



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

webDEALER Processing and Handling Fee Addendum: County

January 2017
webDEALER 3.1.0



Contents

| | | |
|----------|--|----------|
| 1 | Overview | 3 |
| 1.1 | Purpose | 3 |
| 1.2 | Scope | 3 |
| 1.3 | Audience | 3 |
| 2 | Introduction..... | 4 |
| 3 | Authorizing Dealer Deputies..... | 5 |
| 4 | Collecting the Processing and Handling Fee..... | 6 |
| 4.1 | Dates that Apply to Fees Collection | 7 |
| 4.2 | Group Details Shows Both Amount Owed to County and Total Amount Collected | 7 |
| 5 | Setting the Title Convenience Fee | 8 |



List of Figures

| | |
|--|---|
| Figure 1: Title Convenience and Processing and Handling Fees Assessed | 6 |
| Figure 2: Group Details Section Shows Amount Owed to County and Total Amount Collected | 7 |

1 Overview

This Addendum documents the Processing and Handling Fee additions to webDEALER.

1.1 Purpose

The purpose of this document is to provide updated information about the Processing and Handling Fee additions to webDEALER.

1.2 Scope

The scope of this document includes changes to the screens of webDEALER 3.1.0.

1.3 Audience

The intended audience of this document is county users.

2 Introduction

The following changes have been incorporated in webDEALER for counties to implement changes from the 83rd Legislature:

- **Processing and Handling Fee:** Initial registrations issued on or after January 1, 2017, and renewals that expire on or after January 31, 2017, will be assessed a Processing and Handling Fee of \$4.75. The Processing and Handling Fee applies to all dealers and commercial fleet buyers.
- **Title Convenience Fee:** Motor vehicle dealers that are Dealer Deputies can charge a Title Convenience Fee of up to \$10.00 that is applied to title transactions. The Title Convenience Fee cannot be charged by any commercial fleet buyer even if they are a Dealer Deputy.

Note: A Dealer Deputy is a motor vehicle dealer or commercial fleet buyer deputized by the county and authorized to issue license plate and registration sticker inventory.

3 Authorizing Dealer Deputies

With the passage of HB 2202, counties that authorize motor vehicle dealers and commercial fleet buyers as Dealer Deputies enable:

- The Dealer Deputy to retain \$1.00 from the Processing and Handling Fee, if assessed.
- Motor vehicle dealers who are Dealer Deputies to set the Title Convenience Fee that will apply to each title transaction that is processed by the motor vehicle dealer. This fee can be up to \$10.00.

Note: A Dealer Deputy is a motor vehicle dealer or commercial fleet buyer deputized by the county and authorized to issue license plate and registration sticker inventory.



4 Collecting the Processing and Handling Fee

The Processing and Handling Fee of \$4.75 is automatically collected with each title transfer with a registration issued. Only a Dealer Deputy can retain \$1.00 of the fee. The Processing and Handling Fee replaces several existing fees associated with registrations and renewals. For additional information on the fees replaced, please go to the **InfoXchanges & Presentations** tab at <http://www.txdmv.gov/tax-assessor-collectors>.

Follow these steps to review the fees assessed for each title transaction:

1. Open the Title Preview page.
2. Navigate to the **Computed Fees** section.

| Fee Description | Fee Assessed |
|-----------------------------|-----------------|
| TITLE APPLICATION FEE | \$13.00 |
| TEXAS MOBILITY FUND FEE | \$20.00 |
| SALES TAX FEE | \$640.00 |
| BUYERS TAG | \$5.00 |
| TITLE CONVENIENCE FEE | \$9.78 |
| WINDSHIELD STICKER | \$50.75 |
| REG FEE-DPS | \$1.00 |
| CNTY ROAD BRIDGE ADD-ON FEE | \$10.00 |
| CHILD SAFETY FUND | \$1.50 |
| INSPECTION FEE-OBD | \$14.25 |
| PROCESSING AND HANDLING FEE | \$4.75 |
| Total Fees | \$770.03 |

Figure 1: Title Convenience and Processing and Handling Fees Assessed

Note: The Processing and Handling Fee is not collected for the following transactions (no registration fees):

- Vehicle registered as Exempt
- Reduced-Fee or No-Fee military license plates
- Title Only transactions
- Off-Highway vehicles



4.1 Dates that Apply to Fees Collection

The Processing and Handling Fee will be assessed only on initial registrations issued on or after January 1, 2017, and renewals that expire on or after January 31, 2017.

4.2 Groups Details Shows Both Amount Owed to County and Total Amount Collected

The Group Details section shows the total fees collected and the fees that must be paid to the county. The Pay to County column does *not* include the compensation retained by Dealer Deputies. The \$1.00 retention of the Processing and Handling Fee and the Title Convenience Fee are automatically subtracted and displayed in the Total Fees column. The Pay To County column only shows what the Dealer Deputy owes to the county.

The Total Fee column shows the total fee collected, including in this example, the Title Convenience Fee of \$9.78 and the Dealer Deputy’s \$1.00 portion of the Processing and Handling Fee. These two fees total \$10.78, which is why the Total Fee amount for this vehicle is \$10.78 more than the amount that must be paid to the county.

The screenshot shows the 'Reviewed Title Groups with Payments Due' section of the Texas Department of Motor Vehicles web application. It features a search filter with fields for Group ID (P21588-227-25), Entity (Choose One), and Grouped Date (FROM 07/01/2016 TO 12/28/2016). Below the search filter is the 'Group Details' section, which displays: Group ID: P21588-227-25, Grouped Date: Oct 13, 2016, Pay To County: \$759.25, Grouped By: County, and Total Fees: \$770.03. A table below shows one title group: P21588 - ROGER BEASLEY IMPORTS INC - MAZDA SOUTH, with 1 title(s) in the group. The table has columns for VIN, Vehicle, Owner(s), Submitted Date, Reviewed Date, Total Fee, and Pay To County. The row for VIN 1C4RJEBG6EC107301 shows a 2014 JEEP CHE owned by JOHN SMITH, submitted on Sep 20, 2016, reviewed on Oct 13, 2016, with a Total Fee of \$770.03 and a Pay To County amount of \$759.25. Buttons for 'Cancel', 'Ungroup', and 'Record Payment' are at the bottom.

| VIN | Vehicle | Owner(s) | Submitted Date | Reviewed Date | Total Fee | Pay To County |
|-------------------|---------------|------------|----------------|---------------|-----------|---------------|
| 1C4RJEBG6EC107301 | 2014 JEEP CHE | JOHN SMITH | Sep 20, 2016 | Oct 13, 2016 | \$770.03 | \$759.25 |

Figure 2: Group Details Section Shows Amount Owed to County and Total Amount Collected

5 Setting the Title Convenience Fee

The Title Convenience Fee of up to \$10.00 is set by a motor vehicle dealer authorized to be a Dealer Deputy (configured by the county in webDEALER to issue license plate and registration sticker inventory). Once the fee is approved by the county and the Dealer Deputy has set the fee (up to \$10.00), that amount is assessed to each title application processed by the Dealer Deputy. The Dealer Deputy retains the entire Title Convenience Fee.