, Chief of Information & Processing ~ 828-2066
- Robert Oatley, Supervisor of the Mail Processing Unit ~ 828-2035
- Jessica Lee, DMV Commissioners Office ~ 828-2011

The above numbers are to be used for renewal assistance only, and should not be given out to the public.

All questions or inquiries from the public must go through the General Information number at 802.828.2000

PROCEDURES

Registration Renewals

The only form you can accept for renewals is the pre-printed renewal notice (VD-100), not the hand written registration form (VD-119), the current registration certificate or a copy of the current registration.

A registration renewal notice contains descriptive information about the vehicle and the owner. It also displays the expiration date of the plate/registration and the cost of renewing the registration.

Town Clerks may (if you wish) accept the customer's DMV Express Renewal receipt or may process renewals using Express Renewal, (Internet or phone).

- **DMV Express Renewal Receipt - You may process a customer that presents a DMV Express Renewal Receipt. This receipt verifies that the registration was renewed online. The transaction must have taken place within the past three weeks (check the "Date of Payment" on the receipt). If that date is in excess of three weeks, do not issue an "R" sticker. Advise the customer to contact the Department of Motor Vehicles @ 802.828.2000 to check on the status of their renewal.**

- **Web Renewals – If a customer does not have the renewal notice, and you have access to the Internet, you may process their renewal using our DMV Express Renewal website.**

dmvexpress.vermont.gov

- **Phone Renewals – If a customer does not have the renewal notice, the renewal can still be processed using our Interactive Voice Response (IRV) system**

866.259.5368

Authorized Changes to Renewals

The only changes to renewals accepted by Town Clerk agents are to the **address** or to the **color of vehicle**. Town Clerks may not process any change in owner's name, vehicle ownership, and vehicle information or expiration date.

- **Exception:** The **year** of expiration on a **2-year** renewal may be changed by Town Clerks but **not** the **month**.

If there is an address change, the form must be signed by at least one of the individual(s) whose name(s) appears on the form. Look for changes on **both** the front and the back of the renewal form.

Vehicle/Motor Boat Types/Expiration Date

Occasionally, an individual chooses not to renew a special plate and requests a regular issue plate. If you have a customer who requests this, explain that you cannot issue new plates and therefore cannot accept the renewal. Advise them that this type of transaction must be sent to Montpelier to be processed and to include a note of explanation. The only way you can process the renewal is if the customer chooses to keep the special plate.

Vehicles/Motor Boats:

a. The new expiration date on the renewal notice is printed in the upper right-hand corner of the form.
b. This date can only be one of the following; Two (2) months prior to current month, one (1) month prior, or the current month.

- **Example:** If the current month is August, you may only accept renewals with expiration dates of June, July and August. If you are presented with a renewal in August, which has a May expiration date, you cannot accept it. This renewal has been expired for more than two (2) month(s).

c. Changing Expiration Date – Do not make changes to the expiration date except the **year**
of expiration on a **2-year** renewal. The month may not be changed by Town Clerks.

Snowmobiles:

a. The expiration date on the renewal notice is printed in the upper right-hand corner of the form.
b. Snowmobile renewals are mailed once annually, usually at the end of July.
c. All snowmobile registrations expire in August of the following year, but will be accepted for renewal throughout the year.
d. You may accept renewals expired **up to** twelve (12) months, but do **not** accept the renewal if it has been expired **over** twelve (12) months.
   - Those expired up to the eleventh (11th) month will retain the August expiration for the current year.
   - Those expired for the twelfth (12th) month will be processed by DMV with an August expiration of the following year.

Coding Registration Renewal Notices for DMV Processing

Complete all coding on the renewal notices in **red ink**. You will need to code the renewal for DMV processing as follows:

- Write '*TEMP*' and the date the temporary registration is issued at the top center of the renewal i.e. mm/dd/yy.
- DMV will issue a pre-assigned Town Clerk number that is to be indicated on all renewals, checks, logs and order forms (i.e. TC1, TC2, TC3, etc.). These numbers have been assigned to all Town Clerks' Offices (whether participating or not) according to their place on the alphabetical list.

Temporary Registrations (VD-108) & Stickers

Temporary registrations are valid for 30 days and must be completed for each renewal. Before completing the temporary registration, be sure to verify with the customer that all information is correct including address.

1. Complete the Temporary Registration, VD-108 as follows:

   a. **Date of Issue** = **8-digit** number (mm/dd/yyyy).
      - **Example:** *10/04/2016* (The date may be stamped or hand printed.)

   b. **Town & Authorized Clerk Signature** = Indicate the name of your town, your Town Clerk number and the signature of the clerk processing the renewal. May be hand written or stamped.

   c. **Vehicle Type =** A, B, C, etc.

   d. **Plate Number** = Number of the plate, i.e. *AWG347*, *COOLCAT*, etc.

   e. **Expiration Date** = **4-digit** number (write as **yymm**, excluding slashes)
      - **Example:** 1701 (2017, January), 1712 (2017, December), etc.

   f. **VIN / HIN Number** = Post and verify the entire Vehicle Identification Number (VIN) / Hull Identification Number (HIN). It is **very** important that this number is correct.

   g. **Name and Address** = Print the name and address (street, city, zip) of the owner. If there is an address change, indicate the new address.

2. Once you have completed the temporary registration, insert the customer's copy (white copy) into an envelope, VE-01, with 'R' sticker ('S' sticker if registration is for a Snowmobile) and give to the customer.
   a. You may either keep the yellow copy of the Temporary Registration for your files, or you may discard it. PLEASE **DO NOT** send yellow copies to DMV.

3. **DO NOT ACCEPT CASH FOR RENEWAL FEES.** You may, however, accept the $3.00 Town Clerk processing fee in cash. The Town Clerks do not deposit the fees collected. All fees are mailed to DMV; therefore, only checks and money orders made out for the correct amount will be accepted. Checks or Money Orders should be made out to any of the following:
   a. Department of Motor Vehicles
   b. DMV
   c. State of Vermont
   d. Agency of Transportation.

   A customer may use one check for several renewals.

4. DMV will accept only the registration fee and a special plate fee for each vehicle registered.

5. The town clerk fee of $3.00 (per renewal) **must** be paid separately. Any excess fees that are refunded will be to the customer, not to the Town Clerk's offices.

6. Checks are to be stapled to the front of the renewal notices with only one staple.

Log Sheet (VD-151):

1. Each time you accept a renewal; the Daily Log Sheet, VD-151, must be completed, listing the renewals on the Log Sheet in the order that they are received.

2. Complete the log sheet as follows:

   a. **Town** = Indicate the name of your town and your Town Clerk Number

   b. **Week Of _____ Through _____** = Indicate the complete week, mm/dd/yy (Renewals are to be mailed on a weekly basis.)
   Note: A new log sheet must be created when entering a new calendar month.

   c. **Page____of____**= Indicate the page numbers, even if you have only one page. For example: Page 1 of 1, Page 1 of 2, etc

   d. **# Column** (to the left of the Customer's Name field) = Indicate the transaction number. Each renewal processed is to be numbered, i.e. 1, 2, 3, etc. Complete one line of information for each customer, as each renewal is processed.

   e. **Customer's Name** = Indicate the customer's name.

   f. **Vehicle Type** = A, B, C, etc.

   g. **Renewal Fee Paid** = Amount of the renewal fee you collected. For renewals processed via the Internet Receipt, Internet, or phone write "WEB" in this column.

   h. **$3.00 TC Fee Paid** = Check this column to indicate that you have collected the $3.00 Town Clerk fee.

   i. **Plate Number** = Indicate the plate number, i.e. *ABC123*, *COOLCAT*, etc.

   j. **Sticker Issued** = Check this column to indicate that you have issued an 'R' or 'S' sticker.

   k. **DMV** = Leave blank ~ for Department use only.

   l. **Totals ~ Renewal Totals** = Indicate the total/subtotal of the renewal fees you have collected on this page.

m. **Totals ~ Sticker Totals – 'R' / 'S'** = Indicate the total/subtotal you have issued of 'R' and 'S' stickers.

n. **Authorized Signature (Town Clerk's Office)** = The Log Sheet must be signed by an authorized representative of the Town Clerk's office.

NOTE: keep the following in mind:

- Use first column to number each transaction.
- Once all the transactions for a given day are logged, begin the next day on the next line **continuing the number increments**.
- When the total number of renewals received for a day is less than the number of lines on the form, you may subtotal the fees for that day if you wish, then continue with the next day's transactions. Do not start number sequence over. Number of transactions needs to be kept in sequential order.
- When the Log Sheet is completely filled out, calculate the page totals and carry them over to next page.

3. When the Log Sheet(s) have been completed for the week, calculate a final total of all fees collected and the number of stickers issued and indicate the totals on the last page.

4. Make a copy of the Log Sheet to keep with your files.

Preparing Weekly Mailing:

1. Mail the renewals to DMV on a weekly basis (you are required to mail on a weekly basis, unless no renewals were processed in a given week), including all renewals processed prior to 3:00 p.m. on Friday.

2. Secure all renewals in a rubber band (or clip) **in the order listed on the log sheet**.
   a. **It is very important that the log sheet is included with the renewal batch.**

3. Insert the renewals and the Log Sheet(s) into a postage-paid Business Reply Mail envelope, VE-69, and place the envelope into the mail. Do **not** send the yellow copies of the Temporary Registrations or stock orders in this envelope.

Completing The Town Clerk Order Form (VD-150)

1. This form is used **only** for ordering the 'R' Stickers, 'S' Stickers, envelopes and forms used in processing registration renewals.

2. Complete the Order Form as follows:

   a. **Town Clerk Of** = Name of Town and Town Clerk Number.

b. **Date** = Date you are submitting the order.

c. Vehicle / Motor Boat 'R' Stickers:
- Indicate the number of stickers you have on hand
- Indicate the quantity of 'R' stickers you are ordering, **in increments of 100**.

d. **Snowmobile 'S' Stickers:**
- Indicate the number of stickers you have on hand
- Indicate the quantity of 'S' stickers you are ordering, **in increments of 50**.

e. **Envelopes:**
- Indicate the quantity of Sticker Envelopes (VE-01b) you are ordering (if any).
- Indicate the quantity of Prepaid Envelopes (VE-69) you are ordering (if any).

f. **Forms:**
- Indicate the quantity of Temporary Registrations (VD-108) you are ordering.
- Indicate the quantity of Town Clerk Order Forms (VD-150) you are ordering.
- Indicate the quantity of Daily Log Sheets (VD-151) you are ordering.

3. **Fax** your order to the DMV Stockroom at 802.828.3723. If you have any questions regarding your order, call the Stockroom at 802.828.2090.

The fees on the following pages can be used as a reference to verify fees are correct for the weight. Any changes that have been made to a renewal such as changing weight or fees **cannot** be processed by a Town Clerk.

REGISTRATION Fees EFFECTIVE 7/1/16

TYPE OF VEHICLE	ONE YEAR REGISTRATION			TWO YEAR REGISTRATION		
	GAS	DIESEL	OTHER	GAS	DIESEL	OTHER
ATV (NO CHANGE TO ATV FEE)	**$35.00**					
Antique (Limited Use)	**$23.00**	**$23.00**		**$46.00**	**$46.00**	
Auto - Includes Clean Air	**$76.00**	**$76.00**	**$132.00**	**$140.00**	**$140.00**	**$242.00**
Autocycle - Includes Clean Air	**$48.00**		**$83.00**	**$96.00**		**$165.00**
Contractor Trailer			**$197.00**			**$394.00**
Hybrid - Includes Clean Air	**$76.00**			**$140.00**		
Electric Powered			**$74.00**			**$136.00**
Exhibition (Limited Use, Electric $1.00 less)	**$23.00**	**$23.00**		**$46.00**	**$46.00**	
Local Transit	**$62.00**					
Motorboat Class A	**$31.00**			**$57.00**		
Motorboat Class 1	**$49.00**			**$93.00**		
Motorboat Class 2	**$80.00**			**$155.00**		
Motorboat Class 3	**$153.00**			**$303.00**		
Motorbus (Per Hundred Pound)	**$2.00**	**$2.00**	**$3.50**			
Motor-Driven Cycle (moped)	**$30.00**		**$51.00**	**$60.00**		**$102.00**
Motorcycle - Includes Clean Air	**$48.00**		**$83.00**	**$96.00**		**$165.00**
Motor home	**$76.00**	**$76.00**	**$132.00**	**$140.00**	**$140.00**	**$242.00**
Municipal (5 years)	**$12.00**					
Off-Highway Tractors (6,099 lbs. or less)	**$76.00**	**$76.00**	**$132.00**	**$140.00**	**$140.00**	**$242.00**
School Bus	**$76.00**	**$76.00**	**$132.00**	**$140.00**	**$140.00**	**$242.00**
Snowmobile - Resident (New & Temp)	**$28.00**					
Snowmobile - Nonresident (New & Temp)	**$36.00**					
Street Rod	**$76.00**		**$132.00**	**$140.00**		**$242.00**
Trailer (1,500 lbs. or less)			**$27.00**			**$51.00**
Trailer (1,501 lbs. or more)			**$52.00**			**$102.00**
Trucks (up to 6,099 lbs.)	**$76.00**	**$76.00**	**$132.00**	**$140.00**	**$140.00**	**$242.00**
Trucks (6,100 lbs. or more)	See truck registration fee schedule					
Volunteer (5 years)	**$12.00**					

Truck Registration Fees (as of July 1, 2016)

Where applicable, fees include a $6.50 Non-Transferale "Fuel User" Fee and a $2.00 "Clean Air Fund" Fee

Loaded Weight	GAS	DIESEL	OTHER
UP TO 6,099	$76.00	$76.00	$132.00
6,100 - 7,099	$109.00	$109.00	$190.00
7,100 - 8,099	$124.00	$124.00	$216.00
8,100 - 9,099	$159.00	$159.00	$277.00
9,100 - 9,999	$176.00	$176.00	$307.00
10,000 - 10,099	$212.00	$212.00	$370.00
10,100 - 11,099	$229.00	$229.00	$400.00
11,100 - 12,099	$247.00	$247.00	$431.00
12,100 - 13,099	$287.00	$287.00	$501.00
13,100 - 14,099	$306.00	$306.00	$534.00
14,100 - 15,099	$326.00	$326.00	$569.00
15,100 - 16,099	$345.00	$345.00	$603.00
16,100 - 17,099	$386.00	$386.00	$674.00
17,100 - 17,999	$407.00	$407.00	$711.00
18,000 - 18,099	$413.50	$407.00	$717.50
18,100 - 19,099	$433.50	$427.00	$752.50
19,100 - 20,099	$454.50	$448.00	$789.50
20,100 - 21,099	$495.50	$489.00	$861.50
21,100 - 22, 099	$516.50	$510.00	$897.50
22,100 - 23,099	$538.50	$532.00	$936.50
23,100 - 24,099	$559.50	$553.00	$973.50
24,100 - 25,099	$580.50	$574.00	$1,009.50
25,100 - 25,999	$602.50	$596.00	$1,048.50
26000	$637.50	$631.00	$1,109.50
26,001 - 26,099	$637.50	$637.50	$1,109.50
26,100 - 27,099	$659.50	$659.50	$1,148.50
27,100 - 28,099	$680.50	$680.50	$1,184.50
28,100 - 29,099	$702.50	$702.50	$1,223.50

Loaded Weight	GAS	DIESEL	OTHER
29,100 - 30,099	$723.50	$723.50	$1,260.50
30,100 - 31,099	$759.50	$759.50	$1,323.50
31,100 - 32,099	$781.50	$781.50	$1,361.50
32,100 - 33,099	$803.50	$803.50	$1,400.50
33,100 - 34,099	$825.50	$825.50	$1,438.50
34,100 - 35,099	$847.50	$847.50	$1,477.50
35,100 - 36,099	$869.50	$869.50	$1,515.50
36,100 - 37,099	$891.50	$891.50	$1,554.50
37,100 - 38,099	$912.50	$912.50	$1,590.50
38,100 - 39,099	$934.50	$934.50	$1,629.50
39,100 - 39,999	$956.50	$956.50	$1,667.50
40,000 - 40,099	$1,134.50	$1,134.50	$1,979.50
40,100 - 41,099	$1,177.50	$1,177.50	$2,054.50
41,100 - 42,099	$1,200.50	$1,200.50	$2,094.50
42,100 - 43,099	$1,222.50	$1,222.50	$2,133.50
43,100 - 44,099	$1,245.50	$1,245.50	$2,173.50
44,100 - 45,099	$1,267.50	$1,267.50	$2,212.50
45,100 - 46,099	$1,290.50	$1,290.50	$2,252.50
46,100 - 47,099	$1,312.50	$1,312.50	$2,290.50
47,100 - 48,099	$1,335.50	$1,335.50	$2,331.50
48,100 - 49,099	$1,357.50	$1,357.50	$2,369.50
49,100 - 50,099	$1,379.50	$1,379.50	$2,408.50
50,100 - 51,099	$1,412.50	$1,412.50	$2,465.50
51,100 - 52,099	$1,435.50	$1,435.50	$2,506.50
52,100 - 53,099	$1,457.50	$1,457.50	$2,544.50
53,100 - 54,099	$1,480.50	$1,480.50	$2,584.50
54,100 - 55,099	$1,503.50	$1,503.50	$2,625.50