

Outline of Appendices	
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D	Consolidated Office Report
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F	Transaction Report by Cashier
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I	Statewide Activity Report
J	Inventory Items
K	Vendor Reference Form
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Appendix A Registration & Plate Classes with Abbreviations

Registration Classes			
Class	Explanation	Cycle	Expiration
Class A	Passenger Vehicles less than 8000 pounds	1 or 2 year cycle	Monthly
Class B	Vehicles up to 80,000 pounds GVW (total cost registration is based on weight)	1 year	June 30
Class C	Trailers over 2,000 pounds GVW	Lifetime	None
Class G	Motorcycle	1 year	July 1
Class G Antique	Antique Motorcycle (35 years or older)	10 year	July 1
Class H	Buses	1 year	July 1
Class J	Taxi	1 year	July 1
Class M	Special Mobile Equipment	1 year	July 1
Class R	Recreational Trailers	3 year	April 1
Class T	Miscellaneous Trailers	3 year	April 1
Class V	Antique Cars	10 year	July 1
Boats	Motorboat	3 year	April 1
Class X	Farm Trucks – (total registration cost is based on weight)	1 Year	July 1

Plate Classes & Abbreviations			
Abbreviation	Class Descriptions	Registration Class	Expiration
A	Cars, Vans, Buses, Motor Homes & Trucks less than 8,000 pounds	A	Monthly
A2	Two year Registration	A	Monthly
ABC	Breast Cancer Awareness	A	July 1
ABR	4 H Plates	A	July 1
AC	Classic Cars	A	July 1
ACF	Certified Firefighter	A	July 1
ACO	9/11 Commemorative	A	January 1
ACV	9/11 Commemorative Vanity	A	July 1, 2015
ADV	Disabled Veterans	A	July 1
AEF	Education Promotion Plates for anyone	A	July 1
AF	Fire Fighters & Emergency Services	A	July 1
AG	National Guard	A	July 1
AH	Handicap	A	January 1
AI	Legislative	A	January 1
AIF	Former Legislative	A	July 1, 2015
ALE	Wounded Law Enforcement	A	

Plate Classes & Abbreviations			
Abbreviation	Class Descriptions	Registration Class	Expiration
ALS	Low Speed Vehicle	A	July 1
AIS	Silver Legislative	A	January 1
AM	Marines, Disabled American Veterans, Bronze Star, WWII, Korean War, Vietnam War, Persian Gulf War, War on Terrorism, Retired Military.	A	July 1
AM	Second Military Plate for Purple Heart, Pearl Harbor, POW, DV, Medal of Honor, DSC, NC, AFC, Silver Star, DFC	A	July 1
ANC	NASCAR	A	October 1
AND	Deer Plate	A	July 1
ANR	Wildlife Monthly	A	Monthly
ANV	Vanity Wildlife	A	January 1
ANW	Vanity Deer Plate	A	January 1
AO	Organizations – Colleges, Professional Firefighters, Educators	A	July 1
AP	Prisoner of War	A	July 1, 2015
APA	Patriotic	A	July 1
APH	Purple Heart	A	July 1, 2015
APV	Patriotic Vanity	A	January 1
AR	Amateur Radio	A	July 1
ARF	Whitewater Rafting	A	July 1
AS	Governor's Numbers	A	July 1
ASA	Governor's Scenic	A	July 1
ASN	Governor's Wildlife	A	January 1
AV	Vanity	A	October 1
AVC	Vanity generic NASCAR	A	July 1
AVF	Volunteer Firefighter	A	October 1
AVN	Vanity NASCAR	A	January 1
AVS	Vanity Scenic	A	Monthly
AW	Veterans	A	Monthly
AW2	Two Year Veterans	A	July 1, 2015
AX	Antique Plates – issued the same year as the vehicle model year expires 2005	A	July 1
AY	Antique Plates – issued the same year as the vehicle model year expires yearly	A	July 1
B	Trucks with gross weight of 8001 lbs and over	B	July 1
BA	Apportioned IRP truck plates	B	July 1
CP	Trailers over 2000 lbs	C	None
CAP	Apportioned IRP trailer plates	C	July 1
D	Dealers	D	July 1

Plate Classes & Abbreviations			
Abbreviation	Class Descriptions	Registration Class	Expiration
G	Motorcycle	G	July 1
GA	Antique Motorcycle plate	G	July 1, 2015
GC	Classic Motorcycle plate	G	July 1
GG	Vertical Motorcycle plate	G	July 1
GGI	Vertical Legislature Motorcycle plates	G	July 1
GGV	Vertical Vanity Motorcycle plate	G	July 1
GH	Handicap Motorcycle plate	G	July 1
GI	Legislative Motorcycle	G	July 1
GS	Governor's Motorcycle	G	July 1
GV	Vanity Motorcycle plate	G	July 1
GW	Veterans Motorcycle plate	G	July 1
GX	Antique Motorcycle plates – have to be the same year as motorcycle expires yearly	G	July 1, 2015
GY	Antique Motorcycle plate – have to be the same year as motorcycle expires yearly	G	July 1
H	Buses – Limousines for hire	H	July 1
HA	Apportioned IRP Plates – buses and limousines for hire	H	July 1
I	Vehicles not to be licensed	I	None
J	Taxi	J	July 1
M	Special Equipment	M	July 1
R	Camping Trailers and House Trailers	R	April 2011
RS	Scenic Camping Trailers	R	April 2011
T	Trailer of 2000 lbs or less GVW	T	April 2011
U	Vehicle Class for Low Speed Vehicles	U	?
V	Antique Vehicles	V	July 1, 2015
X	Farm Vehicles	X	?
Y1A	Boats – Fee – Less than 16 Feet	Y	April 2011
Y11	Boats – Fee – 16 Feet or over but less than 26 Feet	Y	April 2011
Y12	Boats – Fee – 26 Feet or over but less than 40 Feet	Y	April 2011
Y13	Boats – Fee – 40 Feet or over	Y	April 2011
Y2A	Boats – NO Fee – less than 16 Feet	Y	April 2011
Y21	Boats – NO Fee – 16 Feet or over but less than 26 Feet	Y	April 2011
Y22	Boats – NO Fee – 26 Feet or over but less than 40 Feet	Y	April 2011
Y23	Boats – NO Fee – 40 Feet or over	Y	April 2011
Y3A	Government – Less than 16 feet	Y	April 2011
Y31	16 Feet or over but less than 26 Feet	Y	April 2011
Y32	26 Feet or over but less than 40 Feet	Y	April 2011

Plate Classes & Abbreviations			
Abbreviation	Class Descriptions	Registration Class	Expiration
Y33	40 Feet or over	Y	April 2011
Z	Salvage – NO license	Z	None
PAS	Government /Permanent State Plate – Cars, buses, passenger vans	P	None
PBS	Government /Permanent State Plate - All trucks	P	None
PCS	Government /Permanent State Plate – Trailers over 2000 lbs	P	None
PGS	Government /Permanent State Plate – Motorcycle	P	None
PMS	Government /Permanent State Plate – Special Equipment	P	None
PRS	Government /Permanent State Plate – Camping Trailers & House Trailers	P	None
PTS	Government /Permanent State Plate – Trailers 2000 lbs or less GVW	P	None
PAC	Government/Permanent County Plate – Cars, buses, passenger vans	P	None
PBC	Government/Permanent County Plate – All trucks	P	None
PCC	Government/Permanent County Plate - Trailers over 2000 lbs	P	None
PGC	Government/Permanent County Plate – Motorcycles	P	None
PMC	Government/Permanent County Plate – Special Equipment	P	None
PRC	Government/Permanent County Plate – Camping Trailers & House Trailers	P	None
PTC	Government/Permanent County Plate - Trailers over 2000 lbs or less GVW	P	None
PAT	Government/Permanent City Plate - Cars, buses, passenger vans	P	None
PBT	Government/Permanent City Plate – All trucks	P	None
PCT	Government/Permanent City Plate – Trailers over 2000 lbs	P	None
PGT	Government/Permanent City Plate – Motorcycles	P	None
PMT	Government/Permanent City Plate – Special Equipment	P	None
PRT	Government/Permanent City Plate – Camping Trailers & House Trailers	P	None

Plate Classes & Abbreviations			
Abbreviation	Class Descriptions	Registration Class	Expiration
PTT	Government/Permanent City Plate – Trailers 2000 lbs or less GVW	P	None
PAV	Government/Permanent Volunteer Fire Dept – Cars, buses, passenger vans	P	None
PBV	Government/Permanent Volunteer Fire Dept – All Trucks	P	None
PCV	Government/Permanent Volunteer Fire Dept – Trailers over 2000 lbs	P	None
PGV	Government/Permanent Volunteer Fire Dept – Motorcycle	P	None
PMV	Government/Permanent Volunteer Fire Dept – Special Equipment	P	None
PRV	Government/Permanent Volunteer Fire Dept – Camping Trailers & House Trailers	P	None
PTV	Government/Permanent Volunteer Fire Dept – Trailers 2000 lbs or less GVW	P	None
PAL	Government/Permanent Sheriffs – Cars	P	None
PBL	Government/Permanent Sheriff – Trucks	P	None

Appendix B
Cash Register Transactions

Table 1: Cash Drawer Transactions - Titles

Category	Transaction Type	Required Entry		
		Title Number	Data entry	
Title Select: B or V Boat or Vehicle	Original	Book Value	Data entry – 5% calculation results in Privilege Tax Amount The is where the Redbook system comes up and the CSR can search the value of the vehicle by entering the first 10 digits of the VIN number. The CSR has the option of entering the value that is displayed or an actual sale price to calculate the Privilege Tax.	
		Sale Price	Entered by CSR	
		Trade-in	Entered by CSR	
		Net Price	System Generated	
		Sales Tax	System Generated	
		# of Liens	Entered by CSR	
		Lien Fee	System generated	
		Document Fee	System generated	
		Environmental Clean up	System generated	
		Total	Calculation	
		Duplicate	Title Number	Data Entry – alpha numeric 7 digit number Example ANNNNNN
			Title Fee	System generated
			Environmental Clean up	System generated
	Total		Calculation	
	Replacement	Title Number	Data Entry – alpha numeric 7 digit number Example ANNNNNN	
		Replacement/Error	System generated	
		Title Fee	System generated	
		Total	Calculation	
	Lien – applies a lien to a title that has already been issued.	Title Number	Data Entry – alpha numeric 7 digit number Example ANNNNNN	
		# of Liens	Entered by CSR	

Table 1: Cash Drawer Transactions - Titles

Category	Transaction Type	Required Entry	
		Lien Fee	System generated
		Document Fee	System generated
		Environmental Clean up	System generated
		Total	Calculation
	Clear Lien	Title Number	Data Entry – alpha numeric 7 digit number Example ANNNNNN
		# of Liens	Entered by CSR
		Lien Fee	System generated
		Document Fee	System generated
		Environmental Clean up	System generated
		Total	Calculation
		Non Repair Certificate	Title Number
	Junk/Salvage/Cosmetic		Enter - J, S, C
	Document Fee		System Generated
	Total		Calculation
	Reconstruction Exam		Document #
		Reconstruction Exam	System Generated
		Total	Calculation
	Government – No Fee	Title Number	Data Entry – alpha numeric 7 digit number Example ANNNNNN
		Lien Fee	System Generated
		Document Fee	System Generated
		Total	Calculation

Table 2: Cash Drawer Transactions - Registration

Category	Transaction Type	Required Entry			
		Class	See Vehicle Class List		
Registration	New *If applicable	Number of Years	1 or 2		
		Plate #	8 character Alpha Numeric		
		Decal #	7 digit numeric		
		Registration Fee	System calculations – determined by number of years and prorated fees if applied		
		Weight	A weight must be entered on Class B vehicles – usually skipped on other class types. Class X vehicles have subcategories which denote the vehicle’s weight		
		Insurance Fee	System Generated		
		Litter Fee	System Generated		
		*Reservation Fee	System Generated		
		*Special Plate	System Generated		
		Total	Calculation		
		Registration	Renew *If applicable	Class	See Vehicle Class List
				Number of Years	1 or 2
				Plate #	8 character Alpha Numeric
Decal #	7 digit numeric				
Registration Fee	System calculations – determined by number of years and prorated fees if applied				
Insurance Fee	System Generated				
Litter Fee	System Generated				
*Reservation Fee	System Generated				
*Special Plate	System Generated				
Total	Calculation				
Registration	Exchange The CR system calculates the value remaining of the registration fee. It also subtracts this amount from the amount due for a new			Class	A, B, C (see list of possible classes)
				Number of Years	1 or 2 (if class A)
				Weight	XXXXXX (80,000 is the max. weight)
		From Plate # (current	8 character Alpha		

Table 2: Cash Drawer Transactions - Registration

Category	Transaction Type	Required Entry			
	plate (including insurance and litter fees). *If applicable	plate)	Numeric		
		Class			
		To Plate # (new plate)	8 character Alpha Numeric		
		Decal # weight	XXXX (max entry.)		
		Registration Fee	System Generated		
		Litter Fee	System Generated		
		*Special Plate – if applicable	System Generated		
		*Reservation Fee – if applicable	System Generated		
		Total	Calculation		
Registration	Transfer Usually used to transfer one plate to a different vehicle	Class	A, B, C		
		Plate #	8 character Alpha Numeric		
		Registration Fee	System Generated		
		Insurance Fee	System Generated		
		Total	Calculation		
Registration	Replace/Duplicate	Class	A, B, C		
		Plate #	8 character Alpha Numeric		
		Type	R – Duplicate Plate S – Duplicate Decal D – Duplicate Registration E – Registration No Charge F – Decal No Charge P – Plate No Charge L – Lost Nascar		
		Number of Years	1 or 2		
		Decal #	7 digit numeric		
		Registration Fee	System Generated		
		Insurance Fee	System Generated		
		Total	Calculation		
		Registration	Dealer	Dealer Number	5 digit numeric value
				License Fee	System Generated
				# Formula Plate	System determines # of plates
Fee	System Generated				
# other plate	Entered by CSR				
Fee	System Generated				
# Additional Certificate	System Generated				

Table 2: Cash Drawer Transactions - Registration			
Category	Transaction Type	Required Entry	
			(1.00 per copy for additional locations)
		Fee	System Generated
		Recovery Fee	System Generated
		Total	Calculation
Registration	Dealer Temp Tags	Dealer #	5 digit numeric value
		# of Plates	
		Registration Fee	
		Total	Calculation
Registration	Non-Resident	Class	A, B or C
		Plate #	8 character Alpha Numeric
		Registration Fee	System Generated
		Insurance Fee	System Generated
		Litter Fee	Litter Fee
		Total	Calculation
Registration	Boat Registration	Length in Feet	Number entry – up to X digits
		Class	Y (with subcategories which indicate vessel length)
		Registration #	WV# from mainframe
		Decal #	9 digit numeric
		Type	Original Renew Duplicate Registration Duplicate Decal F – Error Registration G – Error Decal N – N/F Reg
		Registration Fee	System Generated
Registration	Print Temporary Registration	Boat/Vehicle	B or V
		License/Boat Number	Alpha Numeric????
		Title Number	7 digit Alpha Numeric ANNNNNN
		Class	A, B, C
		Gross Weight	Data entry
		VIN/Serial/Hull number	Data entry
Registration	Additional Weight	Class	B
		Plate #	Entered by CSR
		Current Weight	Entered by CSR
		Additional Weight	Entered by CSR
		New Weight	System generated

Table 3: Cash Drawer Transactions – License/Identification

Category	Transaction Type	Required Entry			
Operator	Original	Operator Number	Data entry – 7 character alpha numeric field		
		Class	Data entry – D, E, F		
		Type	<u>O</u> riginal <u>R</u> eissue <u>D</u> uplicate <u>E</u> xpire <u>N</u> o Fee <u>X</u> - Endorsement		
		Birth Year	Data entry – 4 digit year		
		Number of years	System calculates the number of years required based on the drive for five rule.		
		License Fee	Calculation (xxx per year)		
		Motor Voter Fee	.50		
		Total	System generated		
		Operator	Reissue	Operator Number	Data entry – 7 character alpha numeric field
				Class	Data entry – D, E, F
Type	<u>O</u> riginal <u>R</u> eissue <u>D</u> uplicate <u>E</u> xpire <u>N</u> on Fee <u>X</u> - Endorsement				
Birth Year	Data entry – 4 digit year				
Number of years	System calculates the number of years required based on the drive for five rule.				
License Fee	Calculation (xxx per year)				
Motor Voter Fee	.50				
Total	System generated				
Operator	Duplicate			Operator Number	Data entry – 7 character alpha numeric field
				Class	Data entry – D, E, F
		Type	<u>O</u> riginal <u>R</u> eissue <u>D</u> uplicate <u>E</u> xpire <u>N</u> on Fee <u>X</u> - Endorsement		

Table 3: Cash Drawer Transactions – License/Identification

Category	Transaction Type	Required Entry			
		License Fee	Fee set by code currently \$5.00		
Operator	Expire	Motor Voter Fee	.00		
		Total	System generated		
		Operator Number	Data entry – 7 character alpha numeric field		
		Class	Data entry – D, E, F		
		Type	<u>O</u> riginal <u>R</u> eissue <u>D</u> uplicate <u>E</u> xpire <u>N</u> on Fee <u>X</u> - Endorsement		
		Birth Year	Data entry – 4 digit year		
		Number of years	System calculates the number of years required based on the drive for five rule.		
		License Fee	Calculation (xxx per year)		
		Motor Voter Fee	.50		
		Expiration	\$5.00 (penalty fee)		
		Total	System generated		
		Operator	Non-Fee	Operator Number	Data entry – 7 character alpha numeric field
				Class	Data entry – D, E, F
Type	<u>O</u> riginal <u>R</u> eissue <u>D</u> uplicate <u>E</u> xpire <u>N</u> on Fee <u>X</u> - Endorsement				
License Fee	0.00				
Motor Voter Fee	0.00				
Total	System generated				
Operator	Endorsements If a person is getting a new license or renewing a license and decides to add an endorsement (motorcycle), the cashier must ring up the license transaction and then go back and ring up the			Operator Number	Data entry – 7 character alpha numeric field
		Class	Data entry – D, E, F		
		Type	<u>O</u> riginal <u>R</u> eissue <u>D</u> uplicate <u>E</u> xpire <u>N</u> on Fee <u>X</u> - Endorsement		

Table 3: Cash Drawer Transactions – License/Identification

Category	Transaction Type	Required Entry			
	endorsement separately. This is only a problem on Class D & E licenses. It is a flat \$5.00 fee for adding an endorsement.	Birth Year	Data entry – 4 digit year		
		Number of years	System calculates the number of years required based on the drive for five rule.		
		License Fee	Calculation (xxx per year)		
		Motor Voter Fee	.50		
		Total	System generated		
CDL	Original CDL Endorsements are applied at the time the person applies for a CDL.	Operator Number	Data entry – 7 character alpha numeric field		
		Class	A, B or C		
		Type	<u>O</u> riginal <u>R</u> enewal <u>D</u> uplicate <u>A</u> dd Endorsement <u>E</u> xpire <u>R</u> eTest		
		Birth Year	Data entry – 4 digit year		
		Number of Years	Calculation (xxx per year)		
		Application Fee	System generated		
		Test Fee	System generated		
		Endorsements	\$10.00 per endorsement		
		Total	System generated		
		CDL	Renew	Operator Number	Data entry – 7 character alpha numeric field
				Class	A, B or C
Type	<u>O</u> riginal <u>R</u> enewal <u>D</u> uplicate <u>A</u> dd Endorsement <u>E</u> xpire <u>R</u> eTest				
Birth Year	Data entry – 4 digit year				
# of Years	Calculation (xxx per year)				
License fee	System generated				
Haz. Mat.'? (Yes or no)	\$10.00 if applicable				
Total	System generated				
CDL	Duplicate			Operator Number	Data entry – 7 character alpha numeric field
				Class	A, B or C
				Type	<u>O</u> riginal <u>R</u> enewal <u>D</u> uplicate

Table 3: Cash Drawer Transactions – License/Identification

Category	Transaction Type	Required Entry	
CDL	Add Endorsement		<u>A</u> dd Endorsement
			<u>E</u> xpire
			<u>R</u> eTest
		Document fee	\$5.00
		Operator Number	Data entry – 7 character alpha numeric field
		Class	A, B or C
		Type	<u>O</u> riginal <u>R</u> enewal <u>D</u> uplicate <u>A</u> dd Endorsement <u>E</u> xpire <u>R</u> eTest
		Document Fee	\$5.00
CDL	Expire	Endorsements (1 to 6)	System generated
		Total	System generated
		Operator Number	Data entry – 7 character alpha numeric field
		Class	A, B or C
		Type	<u>O</u> riginal <u>R</u> enewal <u>D</u> uplicate <u>A</u> dd Endorsement <u>E</u> xpire <u>R</u> eTest
		Year of birth	Entered by CSR
		# of years	System generated
		License Fee	System generated
		Haz. Mat'l? (Yes or no)	System generated
		Expiration fee	System generated
		Total	System generated
CDL	Retest	Operator Number	Data entry – 7 character alpha numeric field
		Class	A, B or C
		Type	<u>O</u> riginal <u>R</u> enewal <u>D</u> uplicate <u>A</u> dd Endorsement <u>E</u> xpire <u>R</u> eTest
		Document fee	\$5.00
		Retest fee	\$25.00
		Total	System generated

Table 3: Cash Drawer Transactions – License/Identification

Category	Transaction Type	Required Entry	
Operators	Instruction	Operator Number	Data entry – 7 character alpha numeric field
		Class	V or F (vehicle or motorcycle)
		Type	<u>O</u> riginal <u>D</u> uplicate <u>R</u> enew
		Permit Fee	\$5.00
		Total	System generated
Operators	ID cards	ID #	Data entry – 7 character alpha numeric field
		Type	<u>O</u> riginal <u>C</u> hild <u>R</u> enew <u>D</u> uplicate <u>E</u> xpire
		Birth Year	Data entry – 4 digit year
		# of Years	System generated
		License Fee	System generated
		Total	System generated
		Permit #	Data entry – 7 character alpha numeric field
GDL	GDL Level 1 = Instruction Level 2 = Restricted Level 3 = Unrestricted	Level	1, 2, or 3
		Type O/D/E	Entered by CSR
		Permit Fee Per Level	\$5.00
		Operator #	Entered by CSR
Licenses/IDs	Salesperson Licenses	Type O/R/D/E	Entered by CSR
		Year of Birth	Entered by CSR
		Number of Years	System generated
		License Fee	System generated
		Back ground check	System generated

Table 4: Cash Drawer Transactions – Miscellaneous

		Required Entry	
Category	Transaction Type		
Miscellaneous	Trip Permits	Trip Code	1 – One Way MH – Mobile Home – only sold downstairs in Building 3 by Darrell Cunningham IRP Permits
		Beginning Permit #	Data Entry
		Ending Permit #	Data Entry
		# Permits	Calculation
		Permit Fee	System Generated
		Total	Calculation
		Miscellaneous	Information
Information Fee	No calculation – data entry		
Total	Calculation		
Miscellaneous	Penalties Example using Bad Check	Document #	Data Entry – usually file number
		Penalty Code	1 – Bad Check (Acct. only) 3 – P/U (Pick up)(not used often) 5 – P/U registration 7 – Insurance Reinstatement P/U plate (\$50.00) 9 – Insurance RE/Registration (\$100) 2 – DUI School (\$30.00) 4 – Reinstare Operators (Acct & Drivers) 6 – Reinstare Registration (Acct. & Drivers everything but insurance) 8 – Re/OP/New (Insurance) (\$50.00 – reinstatement) A – SEC Deposit

Table 4: Cash Drawer Transactions – Miscellaneous

Category	Transaction Type	Required Entry	
		Fee	System Generated
		Check Amount	Amount of Bad Check
		Total	Calculation
Miscellaneous	Handicap Transaction used for inventory control – there is a change for second replacement of permit (\$5.00) – the \$5 fee is rung up under Misc/Misc.	Permit #	6 digit alpha numeric
		Permit fee	No Charge
		Total	Calculation
Miscellaneous	Hearing	Docket #	File # (7 digit alpha numeric)
		Hearing Fee	No standard fee – data entry Some hearings are \$10.00 others are \$50.00
		Additional Costs	Witness fees, documents, mileage, etc. This totally is manually entered – a fee sheet is attached to the file so the cashier knows what fees to ring up. These fees are paid at the time of reinstatement.
		Total	Calculation
Miscellaneous	Driving Record Consists of personal history and convictions	Document #	Driver License number - Data entry – 7 character alpha numeric field
		# Documents	Page count
		Document Fee	\$5.00 per document – system calculation based on number of pages
		Total	Calculation
Miscellaneous	Miscellaneous	Misc. Fee Description	Open data entry

Table 4: Cash Drawer Transactions – Miscellaneous			
Category	Transaction Type	Required Entry	
		Misc. Fee	Open entry
	<p>This is used to ring up overpayments when people send in too much money. The cashier has to record the additional funds and is not permitted to give a refund greater than \$10.00. If the overpayment exceeds this amount, it is entered into the Cash Register System here and then can be used as credit or a refund can be issued out of the Accounting Section.</p> <p>Also used when someone requests a copy of their File. Copies are .25 per page, plus a search fee.</p>	Total	Calculation
Miscellaneous	License Service Only used by Dealers	Document #	License service ID #
		Fee	System Generated
		Total	Calculation
Miscellaneous	Rehab. Interlock Used only by Driver Services	Document #	File # must allow for concurrent DUI files, which is the DUI file number, plus all concurrent files represented by Alpha characters. (315545A, B, C, D, E)
		Fee	System Generated
		Total	Calculation
Miscellaneous	Leased Vehicle Used only in Dealers Application \$250.00 Renewal \$100.00 Sales Tax is used only to ring up monthly remittance	Document #	Leasing company # (8 characters)
		Type	Ap – Application Ren – Renew Sales Tax
		Sales Tax	Entered by CSR
		Application Fee	Zero if Application or Renew
		Title Fee	System Generated

Table 4: Cash Drawer Transactions – Miscellaneous			
Category	Transaction Type	Required Entry	
		Temp. Registration Fee	System Generated
		Total	Calculation
Miscellaneous	Miscellaneous Decals	Starting Decal #	Entered by CSR
		Ending Decal #	Entered by CSR
		Fuel Tax/IFTA	F or I
		Quantity	Calculation from Above
		Fee Amount	System Generated
		Total	System Generated
Miscellaneous	Vehicle Rental	Registration #	Rental Company Number (8 characters)
		Fee	Enter amount of collections

DIVISION OF MOTOR VEHICLES
 BECKLEY REGIONAL DMV OFFICE
 PRODUCTIVITY REPORT

for week of February 15, 2010

failed 108 CREDIT CARDS 201
 passed 45

DAY	REVENUE			GRAND TOTAL OF REVENUE	GRAND TOTAL OF CUSTOMERS	TITLES PRINTED	AMOUNT OF PROCESSED FORMS						TOTAL NUMBER TRANSACTIONS
	GENERAL REVENUE	DEALER revenue					OPERATOR RENEWALS AND 29'S	TITLES AND REG.	REGIS-TRATION RENEWALS	44'S AND 32'S			
MON.	\$ -				0	Holiday							
TUE	\$ 15,696.76	\$ 395.00	\$ 16,091.76	324	16	170	83	25	46	400			
WED	\$ 8,043.37	\$ 1,545.50	\$ 9,588.87	279	22	154	66	23	36	336			
THU	\$ 16,997.30	\$ 3,588.50	\$ 20,585.80	241	13	89	99	22	31	363			
FRI	#VALUE!	3009.85	\$ 11,837.10	241	23	109	69	34	29	297			
SAT	CLOSED			0									
SUN.	CLOSED												
TOTAL	\$ 52,574.53	\$ 5,529.00	\$ 58,103.53	1085	74	522	317	104	142	1396			

January 2009 ---- December 2009

	Dealer Revenue	Total Revenue	Customers	Instant Prints	Operator Renewals	Titles Processed	Renewals	44 & 32	Transactions
Winfield	\$3,473,875.89	\$9,760,003.78	95,667	7,681	27,729	29,120	34,093	12,900	124,401
Marlinsburg	\$2,010,795.05	\$7,077,559.00	106,890	8,193	32,724	34,515	36,085	11,388	137,005
K-City	\$0.00	\$8,045,831.66	158,502	9,154	56,420	31,593	26,207	35,495	187,502
Huntington	\$4,736,300.47	\$8,695,192.65	86,847	14,805	29,868	32,482	19,058	11,896	126,084
Logan	\$0.00	\$3,263,467.59	50,491	3,191	13,341	11,749	14,125	10,828	59,852
Clarksburg	\$1,054,550.81	\$5,532,012.07	91,703	8,284	30,086	26,805	18,582	16,224	117,017
Moundsville	\$1,800,200.00	\$5,645,136.74	70,999	7,032	20,993	19,405	14,153	4,537	78,079
Princeton	\$1,191,468.47	\$3,917,540.86	59,358	4,127	19,441	14,445	21,134	4,335	71,658
Main Office	\$2,359,791.02	\$3,591,775.69	13,102	10,480	4,142	27,704	3,168	3,219	47,995
Parkersburg	\$3,080,544.73	\$8,513,294.32	96,724	10,752	32,390	32,430	24,086	9,985	128,243
Pl. Pleasant	\$716,221.30	\$1,974,014.55	26,751	1,708	7,512	7,849	8,055	3,220	34,735
Moorefield	\$297,570.18	\$1,778,358.62	28,709	3,298	8,949	8,136	9,921	3,757	67,634
Elkins	\$1,247,796.15	\$3,592,144.39	53,552	4,092	16,324	13,224	12,245	11,468	100,961
Beckley	\$777,474.88	\$4,403,262.38	78,799	6,784	33,126	21,784	24,801	14,890	59,485
Morgantown	\$209,397.57	\$5,796,199.79	95,394	4,168	36,207	12,674	11,600	1,144	52,389
Romney	\$210,649.03	\$2,891,905.16	40,263	2,929	13,157	11,294	11,889	4,841	34,660
Flatwoods	\$1,350,200.97	\$3,261,401.41	41,982	2,655	14,109	7,786	7,314	2,750	54,871
Spencer	\$0.00	\$1,727,320.37	25,100	2,634	7,250	10,724	12,484	7,617	29,754
Lewisburg	\$0.00	\$2,261,650.00	42,857	2,563	14,034	7,717	7,690	3,756	18,201
Williamson	\$737,630.03	\$1,791,163.19	23,616	2,244	6,142	3,173	4,210	1,714	28,432
Franklin	\$13,822.93	\$975,309.00	10,899	4,855	2,502	4,969	5,988	3,357	49,845
Welch	\$0.00	\$1,053,335.68	21,899	1,504	7,585	10,201	10,327	3,190	15,080
Fairmont	\$1,627,380.59	\$3,480,471.41	36,686	3,305	14,270	0	0	0	3,913
Wheeling	\$0.00	\$161,300.56	15,080	0	15,080	0	0	0	72,779
Charles Town	\$84,223.96	\$41,681.50	3,805	1,958	20,546	12,001	19,888	9,318	1,856,741
Totals	\$26,979,894	\$102,559,204	1,438,928	128,396	487,732	412,618	374,909	198,030	

APPENDIX E

CONSOLIDATED LOCATIONS REPORT
REVENUE COLLECTIONS

MANAGEMENT REPORT

DATE- 2/19/2010

LOCATION	CSH#	TRAN	CASH	CHECK	CREDIT	AMX	DISC	M/C	VISA	O/U	VOIDS	E/C
ROMNEY	R05	36	524.50	393.75	.00	.00	60.00	.00	67.75	.00	.00	.00
	R06	86	619.25	3,019.11	.00	.00	.00	237.50	138.00	.00	.00	.00
	R08	57	581.75	4,700.55	.00	.00	.00	320.00	132.50	.00	.00	.00
	R07	51	1,343.50	968.75	.00	.00	.00	78.00	229.00	.00	895.50	.00
	R12	22	194.50	23.50	.00	.00	.00	18.00	23.50	.00	.00	.00
ROMNEY		252	3,263.50	9,105.66	.00	.00	60.00	653.50	590.75	.00	895.50	.00
DEPOSIT TOTAL			12,369.16	CR. CARD TOTAL		1,304.25	TOTAL COLLECTED		13,673.41			

WEST VIRGINIA DIVISION OF MOTOR VEHICLES
TRANSACTION REPORT

TE- 02/19/2010 To 02/19/2010

LOCATION -ROMNEY

CASHIER -R12

		*****	0007-0007	CSH-	13.00	CHK-	.00	CRD-	.00	CHG-	.00						
		*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00						
I	OPRR R	8	LX43138	LIC-	12.50	APP-	.00	HAZ-	.00	TST-	.00	#END- 0 AMT-					
					.00	DOC-	.00	DOB-1955 YRS-05 EXP-	.00	M/V-	.50	LVL-					
S	MISC	9	FENDORSEMENT	FEE	5.00	CST	.00	FL#		#PR0000DOC	.00	RCT .00 DC#000000000000					
				T/F	.00	LNF	.00	#LN00TMP	.00	ID#							
				*****				0008-0009	CSH-	.00	CHK-	.00	CRD-	.00	CHG-	7.00	
				*****					AMX-	.00	M/C-	18.00	DIS-	.00	VIS-	.00	034554 14501175
I	OPRR R	10	D112381	LIC-	12.50	APP-	.00	HAZ-	.00	TST-	.00	#END- 0 AMT-					
					.00	DOC-	.00	DOB-1955 YRS-05 EXP-	.00	M/V-	.50	LVL-					
				*****				0010-0010	CSH-	13.00	CHK-	.00	CRD-	.00	CHG-	.00	
				*****					AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00	
I	OPRR R	11	E259803	LIC-	12.50	APP-	.00	HAZ-	.00	TST-	.00	#END- 0 AMT-					
					.00	DOC-	.00	DOB-1965 YRS-05 EXP-	.00	M/V-	.50	LVL-					
				*****				0011-0011	CSH-	13.00	CHK-	.00	CRD-	.00	CHG-	7.00	
				*****					AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00	
I	OPRR R	12	S115736	LIC-	12.50	APP-	.00	HAZ-	.00	TST-	.00	#END- 0 AMT-					
					.00	DOC-	.00	DOB-1930 YRS-05 EXP-	.00	M/V-	.50	LVL-					
				*****				0012-0012	CSH-	13.00	CHK-	.00	CRD-	.00	CHG-	7.00	
				*****					AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00	
I	OPRD D	13	C654481	LIC-	5.00	APP-	.00	HAZ-	.00	TST-	.00	#END- 0 AMT-					
					.00	DOC-	.00	DOB-1930 YRS-00 EXP-	.00	M/V-	.00	LVL-					
				*****				0013-0013	CSH-	5.00	CHK-	.00	CRD-	.00	CHG-	.00	
				*****					AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00	
I	OPRR R	14	F384051	LIC-	10.00	APP-	.00	HAZ-	.00	TST-	.00	#END- 0 AMT-					
					.00	DOC-	.00	DOB-1989 YRS-04 EXP-	.00	M/V-	.50	LVL-					

WEST VIRGINIA DIVISION OF MOTOR VEHICLES
TRANSACTION REPORT

FE- 02/19/2010 To 02/19/2010

LOCATION -ROMNEY

CASHIER -R12

N	*****	0014-0014	CSH-	.00	CHK-	.00	CRD-	.00	CHG-	.00			
	*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	10.50	170050	14504428	
I	OPRO O	15	F572815	LIC-	12.50	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1985	YRS-05	EXP-	.00	M/V-	.50	LVL-
I	OPRD D	16	F536957	LIC-	5.00	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1985	YRS-00	EXP-	.00	M/V-	.00	LVL-
N	*****	0015-0016	CSH-	18.00	CHK-	.00	CRD-	.00	CHG-	.00			
	*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00			
I	ID-O I.D	17	i324409	LIC-	17.50	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1987	YRS-07	EXP-	.00	M/V-	.00	LVL-
FN	*****	0017-0017	CSH-	17.50	CHK-	.00	CRD-	.00	CHG-	2.00			
	*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00			
LI	OPRR R	18	F145711	LIC-	12.50	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1985	YRS-05	EXP-	.00	M/V-	.50	LVL-
FN	*****	0018-0018	CSH-	.00	CHK-	.00	CRD-	.00	CHG-	.00			
	*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	13.00	062431	14507590	
LI	ID-O I.D	19	I324410	LIC-	17.50	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1952	YRS-07	EXP-	.00	M/V-	.00	LVL-
FN	*****	0019-0019	CSH-	17.50	CHK-	.00	CRD-	.00	CHG-	.00			
	*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00			
LI	GDLO O	20	F572816	LIC-	5.00	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1952	YRS-00	EXP-	.00	M/V-	.00	LVL-1
FN	*****	0020-0020	CSH-	5.00	CHK-	.00	CRD-	.00	CHG-	2.50			
	*****		AMX-	.00	M/C-	.00	DIS-	.00	VIS-	.00			
LI	ID-O I.D	21	I324410	LIC-	15.00	APP-	.00	HAZ-	.00	TST-	.00	#END-	0 AMT-
				.00	DOC-	.00	DOB-1976	YRS-06	EXP-	.00	M/V-	.00	LVL-

WEST VIRGINIA DIVISION OF MOTOR VEHICLES
TRANSACTION REPORT

DATE- 02/19/2010 To 02/19/2010

LOCATION -ROMNEY

CASHIER -R12

N

0021-0021 CSH- 15.00 CHK- .00 CRD- .00 CHG- 15.00

AMX- .00 M/C- .00 DIS- .00 VIS- .00

I

OPRR R 22 C318998

LIC- 12.50 APP- .00 HAZ- .00 TST- .00 #END- 0 AMT-

.00 DOC- .00 DOB-1955 YRS-05 EXP- .00 M/V- .50 LVL-

N

0022-0022 CSH- .00 CHK- 13.00 CRD- .00 CHG- .00

AMX- .00 M/C- .00 DIS- .00 VIS- .00

CONSOLIDATED LOCATION REPORT
REVENUE COLLECTIONS

MANAGEMENT REPORT
CONSOLIDATED TOTALS BY OFFICE

DATE-02/19/2010

LOCATION	TRAN	CASH	CHECK	CREDIT	AMX	DISC	M/C				
BECKLEY	427	4,806.00	5,751.31	.00	.00	90.00	345.50	1,463.50	.02-	.00	.00
DEPOSIT TOTAL		10,557.31	CR. CARD TOTAL		1,899.00	TOTAL COLLECTED		12,456.31			
BRIDGEPORT	427	4,500.50	5,400.25	.00	100.00	.00	603.75	1,178.00	4.00	.00	105.50-
DEPOSIT TOTAL		9,900.75	CR. CARD TOTAL		1,881.75	TOTAL COLLECTED		11,782.50			
CHARLESTON	419	1,041.00	17,687.50	1,618.05	.00	.00	50.00	172.50	3.29	.00	.00
DEPOSIT TOTAL		18,728.50	CR. CARD TOTAL		222.50	TOTAL COLLECTED		18,951.00			
CHARLESTOWN	363	3,122.00	14,634.51	.00	10.00	30.00	482.25	4,263.90	.00	1,015.04	.00
DEPOSIT TOTAL		17,756.51	CR. CARD TOTAL		4,786.15	TOTAL COLLECTED		22,542.66			
DEALERS	20	236.00	2,514.00	.00	.00	.00	.00	.00	.00	.00	.00
DEPOSIT TOTAL		2,750.00	CR. CARD TOTAL		.00	TOTAL COLLECTED		2,750.00			
DPS		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
DEPOSIT TOTAL		.00	CR. CARD TOTAL		.00	TOTAL COLLECTED		.00			
DRIVER IMPROV	174	.00	.00	8,600.00	.00	.00	.00	.00	.00	.00	50.00-
DEPOSIT TOTAL		.00	CR. CARD TOTAL		.00	TOTAL COLLECTED		.00			
DRIVERS	360	4,796.00	9,699.80	.00	.00	.00	256.25	615.00	10.00-	25.00	.00
DEPOSIT TOTAL		14,495.80	CR. CARD TOTAL		871.25	TOTAL COLLECTED		15,367.05			
ELKINS	223	3,495.88	2,656.25	.00	.00	.00	36.75	280.50	.00	88.75	30.00-
DEPOSIT TOTAL		6,152.13	CR. CARD TOTAL		317.25	TOTAL COLLECTED		6,469.38			
FLATWOODS	204	2,333.25	13,295.55	.00	.00	.00	330.00	337.25	.00	30.00	.00
DEPOSIT TOTAL		15,628.80	CR. CARD TOTAL		667.25	TOTAL COLLECTED		16,296.05			
FRANKLIN	81	698.50	1,443.25	.00	.00	.00	23.00	13.00	.00	.00	.00
DEPOSIT TOTAL		2,141.75	CR. CARD TOTAL		36.00	TOTAL COLLECTED		2,177.75			
HUNTINGTON	510	5,361.50	20,913.37	.00	.00	60.25	500.00	3,751.00	.25-	98.50	.00
DEPOSIT TOTAL		26,274.87	CR. CARD TOTAL		4,311.25	TOTAL COLLECTED		30,586.12			
IRP	25	20.00	14,620.00	.00	.00	.00	.00	45.00	.00	.00	.00
DEPOSIT TOTAL		14,640.00	CR. CARD TOTAL		45.00	TOTAL COLLECTED		14,685.00			
IRP DIR MKT	6	.00	.00	.00	.00	.00	2,750.93	49.31	.00	.00	.00
DEPOSIT TOTAL		.00	CR. CARD TOTAL		2,800.24	TOTAL COLLECTED		2,800.24			
KANAWHA CITY	913	11,506.38	13,434.80	.00	33.50	41.00	1,868.25	8,289.00	.00	1,179.25	10.00-
DEPOSIT TOTAL		24,941.18	CR. CARD TOTAL		10,231.75	TOTAL COLLECTED		35,172.93			
LEASING		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
DEPOSIT TOTAL		.00	CR. CARD TOTAL		.00	TOTAL COLLECTED		.00			
LEWISBURG	226	2,533.75	2,917.97	.00	13.00	.00	729.25	855.82	.00	43.75	.00
DEPOSIT TOTAL		5,451.72	CR. CARD TOTAL		1,598.07	TOTAL COLLECTED		7,049.79			

DATE-02/19/2010

CONSOLIDATED LOCATION REPORT
REVENUE COLLECTIONS

TIME-10:40:26
74

LOCATION	TRAN	CASH	CHECK	CREDIT	AMX	DISC	M/C	VISA	O/U	VOIDS	E/C
LOGAN	277	5,162.80	6,026.30	.00	.00	.00	195.50	771.00	.00	90.00	.00
DEPOSIT TOTAL		11,189.10	CR. CARD TOTAL		966.50	TOTAL COLLECTED		12,155.60			
MARTINSBURG	619	6,487.18	17,776.17	.00	.00	60.00	1,048.75	6,139.50	.00	458.25	.00
DEPOSIT TOTAL		24,263.35	CR. CARD TOTAL		7,248.25	TOTAL COLLECTED		31,511.60			
MOOREFIELD	212	4,149.21	4,128.50	.00	.00	240.00	175.50	109.00	.00	.00	.00
DEPOSIT TOTAL		8,277.71	CR. CARD TOTAL		524.50	TOTAL COLLECTED		8,802.21			
MORGANTOWN	395	2,555.25	9,353.45	.00	890.00	.00	526.75	3,673.33	.00	1,785.00	.00
DEPOSIT TOTAL		11,908.70	CR. CARD TOTAL		5,090.08	TOTAL COLLECTED		16,998.78			
MOUNDSVILLE	372	4,215.50	25,694.29	.00	.00	60.00	612.00	1,135.75	5.50	55.50	.00
DEPOSIT TOTAL		29,909.79	CR. CARD TOTAL		1,807.75	TOTAL COLLECTED		31,717.54			
PARKERSBURG	565	5,520.25	17,238.78	.00	13.00	.00	702.50	4,309.30	5.00	578.00	.00
DEPOSIT TOTAL		22,759.03	CR. CARD TOTAL		5,024.80	TOTAL COLLECTED		27,783.83			
PRINCETON	283	4,321.70	6,421.49	.00	.00	.00	184.25	1,733.25	.00	40.00	10.00
DEPOSIT TOTAL		10,743.19	CR. CARD TOTAL		1,917.50	TOTAL COLLECTED		12,660.69			
PT. PLEASANT	140	2,324.00	3,397.00	.00	.00	.00	466.00	73.00	.00	.00	.00
DEPOSIT TOTAL		5,721.00	CR. CARD TOTAL		539.00	TOTAL COLLECTED		6,260.00			
RECORDS	17	41.00	93.00	.00	.00	.00	.00	.00	.00	.00	.00
DEPOSIT TOTAL		134.00	CR. CARD TOTAL		.00	TOTAL COLLECTED		134.00			
ROMNEY	252	3,263.50	9,105.66	.00	.00	60.00	653.50	590.75	.00	895.50	.00
DEPOSIT TOTAL		12,369.16	CR. CARD TOTAL		1,304.25	TOTAL COLLECTED		13,673.41			
SOUTH CHARLES		.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
DEPOSIT TOTAL		.00	CR. CARD TOTAL		.00	TOTAL COLLECTED		.00			
SPENCER	154	1,672.00	3,949.25	.00	.00	.00	30.00	722.00	.00	5.00	.00
DEPOSIT TOTAL		5,621.25	CR. CARD TOTAL		752.00	TOTAL COLLECTED		6,373.25			
WELCH	123	2,637.25	1,332.50	.00	.00	.00	.00	153.75	.00	10.00	.00
DEPOSIT TOTAL		3,969.75	CR. CARD TOTAL		153.75	TOTAL COLLECTED		4,123.50			
WILLIAMSON	130	1,946.75	1,837.00	.00	.00	.00	35.00	1,227.50	.00	.00	.00
DEPOSIT TOTAL		3,783.75	CR. CARD TOTAL		1,262.50	TOTAL COLLECTED		5,046.25			
WINFIELD	556	6,952.50	17,968.80	.00	25.50	330.00	1,010.00	2,023.50	.00	246.75	.00
DEPOSIT TOTAL		24,921.30	CR. CARD TOTAL		3,389.00	TOTAL COLLECTED		28,310.30			
weirton	122	2,245.21	7,561.93	.00	.00	.00	190.50	758.10	.00	.00	10.00
DEPOSIT TOTAL		9,807.14	CR. CARD TOTAL		948.60	TOTAL COLLECTED		10,755.74			
GRAND TOTALS	8,595	97,944.86	256,852.68	10,218.05	1,085.00	971.25	13,806.18	44,733.51	7.52	6,644.29	215.50
DEPOSIT TOTAL		354,797.54	CR. CARD TOTAL		60,595.94	TOTAL COLLECTED		415,393.48			

MANAGEMENT REPORT
CONSOLIDATED REG. OFFICE REP.

CONSOLIDATED TOTALS FOR - 02/19/2010
ROMNEY

PRIVILIGE TAX	53	9,084.41
ORIGINAL TITLES	53	265.00
DUPLICATE TITLES	2	10.00
ERROR TITLES	1	0.00
LIEN FEES	14	70.00
LIEN RELEASE FEES	1	5.00
INSURANCE FEES	116	58.00
LITTER CONTROL FEES	102	102.00
XFR REG DOC FEES	17	85.00
DUPLICATE REGIST.	3	15.00
DUPLICATE PLATES	2	10.00
DUPLICATE DECALS	2	10.00
DUPLICATE REG N/C	3	0.00
DUPLICATE DECALS N/C	12	0.00
NEW REG - CLASS A	33	940.50
NEW REG - CLASS AND	2	47.50
NEW REG - CLASS APA	1	38.00
NEW REG - CLASS A1	1	57.00
NEW REG - PERM. C	1	50.00
NEW REG - CLASS T	1	16.00
REN REG - CLASS A	48	1,596.00
REN REG - CLASS ANV	1	28.50
REN REG - CLASS B	1	24.00
XFR REG - CLASS A	15	0.00
XFR REG - CLASS R	1	0.00
RESERVATION FEES	5	70.00
WILDLIFE SPEC FEE	2	20.00
SPEC GAME WILDLIFE	2	30.00
SPEC GAME WILDLIFE-2	1	30.00
A. JAMES MANCHIN	56	280.00
SCENIC - CLASS A1	1	10.00
NEW OPERATORS - E	4	50.00
REN OPERATORS - E	20	245.00
DUP OPERATORS - E	7	35.00
EXP OPERATORS - E	8	97.50
CHILD I.D. CARDS	1	5.00
NEW I.D. CARD - X	4	67.50
REN I.D. CARD - X	2	0.00
C.D.L. REN FEE - A	2	87.50
C.D.L. DUP FEE - B	1	5.00
EXP OPR DOC FEES - E	8	40.00
GDL LEVEL 1 - ORG	2	10.00
GDL LEVEL 2 - ORG	1	5.00
GDL LEVEL 3 - ORG	1	7.50
GDL LEVEL 3 - DUP	1	5.00
MOTOR VOTER	33	16.50
HANDICAP PLACARDS	2	0.00
DRIVING RECORD	5	25.00
MISCELLANEOUS FEES	4	20.00

LOCATION TOTALS

13,673.41

TITLES ISSUED	--
PLATES ISSUED	0
VERTICAL PLATES ISSUED	1
SCENIC ISSUED	2
WILDLIFE ISSUED	0
NASCAR ISSUED	0
TEMP. ISSUED	56
DECALS ISSUED	12
2YR DECALS ISSUED	2
PLACARDS ISSUED	0
BOAT DECALS ISSUED	0
GOV PLATES	0
GOV DECALS ISSUED	0

PRIVILEGE TAX	9,084.41
PRIV TAX-LEASED VEH.	0.00
PRIV TAX-RENTAL VEH.	0.00
STATE ROAD	3,940.00
LITTER CONTROL	102.00
GENERAL REVENUE	0.00
MOTOR BOAT (DMV)	0.00
MOTOR BOAT (DNR)	0.00
HEARING FEES	0.00
HEARING DOCKET FEES	0.00
RETURNED CHECK FEES	0.00
INSURANCE FEES	58.00
REINSTATE OPERATORS	0.00
DRIVER REHAB.	0.00
DRIVER REHAB. I'LOCK	0.00
IRP REGISTRATION	0.00
SPEC. REG. PLATES	30.00
CDL FEES (DMV)	92.50
CDL ENDORSEMENT TEST	0.00
INSPECT. RECON. VEH.	0.00
MOTORCYCLE SAFE-DMV	0.00
MOTORCYCLE LIC. EXAM	0.00
MOTOR VOTER	16.50
DMV AD VALERUM	0.00
DMV AD VALERUM ADMIN	0.00
SPEC. REG.-SCENIC	10.00
SPEC. GAME PLATE	30.00
SPEC GAME PLATE-2 YR	30.00
A. JAMES MANCHIN	280.00
DEALER RECOVERY	0.00

LOCATION TOTAL

13,673.41

LOCATION TOT

CONSOLIDATED TOTALS FOR - 02/19/2010
GRAND TOTALS

NET OVER/UNDER	11	7.52
PRIVILEGE TAX	1,477	225,007.08
ORIGINAL TITLES	1,495	7,230.00
DUPLICATE TITLES	140	695.00
REPLACE TITLES	6	0.00
ERROR TITLES	35	0.00
LIEN FEES	261	1,305.00
LIEN RELEASE FEES	19	95.00
SALVAGE CERTIFICATES	53	795.00
NON-REPAIRABLE CERT.	2	0.00
RECONSTRUCT EXAM.	8	280.00
GOVERNMENT TITLES	7	0.00
BOAT PRIV TAX	10	419.95
BOAT ORG TITLES	10	50.00
BOAT DUP TITLES	1	5.00
BOAT LIEN FEES	1	5.00
INSURANCE FEES	3,709	1,854.50
LITTER CONTROL FEES	3,373	3,373.00
XFR REG DOC FEES	388	1,825.00
XCH REG DOC FEES	15	75.02
DUPLICATE REGIST.	106	530.00
DUPLICATE PLATES	31	155.00
DUPLICATE DECALS	30	145.00
DUPLICATE REG N/C	43	0.00
DUPLICATE DECALS N/C	47	0.00
TEMPORARY PLATE FEES	896	2,586.00
TEMPS. W/O TRANS,	11	0.00
NEW REG - CLASS A	868	26,843.00
NEW REG - CLASS ABC	1	9.50
NEW REG - CLASS AM	2	76.00
NEW REG - CLASS ARF	2	76.00
NEW REG - CLASS ACO	2	57.00
NEW REG - CLASS ANR	3	47.50
NEW REG - CLASS AND	13	380.00
NEW REG - CLASS APA	7	266.00
NEW REG - CLASS ASA	1	9.50
NEW REG - CLASS AV	19	524.30
NEW REG - CLASS AVN	1	16.63
NEW REG - CLASS AVS	7	175.00
NEW REG - CLASS AI	12	484.50
NEW REG - CLASS AF	1	42.00
NEW REG - CLASS AH	3	114.00
NEW REG - CLASS AW	3	114.00
NEW REG - CLASS B	33	3,862.77
NEW REG - PERM. C	23	1,150.00
NEW REG - CLASS G	16	168.00
NEW REG - CLASS R	8	180.00
NEW REG - CLASS T	14	216.00

NEW REG - CLASS V	3	36.00
NEW REG - CLASS PA	9	0.00
NEW REG - CLASS PB	1	0.00
NEW REG - CLASS PC	1	0.00
REN REG - CLASS A	1,748	60,891.00
REN REG - CLASS ANC	1	28.50
REN REG - CLASS ACO	3	114.00
REN REG - CLASS ANR	15	598.50
REN REG - CLASS ANV	2	57.00
REN REG - CLASS ANW	1	28.50
REN REG - CLASS B	6	497.75
REN REG - CLASS G	1	10.50
REN REG - CLASS GV	1	10.50
REN REG - CLASS T	2	32.00
XFR REG - CLASS A	368	0.00
XFR REG - CLASS B	7	0.00
XFR REG - CLASS G	5	0.00
XFR REG - CLASS R	3	0.00
XFR REG - CLASS T	2	0.00
XCH REG - CLASS A	2	14.00
XCH REG - CLASS AV	5	68.86
XCH REG - CLASS AVS	2	45.12
XCH REG - CLASS AF	1	0.00
XCH REG - CLASS AH	1	0.00
XCH REG - CLASS APH	1	0.00
XCH REG - CLASS AW	1	2.38
XCH REG - CLASS B	1	16.87
XCH REG - CLASS GW	1	0.00
ADL WGT - CLASS B	1	45.25
BOAT REG. - NEW	8	200.00
BOAT REG-NF REG/DCL	1	0.00
RESERVATION FEES	172	2,440.00
9-11 RESERVATION FEES	3	45.00
9-11 RESERVATIONS-2YR	2	60.00
9-11 SPEC RES FEES	2	20.00
NASCAR SPEC RES FEES	1	10.00
NASCAR RSRV. FEES	2	50.00
WILDLIFE SPEC FEE	16	160.00
SPEC GAME WILDLIFE	17	255.00
SPEC GAME WILDLIFE-2	17	510.00
A. JAMES MANCHIN	1,615	8,075.00
SCENIC - CLASS A1	12	120.00
SCENIC - CLASS ASA	1	10.00
SCENIC - CLASS AVS	9	90.00
NEW OPERATORS - D	12	368.75
REN OPERATORS - D	20	618.75
DUP OPERATORS - D	9	45.00
EXP OPERATORS - D	1	31.25
NEW OPERATORS - E	185	2,061.50
REN OPERATORS - E	983	11,946.00
DUP OPERATORS - E	265	1,303.00
EXP OPERATORS - E	207	2,490.00
NO FEE OPERATORS - E	8	0.00
END OPERATORS - E	51	253.00
REN OPERATORS - F	3	15.00
DUP OPERATORS - F	24	120.00
CHILD I.D. CARDS	6	30.00
NEW I.D. CARD - X	127	1,186.00
REN I.D. CARD - X	70	732.50
DUP I.D. CARD - X	51	255.00
EXP I.D. CARD - X	20	95.00
C.D.L. TEST - A	6	150.00
C.D.L. TEST - B	4	100.00
C.D.L. APPL - A	15	595.00
C.D.L. APPL - B	10	297.50
C.D.L. END FEE - A	15	150.00
C.D.L. END FEE - B	5	50.00
C.D.L. REN FEE - A	34	1,487.50
C.D.L. REN FEE - B	13	442.50
C.D.L. REN FEE - C	1	43.75
C.D.L. DUP FEE - A	17	85.00
C.D.L. DUP FEE - B	7	32.00
C.D.L. EXP FEE - A	3	15.00
C.D.L. EXP FEE - B	2	10.00
EXP OPR DOC FEES - D	1	5.00
EXP OPR DOC FEES - E	207	1,035.00
C.D.L. DOC. FEE - A	7	35.00
C.D.L. DOC. FEE - B	3	15.00
C.D.L. RETEST - B	2	50.00
C.D.L. HAZ. MAT.	3	30.00
INSTRUCTORS NEW	103	510.00
INSTRUCTORS DUP	1	5.00
INSTRUCTORS REN.	6	30.00
INSTRUCT NEW - CYCLE	13	65.00
INSTRUCT DUP - CYCLE	1	5.00
INSTRUCT REN - CYCLE	2	10.00
GDL LEVEL 1 - ORG	48	240.00
GDL LEVEL 1 - DUP	1	5.00
GDL LEVEL 2 - ORG	35	175.00
GDL LEVEL 2 - DUP	1	0.00
GDL LEVEL 3 - ORG	3	25.00
GDL LEVEL 3 - DUP	2	10.00
MOTOR VOTER	1,406	703.00
DEALER SALES. LIC-REN	3	30.00
TRIP PERM. (I.R.P.)	600	14,400.00
INFORMATION FEES	17	134.00
DUI SCHOOL FEE	2	60.00
PICKUP OPERATORS	3	115.00
REINSTATE OPER.	395	16,895.00
INSUR. REINST. OPER	53	2,650.00
INSUR. REINST. REG.	15	1,500.00
INSUR. PICKUP PLATE	11	550.00
HANDICAP PLACARDS	109	50.00
HEARING FEES	4	40.00
MISC HEARING FEES	1	15.30
DRIVING RECORD	87	435.00
MISCELLANEOUS FEES	54	3,918.73
FUEL TAX DECALS	24	120.00
IFTA DECALS	23	115.00
I'LOCK FEE	8	800.00

LOCATION TOTALS	425,581.53
TITLES ISSUED	1,687
PLATES ISSUED	1,047
VERTICAL PLATES ISSUED	0
SCENIC ISSUED	22
WILDLIFE ISSUED	16
NASCAR ISSUED	1
TEMP. ISSUED	896
DECALS ISSUED	1,452
2YR DECALS ISSUED	520
PLACARDS ISSUED	109
BOAT DECALS ISSUED	9
GOV PLATES	11
GOV DECALS ISSUED	0
PRIVILEGE TAX	225,427.03
PRIV TAX-LEASED VEH.	0.00
PRIV TAX-RENTAL VEH.	0.00
STATE ROAD	159,121.70
LITTER CONTROL	3,373.00
GENERAL REVENUE	0.00
MOTOR BOAT (DMV)	100.00
MOTOR BOAT (DNR)	100.00
HEARING FEES	40.00
HEARING DOCKET FEES	15.30
RETURNED CHECK FEES	16,895.00
INSURANCE FEES	1,914.50
REINSTATE OPERATORS	2,650.00
DRIVER REHAB.	0.00
DRIVER-REHAB. I'LOCK	800.00
IRP REGISTRATION	0.00
SPEC. REG. PLATES	310.00
CDL FEES (DMV)	4,127.00
CDL ENDORSEMENT TEST	0.00
INSPECT. RECON. VEH.	280.00
MOTORCYCLE SAFE-DMV	432.00
MOTORCYCLE LIC. EXAM	153.00
MOTOR VOTER	703.00
DMV AD VALERUM	0.00
DMV AD VALERUM ADMIN	0.00
SPEC. REG.-SCENIC	220.00
SPEC. GAME PLATE	255.00
SPEC GAME PLATE-2 YR	510.00
A. JAMES MANCHIN	8,075.00
DEALER RECOVERY	0.00
TOTAL ALL FUNDS	425,501.53

Appendix J – Inventory Items

Class	Type	Sub-Code	Description
910	010	000010	IS&C CONTINUE TITLES
910	010	000020	CUT SHEET TITLES
910	010	000025	IS&C NON NEGOTIABLE TIT
910	010	000030	POSTAL REGISTRATION REC
910	010	000035	SECURE POWER OF ATTORNEY
910	010	000040	TM-5 REASSIGNMENTS (DEA)
910	010	000045	CUT SHEET REGISTRATION
910	010	000055	NON-REPAIRABLE TITLE
910	020	000005	DEALER MANUALS
920	001	000100	JANUARY 'A
920	001	000200	FEBRUARY 'A
920	001	000300	MARCH 'A
920	001	000400	APRIL 'A
920	001	000500	MAY 'A
920	001	000600	JUNE 'A
920	001	000700	JULY 'A
920	001	000800	AUGUST 'A
920	001	000900	SEPTEMBER 'A
920	001	001000	OCTOBER 'A
920	001	001100	NOVEMBER 'A
920	001	001200	DECEMBER 'A
920	001	001500	CLASS A VANITY
920	001	001600	CLASS A SAMPLE
920	001	001700	GOVERNOR CLASS A
920	002	000001	APPORTIONED CLASS B
920	002	000002	CLASS B TRUCK
920	002	000003	CLASS C PERM TRAILER
920	002	000004	CLASS D DEALERS
920	002	000006	CLASS F M/C DEALERS
920	002	000007	CLASS G MOTORCYCLE
920	002	000008	CLASS H BUSES
920	002	000010	CLASS J TAXI
920	002	000013	CLASS M MOBILE
920	002	000018	CLASS R HOUSE TRAIL
920	002	000019	T-T PLATES (MOTORCYCLE)
920	002	000020	CLASS T TRAILERS
920	002	000022	CLASS V ANTIQUE CAR
920	002	000024	CLASS X FARM TRUCK
920	002	000227	VERTICAL MOTORCYCLE PLA
920	003	002220	VIRGINIA TECH
920	013	000005	AIR FORCE CROSS
920	013	000007	VETERANS MOTORCYCLE
920	013	000010	AMERICAN LEGION
920	013	000020	DISABLE AM VETERAN
920	013	000025	DISTINGUISHED NAVY CROS

Class	Type	Sub-Code	Description
920	013	000030	DISABLE VETERAN
920	013	000035	DISTINGUISHED SERVICE C
920	013	000040	MARINE
920	013	000045	DISTINGUISHED SILVER ST
920	013	000050	FORMER POW
920	013	000055	DISTINGUISHED FLYING CR
920	013	000060	PURPLE HEART
920	013	000065	BRONZE STAR
920	013	000070	NATIONAL GUARD
920	013	000071	AIR NATIONAL GUARD
920	013	000072	ARMY NATIONAL GUARD
920	013	000075	WW 11
920	013	000080	PEARL HARBOR
920	013	000082	82ND AIRBOURNE
920	013	000085	KOREAN WAR
920	013	000090	VIETNAM WAR
920	013	000095	PERSIAN GULF
920	013	000231	WAR OF AFGHANISTAN
920	013	000239	WAR OF IRAQ
920	013	000313	COMBAT MEDIC
920	013	000392	COMBAT INFANTRY BADGE
920	013	000719	GOLD STAR FAMILY
920	013	001601	RETIRED ARMY PLATE
920	013	001603	RETIRED COAST GUARD PLA
920	013	001606	RETIRED AIR FORCE PLATE
920	013	001613	RETIRED MARINE PLATE
920	013	001614	RETIRED NAVY PLATE
920	013	001814	RETIRED NAVY
920	013	002322	WOMEN VETERANS
920	014	000002	RUSTY WALLACE
920	014	000003	DALE EARNHARDT
920	014	000006	MARK MARTIN
920	014	000008	EARNHARDT, JR
920	014	000017	MATT KENSETH
920	014	000018	BOBBY LABONTE
920	014	000020	TONY STEWART
920	014	000024	JEFF GORDON
920	014	000028	RICKY RUDD
920	014	000029	HARVICK, KEVIN
920	014	000088	DALE JARRETT
920	014	000099	JEFF BURTON
920	014	000100	REG NASCAR
920	019	000200	FEBRUARY SCENIC
920	019	000300	MARCH SCENIC
920	019	000400	APRIL SCENIC
920	019	000500	MAY SCENIC
920	019	000600	JUNE SCENIC

Class	Type	Sub-Code	Description
920	019	000700	JULY SCENIC
920	019	000800	AUGUST SCENIC
920	019	000900	SEPTEMBER SCENIC
920	019	001000	OCTOBER SCENIC
920	019	001100	NOVEMBER SCENIC
920	019	001200	DECEMBER SCENIC
920	019	001300	CLASS R SCENIC
920	019	001400	CLASS T SCENIC
920	019	001500	SCENIC VANITY
920	022	000100	JANUARY VETERANS
920	022	000200	FEBRUARY VETERANS
920	022	000300	MARCH VETERANS
920	022	000400	APRIL VETERANS
920	022	000500	MAY VETERANS
920	022	000600	JUNE VETERANS
920	022	000700	JULY VETERANS
920	022	000800	AUGUST VETERANS
920	022	000900	SEPTEMBER VETERAN
920	022	001000	OCTOBER VETERAN
920	022	001100	NOVEMBER VETERAN
920	022	001200	DECEMBER VETERAN
920	023	000100	JANUARY WILDLIFE
920	023	000200	FEBRUARY WILDLIFE
920	023	000300	MARCH WILDLIFE
920	023	000400	APRIL WILDLIFE
920	023	000700	JULY WILDLIFE
920	023	001000	OCTOBER WILDLIFE
920	023	001100	NOVEMBER WILDLIFE
920	023	001200	DECEMBER WILDLIFE
920	023	001500	VANITY WILDLIFE PLATES
920	023	001600	SAMPLE WILDLIFE PLATES
920	023	001800	DEER WILDLIFE PLATE
920	023	001822	DEER VANITY PLATE
920	027	000001	UNITED WE STAND
920	027	000005	AMATEUR RADIO
920	027	000007	HANDICAP MOTORCYCLE
920	027	000010	ANTIQUE MOTORCYCLE
920	027	000015	MOTORCYCLE VANITY
920	027	000020	EMS
920	027	000023	WOUNDED IN LINE OF DUTY
920	027	000025	FIREFIGHTERS
920	027	000030	HANDICAP
920	027	000031	BREAST CANCER PLATE
920	027	000033	CLASSIC CAR
920	027	000035	IRP TEMPORARY
920	027	000045	NON-RESIDENTIAL
920	027	000048	4H PLATE

Class	Type	Sub-Code	Description
920	027	000054	EDUCATION PLATE
920	027	000055	TEMPORARY
920	027	000060	SPECIAL ORGANIZATION
920	027	000065	TEMPORARY MOTORCYCLE
920	027	000366	CERTIFIED FIREFIGHTER
920	027	000411	ORGAN DONOR PLATE
920	027	000911	911 PLATE
920	027	001219	LOW SPEED VEHICLES
920	027	001620	PUBLIC TRANSIT
920	027	001901	UNITED WE STAND SAMPLE
920	027	001933	CLASSIC CAR SAMPLES
920	027	002318	WATER RAFTING
920	027	005500	CHARACTER EDUCATION
920	027	009001	UNITED WE STAND VANITY
920	027	009911	911 COMMEMORATIVE VANIT
920	028	000001	COUNTY A
920	028	000002	COUNTY B
920	028	000003	COUNTY C
920	028	000007	COUNTY G
920	028	000008	COUNTY (H) BUS PLATE
920	028	000013	COUNTY M
920	028	000018	COUNTY R
920	028	000019	SHERIFF PLATES
920	028	000020	COUNTY T
920	029	000001	STATE A
920	029	000002	STATE B
920	029	000003	STATE C
920	029	000007	STATE G
920	029	000013	STATE M
920	029	000018	STATE R
920	029	000020	STATE T
920	029	000027	STATE CAR FRONT
920	030	000001	VFD A
920	030	000002	VFD B
920	030	000003	VFD C
920	030	000013	VFD M
920	030	000018	VFD R
920	030	000020	VFD T
920	031	000001	CITY A
920	031	000002	CITY B
920	031	000003	CITY C
920	031	000007	CITY G
920	031	000013	CITY M
920	031	000018	CITY R
920	031	000020	CITY T
920	031	000025	CITY POLICE A
920	031	000026	CITY POLICE B

Class	Type	Sub-Code	Description
920	114	000002	VANITY R WALLACE
920	114	000003	VANITY D EARNHARDT
920	114	000006	VANITY MARK MARTIN
920	114	000008	VANITY EARNHARDT JR
920	114	000017	VANITY MATT KENSETH
920	114	000018	BOBBY LABONTE VANITY
920	114	000020	TONY STEWART VANITY
920	114	000024	VANITY J GORDON
920	114	000028	VANITY R RUDD
920	114	000029	VANITY HARVICK
920	114	000088	VANITY D JARRETT
920	114	000099	VANITY JEFF BURTON
920	114	000100	VANITY REG NASCAR
920	914	000008	DALE JR SAMPLE
920	914	000017	MATT KENSETH SAMPLE
920	914	000020	TONY STEWART #20 SAMPLE
920	914	000029	KEVIN HARVICK #29 SAMPL
920	914	000103	D. EARNHARDT SAMPLE
920	914	000124	J.GORDON SAMPLE
920	914	001100	NASCAR SAMPLE
930	010	002007	2007 VEHICLE DECALS
930	010	002008	2008 VEHICLE DECALS
930	010	002009	2009 VEHICLE DECALS
930	010	002010	2010 VEH DECALS
930	010	002011	2011 VEHICLE DECALS
930	010	002012	2012 VEHICLE DECALS
930	020	002007	2007 M/C DECALS
930	020	002008	2008 MOTORCYCLE DECALS
930	020	002009	09 MOTORCYCLE DECALS
930	020	002010	2010 MOTORCYCLE DECAL
930	040	002008	2008 T & R DECALS
930	040	002011	2011 T & R DECALS
930	050	002008	MOTORBOAT FEE DECALS
930	050	002011	2011 BOAT FEE
930	060	002008	MOTORBOAT NO FEE DECALS
930	060	002011	2011 NO FEE
930	070	000001	HULL IDENTIFICATION
930	070	000002	SERIAL NO. TAGS
930	070	002015	10 YEAR DECALS
930	080	002008	2008 FARM USE DECALS
930	080	002009	2009 FARM DECALS
930	090	002008	2008 MOTOR CARRIER
930	090	002009	09 MOTOR CARRIER
930	090	002010	MOTOR CARRIER 2010
930	095	002008	2008 IFTA DECALS
930	095	002009	09 IFTA DECALS
930	095	002010	IFTA DECALS 2010

Appendix K Vendor Reference

Submit one reference form for each reference required in the RFP	
Contact Name	
Telephone Number	
Company/Agency	
E-mail Address	
Physical Address	
Description of the system installed including software, hardware, number of users, etc.	

Appendix L GLOSSARY	
Item	Description
AAMVA	American Association of Motor Vehicle Administrators. National organization that the motor vehicle departments in all 50 jurisdictions belong to. The organization helps to set standards for jurisdiction-to-jurisdiction communications and to support the motor vehicle type causes at the federal level.
ACH enterprise account	Automated Clearinghouse - Account used for electronic banking and funds transfer.
ACS	Affiliated Computer Services Inc., provided of software VISTA/RS that is utilized by the DMV for the registration and payment of apportionment of commercial vehicles.
Authorized agent	Person, business, or organization that contracts with the WVDMV to provide motor vehicle services on behalf of WVDMV.
CDL	Commercial Driver License - state-issued license that allows an individual to drive a large truck or bus.
CSR	Customer Service Representative
CVR	Computerized Vehicle Registration
DL/ID	Driver License/Identification Card
DMV	Division of Motor Vehicles
DUC	Dealer of Used Cars
DUI	Driving Under the Influence
DRV	Dealer of Recreational Vehicles
EVVER	Electronic Verification of Vital Events Records
GDL	Graduated Driver's License
Hull ID	Boat Identification Number
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
Form 1	Application for Certificate of Title for a Motor Vehicle
FIMS or WVFIMS	Financial Information Management System
MISC	Miscellaneous
MCO	Manufacturer's Certificate of Origin
MOVIS	Motor Vehicle Imaging System
MVS Express	New module developed by ACS to allow State employees and IRP commercial carriers to register vehicles and process their IRP and IFTA applications through the internet.
MVS Express/RS	Utilized by DMV for the registration and payment of apportionment of commercial vehicles.
MVS Express/TS	Utilized by DMV to issue fuel tax credentials to carriers.
NASCAR	National Association for Stock Car Auto Racing
NON-NEGOTIABLE TITLE	Title issued in the absence of the actual out of state title. The titles are issued a title number beginning with the letter "Q".

Appendix L GLOSSARY	
Item	Description
NMVTIS	National Motor Vehicle Title Information System - Provides a central pointer to the jurisdiction where a vehicle is currently titled in order to try and keep one title record per vehicle. It also maintains brand history and stolen vehicle information
POSS	Position
REMIS	Remote Entry Management Information System, DOT Internal Accounting System
TRP	Temporary Registration Permit
Vehicle Brand	Branding of a vehicle such as: bonded, junked, salvaged, flood damage. Denotes a special condition of the vehicle that prints on the title. This field on the title is required by federal law to depict certain conditions of the vehicle for consumer awareness.
VIN	Vehicle Identification Number
VINA	Software package provided by R.L. Polk, that incorporates vehicle identification numbers.
WVDOT	West Virginia Department of Transportation
WVDMV	West Virginia Division of Motor Vehicles
WVDOC	State of West Virginia Correctional Industries. They are responsible for operating the 3M equipment that manufactures license plates for the WVDMV.
WVOT	West Virginia Office of Technology, which is a group of individuals utilizing a systematic approach that examines, evaluates, and implements redesigned business processes to achieve improvements in performance in areas important to customers and stakeholders.

DMV Fee Types & Business Rules					
Type of Transaction	Category	Fees Charged	Description		
			Business Rule		
Titles	Regular Title	\$10.00 title fee *5% sales tax on value of vehicle	Vehicle or motor boat without lien	Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
	Title with Lien	\$10.00 title fee \$5.00 per lien *5% sales tax on value of vehicle	Vehicle or motor boat with lien – can include multiple liens	Usually based on purchase price or vehicle value Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
	Duplicate Titles	\$10.00 Fee	If original title is lost or stolen	Usually based on purchase price or vehicle value	
	Non-Negotiable Title	\$10.00 title fee \$5.00 per lien	Vehicle transferred in from another state where lien holder will not release title for transfer	Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
	Reconstructed Title	\$10.00 title fee \$5.00 per lien 5% tax based on 50% of book value or purchase price if they have notarized bill of sale	Vehicle was constructed using parts from other vehicles	Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
	Lease Title	\$10.00 title fee \$5.00 per lien 5% tax based on capitalized cost reduction at time of purchase	Vehicles titled to WV authorized leasing companies	Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
	Rental Title	\$10.00 title fee \$5.00 per lien	These are vehicles titled to WV authorized rental car agencies	Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
	Class B Titles	\$10.00 title fee \$5.00 per lien No sales tax	Over 55,000 pounds	Title fee is allocated as follows: \$5.00 for State Road Fund \$5.00 Manchin Fund	
				Vehicle that has been totaled by the	Must plate at time of titling, if not vehicle is subject to 5% sales tax
			\$25.00		
	Certificates	Salvage			

DMV Fee Types & Business Rules				
Type of Transaction	Category	Fees Charged	Description	Business Rule
			insurance company but maintained by owner	
	Cosmetic	\$10.00	Vehicle has been considered totaled but is still road worthy	
Registration Plates	Regular Class A - Registration Plate	\$28.50 Registration \$1.00 Litter \$0.50 Insurance	Class - A Vehicles that are classified as being under 8,000 pounds	All Fees Collected for Registration are deposited to the Road Fund, unless otherwise specified. These may have different revenue source codes.
	Two Year Class A Applies to all varieties	\$57.00 Registration \$2.00 Litter \$1.00 Insurance	Class - A1	Staggered Expiration
	Scenic	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee	Class - ANR	Staggered Expiration \$15.00 Annual Fee goes to DNR
	Wildlife (Bird)	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$15.00 Annual Fee \$10.00 one time fee	Class - AND	Expires July 1 - Annually \$15.00 Annual Fee goes to DNR
	Wildlife (Deer)	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$15.00 Annual Fee \$10.00 one time fee	Class - APA	Expires July 1 - Annually
	Patriotic	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee	Class - ACO	Expires September 1 - Annually
	911	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Annual Fee	Class - ANC	Expires October 1 - Annually
	NASCAR	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee		

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
			Business Rule
	Handicap	\$25.00 Annual Fee \$28.50 Registration \$1.00 Litter \$0.50 Insurance	Class - AH Expires July 1 - Annually Requires Doctor's Certification
	R Plate (Camper)	\$37.50 Registration \$1.00 Litter \$0.50 Insurance	Class - R Expires April 1, 2011 - Prorated on a three year cycle This is a three year plate, all expiring at the same time and fee is prorated based on the year of purchase
	R Plate (Camper) Scenic	\$37.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee	Class - RS Expires April 1, 2011 - Prorated on a three year cycle
	C Plate (Trailer)	\$50.00 Registration \$1.00 Litter	Class - CP Permanent plate - 2001 pounds gross weight
	T Plate (Trailer)	\$25.50 Registration \$1.00 Litter \$0.50 Insurance	Class - T Expires April 1, 2011 - Prorated on a three year cycle Trailers, boat trailers or semi trailers designed to be drawn by a class a vehicle - GW of 2,000 pounds or less
	T Plate (Trailer) Scenic	\$25.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee	Class - TS Expires April 1, 2011 - Prorated on a three year cycle
Personalized Plates			
	Vanity	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$15.00 Vanity Annual Fee	Class - AV Expires January 1 - Annually Maximum of 8 Characters Requires approval
	Scenic Vanity	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Vanity Annual Fee	Class - AVS Expires January 1 - Annually Maximum of 8 Characters Requires approval
	Wildlife Vanity - Bird	\$28.50 Registration Fee \$1.00 Litter \$0.50 Insurance \$10.00 one time fee	Class - ANV Expires January 1 - Annually Maximum of 6 Characters Requires approval

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
			Business Rule
	Wildlife Vanity - Deer	\$15.00 Vanity Annual Fee \$15.00 Annual DNR Fee \$28.50 Registration Fee \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Vanity Annual Fee \$15.00 Annual DNR Fee	Class - ANW Expires January 1 - Annually Maximum of 6 Characters Requires approval \$15.00 Annual fee goes to DNR
	United We Stand Vanity	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10 one time fee \$15 Annually	Class - APV Expires January 1 - Annually Maximum of 5 Characters Requires approval
	911 Vanity	\$28.50 Registration Fee \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Vanity Annual Fee \$15.00 Annual Fee	Class - ACV Maximum of 6 Characters Requires approval
	NASCAR Vanity Driver	\$28.50 Registration Fee \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Vanity Annual Fee \$25.00 Annual Fee	Class - AVN Expires October 1 - Annually Maximum of 6 Characters Requires approval
	Motorcycle Vanity	\$8.00 Registration Fee \$1.00 Litter \$0.50 Insurance \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$15.00 Vanity Annual Fee	Class - GV Expires July 1 - Annually Maximum of 6 Characters Requires approval Motorcycle Safety Fees are deposited in a separate accounts
Military Plates			
	Veterans	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time charge	Class - AW Staggered Expiration
	National Guard	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time charge	Class - AG

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
	Disabled Veteran – 100%	No Registration Fee \$10.00 Litter \$5.00 Insurance	Class – ADV 10 Year Plate – current cycle all expire July 1, 2015 \$1.00 for Litter \$0.50 Insurance For each of remaining year
	Medal of Honor	No Registration Fee \$10.00 Litter \$5.00 Insurance	Class - AS 10 Year Plate – current cycle all expire July 1, 2015 \$1.00 for Litter \$0.50 for Insurance For each of remaining year
	Former POW	No Registration Fee \$10.00 Litter \$5.00 Insurance	Class -AP 10 Year Plate – current cycle all expire July 1, 2015 \$1.00 for Litter \$0.50 for Insurance For each of remaining year
	Pearl Harbor Survivor Purple Heart	No Registration Fee \$10.00 Litter \$5.00 Insurance	Class – APH 10 Year Plate – current cycle all expire July 1, 2015 \$1.00 For Litter \$0.50 for Insurance For each of remaining year
	2 nd Special Military	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 Special Fee	Class – A3 Staggered Expiration

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
	Air Force Cross Bronze Star Marine Disabled American Veterans World War II Korean War Vietnam War Persian Gulf War War on Terrorism Retired Military Combat Medic Women's Veteran Distinguished Flying Cross Silver Star Navy Cross Distinguished Service Distinguished Fly Cross 82 nd Air Borne American Legion Marine Corps League Combat Infantry Badge Plate *Retired Armed Forces *Retired Army *Retired Coast Guard *Retired Navy *Retired Marine Corps	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time charge	Class - AM
			Expires July 1 - Annually Veterans
			*20+ YR/Veterans Affairs Approval Affairs Approval

Type of Transaction	Category	DMV Fee Types & Business Rules Fees Charged	Description	Business Rule
			Special Organization Plates	
			Class - AO	
	Postmasters	\$28.50 Registration		
	WV University	\$1.00 Litter		
	Marshall University	\$0.50 Insurance		
	Fraternal Order of Police	\$10.00 Annual Fee		
	Osiris Shriner			
	Masons			
	WV Wesleyan			
	Beni Kedem			
	Virginia Tech			
	Elks			
	Telecommunicator			
	Concord College			
	WV Tech			
	Bowlers			
	School Bus Drivers			
	Rotary International			
	Square Dancers			
	Chiropractors			
	WV State			
	Prince Hall Masons			
	Deputy Sheriffs			
	Alderson-Broadus			
	Kappa Alpha			
	Knights of Columbus			
	Loyal Order of Moose			
	Penn State Alumni			
	VA Tech Alumni			
	Pupil Transport			
	Professional Fire Fighter			

DMV Fee Types & Business Rules					
Type of Transaction	Category	Fees Charged	Description	Business Rule	
Legislative House Clerk House Door Keeper Old House Sgt At Arms House Old Style House New Style w/ Seal Black White Front Tag Senate Old Senate New Senate Door Keeper Old Senate President Senate Clerk		\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$15.00 Annual Fee	Class - AI	Expires January 1 - Annually Approval from Commissioner's Office Steve Dale to Review	
			Class - AIF	Steve Dale to review	
			Class - AIS	Expires January 1 - Annually Approval from Commissioner's Office	
			Class - AS	Expires July 1 - Annually Approval from Governor's Office	
			Class - ASA	Expires July 1 - Annually Approval from Governor's Office	
			Class - ASN	Expires July 1 - Annually Approval from Governor's Office \$15.00 Annual Fee goes to DNR	
		Former Legislator	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10 one time charge \$15 Annual Fee (in the second year)		
		Silver Haired Legislature	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$15.00 Annual Fee (second year)		
		Governor's (2-2000)	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$15.00 Annual Fee		
		Governor's Scenic	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Annual Fee		
		Governor's Wildlife	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10.00 one time fee \$15.00 Annual Fee DNR		

DMV Fee Types & Business Rules				
Type of Transaction	Category	Fees Charged	Description	Business Rule
Volunteer Fire Fighter EMS		\$28.50 Registration	Class - AF	Expires July 1 - Annually Needs certification
		\$1.00 Litter		
Certified Fire Fighter		\$0.50 Insurance	Class - ACF	Expires July 1 - Annually Needs certification
		\$10.00 one time fee		
Education		\$15.00 Annual Fee	Class - AO	Expires July 1 - Annually Professional Teaching Certificate Required
		\$28.50 Registration		
Education Vanity		\$1.00 Litter	Class - AO	Expires July 1 - Annually Professional Teaching Certificate Required
		\$0.50 Insurance		
Armature Radio		\$10.00 one time fee	Class - AR	Expires July 1 - Annually Requires FCC License
		\$15.00 Annual Fee		
Breast Cancer 4H/FFA Plate		\$28.50 Registration	Class - ASA	Expires July 1 - Annually Requires Form DMV-46
		\$1.00 Litter		
White Water		\$0.50 Insurance	Class - ARF	Expires July 1 - Annually Requires Form DMV-46
		\$10.00 one time fee		
Organ Donor		\$15.00 Annual Fee	Class - ABR	
		\$28.50 Registration		
		\$1.00 Litter		

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
			Business Rule
		\$0.50 Insurance \$10 one time charge \$15 Annual Fee	10 year antique plate, all expiring July 1, 2015. Fee is prorated based on the year of purchase
Antique Plates			
	Class V -- Antique Motor Vehicle	\$20.00 for 10 years \$10.00 litter (\$1.00 per year) \$5.00 insurance (\$0.50 per year)	Class - V A vehicle that is more than 25 years old Class -- AY
	Antique Car	\$28.50 \$1.00 Litter \$0.50 Insurance	Expires July 1 - Annually Owner has original plate same year as car and would like to register vehicle with this plate
	Antique Car	\$20.00 for 10 years \$10.00 litter (\$1.00 per year) \$5.00 insurance (\$0.50 per year)	Class -- AX 10 Year Plate -- current cycle all expire July 1, 2015 Plates are pro-rated based on remaining years in cycle Expires July 1 -- Annually
	Classic	\$28.50 \$1.00 Litter \$0.50 Insurance \$15.00 Annual Fee	Class - AC
Motor Cycle			
	Motorcycle	\$8.00 Registration \$1.00 Litter Fee \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$0.50 Insurance	Class - G All plates are one year and expire at the same time and fees are pro-rated based on time of purchase. Starting May 2010 these plates will be two year plates and will be expiring February 1. There will be a one-time nine month plate and a one-time 21 month plate to get all plates on the same renewal schedule Motorcycle Safety Fees are deposited in a separate accounts Requires Doctor's Certification
	Handicap Motorcycle	\$8.00 Registration \$1.00 Litter Fee \$0.50 Insurance	Class -- GH Motorcycle Safety Fees are deposited

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
			Business Rule
		\$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV Special No Fee	In a separate accounts
	Motorcycle Legislative	\$8.00 Registration \$1.00 Litter Fee \$0.50 Insurance \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$15.00 Annual Fee	Class - GI Motorcycle Safety Fees are deposited in a separate accounts
	Motor Cycle Classic	\$8.00 Registration \$1.00 Litter Fee \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$0.50 Insurance \$15.00 Special	Class - GC Expires July 1 - Annually Motorcycle must be 25 years old Motorcycle Safety Fees are deposited in a separate accounts
	Motorcycle Veteran	\$8.00 Registration \$1.00 Litter Fee \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$0.50 Insurance \$10.00 one time fee	Class - GW Expires July 1 - Annually Motorcycle Safety Fees are deposited in a separate accounts
	Antique Motorcycle	\$8.00 Registration \$1.00 Litter Fee \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$0.50 Insurance	Class-GA Expires July 1 - Annual Must be 25 years old Motorcycle Safety Fees are deposited in a separate accounts
	Antique Motorcycle	\$8.00 Registration \$1.00 Litter Fee \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$0.50 Insurance	Class - GX/GY Owner has original plate and would like to register vehicle with this plate
	Vertical Motor Cycle	\$8.00 Registration \$1.00 Litter Fee \$5.50 Motorcycle Safety \$1.00 Motorcycle Safety DMV \$0.50 Insurance \$25.00 One Time Fee	Class - GG Motorcycle Safety Fees are deposited in a separate accounts

DMV Fee Types & Business Rules				
Type of Transaction	Category	Fees Charged	Description	Business Rule
			Government Plates	
	Government	No Fees	Class - PAT	Permanent
	City A	No Fees	Class - PBT	Permanent
	City B	No Fees	Class - PCT	Permanent
	City C	No Fees	Class - PBC	Permanent
	City T	No Fees	Class - PTT	Permanent
	County A	No Fees	Class - PAC	Permanent
	County B	No Fees	Class - PBC	Permanent
	County C	No Fees	Class - PCC	Permanent
	County T	No Fees	Class - PTC	Permanent
	State A	No Fees	Class - PAS	Permanent
	State B	No Fees	Class - PBS	Permanent
	State C	No Fees	Class - PCS	Permanent
	State T	No Fees	Class - PTS	Permanent
	Gov. Boat - Less than 16'	No Fees	Class - Y3A	
	Gov. Boat - +16 less 26'	No Fees	Class - Y31	
	Gov. Boat - +26 less than 40'	No Fees	Class - Y32	
	Gov. Boat Over 40'	No Fees	Class - Y33	
	Non-Resident	\$50 Registration	No Class	
	Low Speed Vehicle	\$28.50 Registration \$1.00 Litter \$0.50 Insurance \$10 one time charge \$15 Annually	Class - AO	

DMV Fee Types & Business Rules

Type of Transaction	Category	Fees Charged	Description	Business Rule
			Other Classes	
	Class B -	Weight Calculation \$1.00 Litter \$0.50 Insurance	Over 8,000 pounds – motor vehicles designated as trucks, truck tractors or road tractors	Calculation based on weight All plates expire on June 30 and rates are prorated based on the quarter of the year in which purchased
	Class C	\$50.00 plate \$1.00 litter	All trailers and semi trailers having a GW of more than 2,000 pounds	One-time fee until ownership changes
	Class D -- Dealers Class D & DUC	\$5.00 fee per plate for additional plates	Dealers are licensed to sell new and used vehicles in WV	Dealers are required to complete an application - one plate is provided with application all others are \$5.00 per plate
	Class DTR & DRV	5.00 fee per plate for additional plates	Dealers that are licensed to sell trailers and recreational vehicles	Dealers are required to complete an application - four plates are provided with application all others are \$5.00 per plate
	Class WDR	\$25 per plate with max of 4	Entities that are authorized to tow, dismantle and rebuild vehicles	Dealers are required to complete an application - no plates are provided
	Class H -- Registration Plate (Intra-State)	\$5.00 Registration Fee \$1.00 litter \$0.50 insurance	Every motor vehicle designed for carrying more than seven passengers and used for transportation of persons for compensations excluding taxi cabs	
	Class H -- Registration Plate (Inter-State)	Fees based on weight of vehicle Plus 150 pounds per each seat	Every motor vehicle designed for carrying more than seven passengers and used for transportation of persons for compensations excluding taxi cabs – but travels outside of the state	
	Class J -- Taxi Cab	\$85.00 Registration Fee \$1.00 litter \$0.50 insurance	Every motor vehicle used for transportation of persons for compensation	
	Class M -- Mobile Equipment	\$17.50 Registration fee \$1.00 litter	Every self propelled vehicle not designed for or used primarily for transportation of persons or property over the highway but which may in	

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
			Business Rule
	Class X		frequently or incidentally travel over the highway among job sites etc. Farm truck designed exclusively for the transportation of farm products and supplies
	Duplicate Plate	Flat Fee of \$5.00 \$0.50 insurance	
	Replacement Plate	Flat Fee of \$5.00 \$0.50 insurance	
	Plate Exchange	Flat Fee	
	Plate Transfer	Flat Fee \$5.00 \$0.50 insurance	
	Motor Boat	\$30.00 -- less than 16 feet \$45.00 -- 16 to 25 feet \$60.00 -- 26 -- 39 feet \$75.00 -- over 39 feet	Fee is divided with half going to the State Road Fund and half going to the Division of Natural Resources Three year registration based on length of boat -- all expire at the same time and are pro-rated based on year of purchase
	No Fee Boat		Small electric motor.....
Decals NOTE: decals are not available for Cass C plates as they are permanent plates.	One Year Decal Class A Plate		All fees are deposited in the State Road Fund All Class A Registration plates can be renewed for either one or two years. In the case of a renewal, a decal is issued for the plate. Decals have a unique serial number and display the year of expiration.
	Two Year Decal Class A Plate		Decals have a unique serial number and display the year of expiration.
	Class B Decal		Class B Plates can only be renewed for one year at a time. In the case of a plate renewal, a decal is issued for the plate. Decals have a unique serial number and display the year of

DMV Fee Types & Business Rules			
Type of Transaction	Category	Fees Charged	Description
			Business Rule
	IFTA Decal	\$5.00	<p>expiration. Deposited in the State Road Fund</p> <p>The IFTA decal indicates that a qualified commercial vehicle is registered in the International Fuel Tax Agreement which allows the carrier to report and to pay motor fuel use taxes to a base jurisdiction for distribution to other member jurisdictions in which the carrier traveled and incurred motor fuel use tax liability.</p>
	Motor Carrier Decal	\$	The motor carrier decals is basically the same thing but only for intrastate carriers. Carriers who only travel in WV will display the MCRT decal.
Driver Licenses	Class E – Operator	\$2.50 per year + \$0.50 motor voter fee single fee (not applied per year)	Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Instructional Permit – Class E	\$5.00	Test fee – provides applicant with two tests
	Graduated DL – Class E	\$5.00	Test fee – provides applicant with two tests
	Level 1 Instruction Permit	\$5.00	Valid until 30 days after applicant's 18 th birthday
	Level 2 – Intermediate	\$2.50 per year + \$0.50 motor voter	Expires 30 days after applicant's 21 st birthday
	Level 3 – Full Class E	\$6.25 per year + \$0.50 motor voter fee single fee (not applied per year)	Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Class D – Operator		Issued to applicants 18 years or older that are operating vehicles less than 8,001 pounds
			Valid for applicants that are 18 years or older

DMV Fee Types & Business Rules				
Type of Transaction	Category	Fees Charged	Description	Business Rule
	Class F – Motorcycle only	\$2.50 per year + \$0.50 motor voter fee single fee (not applied per year) \$2.50 per year + \$0.50 motor voter fee single fee (not applied per year)	Issued to applicants for the purpose of operating a motorcycle only	Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Class G – Bi-optic lens	\$2.50 per year + \$0.50 motor voter fee single fee (not applied per year)	Issued to drivers who have successfully completed an approved driver training program	Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Commercial Driver License	\$25	Issued for test card, good for three tests	
	CDL Test Card			Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Class A – Combination Vehicle	\$8.75 per year	Any combination of vehicles with a Gross Combined Vehicle weight rating of 26,001 or more provided the gross vehicle weight rating of the vehicle being towed is in excess of 10,000 pounds	
	Class B – Heavy Straight Vehicle	\$8.75 per year	Any single vehicle with a gross vehicle weight rating of 26,001 or more and any vehicle towing a vehicle not in excess of 10,000 pounds	Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Class C – Small Vehicle	\$8.75 per year	Any vehicle or combination vehicle that is not a A or B but designed to transport 16 or more passenger or used in the transportation of hazardous materials	Licenses are valid between 3 and seven years based on age of applicant. License is designed to expire in 5 year intervals.
	Endorsements CDLs			
	T - Double & Triples	\$10.00 flat fee		
	P - Passenger Vehicles	\$10.00 flat fee		
	N – Tank Vehicles	\$10.00 flat fee		
	H – Hazardous Materials	\$10.00 flat fee		
	X – Tank & Hazardous Materials	\$10.00 flat fee		
	S – School Bus	\$10.00 flat fee		
	F – Motorcycle	\$5.00 flat fee		
	Driver License Reinstatement	\$50.00 per violation		
	Driver License Reinstatement with Insurance	\$100.00 per violation		
	Plate Reinstatement	\$10.00 per violation		
	Plate Reinstatement with insurance	\$150.00 per violation		
Reinstatement Fees				

DMV Fee Types & Business Rules		Business Rule	
Type of Transaction	Category	Fees Charged	Description
Legal Fees	Hearing Fee	\$10.00	
	Witness Fee	\$15.00	
	Mileage	\$0.15 per mile	
	DUI Hearing Transcript	\$1.50 per page	
	Driving Record	\$5.00	
	DUI Hearing Transcript on CD	\$30.00	
	Bad Checks	\$10.00	
	Pick up Plate Insurance	\$50.00	
	Pick up Plate	\$15.00	
	Lien fee record or release	\$5.00	
	One way Movement House Trailer	\$2.00	
	One way movement motor vehicle	\$1.00	
	Financial Institution one way move	\$1.00	
	Non Resident Special Permit	\$50.00	
Misc Fees	Initial Dealer License Certificate	\$250.00	
	Additional Certificate per location	\$1.00	
	Duplicate Dealer certificate	\$1.00	
	Annual certification new car	\$100.00	
	Dealer Recovery Fund	\$150.00	Dealer only
	Safety & Treatment Program	\$30.00	
	Interlock Program	\$100.00	
	Reconstruction Inspection	\$35.00	
	Leased vehicle for dealers - application	\$250.00	
	Leased vehicle for dealers - renewal	\$100.00	
	Rental vehicle for dealers application	\$250.00	
	Rental vehicle renewal	\$100.00	
	Dealer Application	\$250.00	
	Dealer Renewal	\$100.00	
Motorcycle Annual certificate renewal	\$10.00		
Annual renewal Wrecker Dismantler	\$15.00		
New Wrecker Dismantler	\$25.00		
Initial Application Fee	\$250.00		

DMV Fee Types & Business Rules

Type of Transaction	Category	Fees Charged	Description	Business Rule
	Manufacturer			
	Annual Renewal Fee Manufacturer	\$100.00		
	Additional plates manufacturer	\$25.00		
	Annual Fee Financial Institution	\$100.00		
	Additional Plates Financial Institution	\$25.00		
	Special Demo Plates Trucks	\$100.00		
	Additional Plates -- trucks	\$25.00		
	Temporary Plates	\$3.00		
	Auto Auction -- Initial Application	\$250.00		
	Annual Renewal Auction	\$100.00		
	Auto Auction Plates	\$25.00		
	Application License Service	\$25.00		
	Renewal Application License Service	\$25.00		
	License Service Certificate per location	\$1.00		
	One way permit non-resident vehicle	\$50.00		
	IRP one way permit	\$24.00		
	IRP fuel tax permit	\$5.00		
	IFTA permit	\$5.00		
	Dealer Title	\$5.00		
	Initial Application Leased License	\$250.00		
	Leased License Renewal	\$100.00		
	Leased Certificate per location	\$1.00		
	Annual House Trailer	\$36.00		
	New Dealer T & R additional plates	\$5.00		
	Annual Renewal Recreational	\$100.00		
	New Dealer R/V	\$25.00		
	Renewal Motorcycle certificate	\$10.00		
	New Class F plates	\$5.00		
	ID Cards under 16	\$5.00		
	ID Cards over 16	\$2.50 per year		
	Duplicate ID Card	\$5.00		
	Dealers Sales person Id -- background check	\$25.00		
	License Sales Person	\$7.00 per year		
	State issued ids	\$5.00		

DMV Fee Types & Business Rules				
Type of Transaction	Category	Fees Charged	Description	Business Rule
	Special lds	\$5.00		

*RFP section that discusses red book

Appendix B – Ref chart

Decals

ifta Motor Carrier Decals - \$5 run for the calendar year from July 1 through June 30 Goes into the State Road Fund

Class B plates can be renewed for one at a time. (2 Year renewal not available)

Class C's are not renewed they are permanent

Dealer plates are not renewed currently, but pay start renewing in the future

Cash Register Business Rules

1. The Division processes titles, the sale of registration plates, registration renewals, driver's license, identifications cards, handicap applications, reinstatements, and other Division of Motor Vehicle (DMV) related transactions.
2. Fees Determined by WV Code, legislative Rule, See Spread sheet on fee breakdown.
3. The Division provides a two-part receipt for all transactions. For registration transactions, a temporary registration is generated for the customer. All transactions are printed on the customer's paperwork so that there is proof that the paperwork has been processed. A copy of the receipt is maintained by the Division for audit purposes.
4. Sales tax charged for titling of a newly purchased vehicle is based on the sales price of the vehicle less any applicable trade value.
5. State, County, and Cities are exempt from all fees including sales tax, title fee, and registration.
6. DMV issues a title as legal proof of ownership. A unique title number is issued to each title. The Title numbers are closely controlled throughout the issuance process.
7. Plate and decal inventory is first issued to the location. The location management will then issue inventory to individual employee, or work station, for sale. All inventories are reconciled at the end of the day.
8. DMV accepts cash, check, and credit cards as means of payment. All transactions must reconcile at the end of the day for each customer service representative.
9. The daily volume of all transaction types are tabulated for both the workstation and the office.
10. End of day consolidation report detailing cash, checks, and credit card amounts collected as well as the fund breakdown is used for preparation of accounting entry by office management.
11. Inventory usage from consolidation is used for preparation of accounting entry by office management.
12. Some registration plates are received with a preprinted expiration date. When Registration plates are not issued prior to the expiration, or the plate did not come with a preprinted expiration, a new decal is used to update the expiration date. These decals are taken out of the individual office's inventory so that inventory can be reconciled.
13. The agency places stop codes (no insurance, bad check, unpaid citation, fraud, etc.) on both vehicle files and driver's license files. This prevents the customer from processing work on these files without clearing the problem that created the stop code.
14. A "Cash only" restriction may be placed on a dealer who has issued the Division a bad check. This requires the dealer to submit payment in some form of guaranteed funds such as cash, certified check, or money order.
15. Mistakes made by the CSRs can only be corrected by Managers, supervisors, and lead CSRs.
16. A customer is permitted to exchange one plate for another plate (i.e. class "A" plate for another class A plate or class A plate for class B etc.) and will receive credit on the registration fee for the remainder of the months on the plate he/she is exchanging.

17. The registration fee on plate exchanges is prorated by month based on the month of purchase and the month of expiration for plates that have a set expiration month (i.e. vanity, 911, etc.).
18. Registration plates are sequentially numbered based upon a predetermined numbering pattern. Each plate class has its own numbering pattern.
19. Decals are sequentially numbered. Decals are issued with a predetermined expiration.
20. All requests for refund, for whatever reason, must be submitted to the accounting department within six months of the date of transaction.
21. Automobile Dealer's using the Divisions temporary tag program can submit their completed title applications to a regional office for the acquisition of a permanent plate. No money is presented at this time. The transaction is processed through the cash remittance system in order to account for the inventory. Financial aspects of the transaction are not included in the register's daily total.