

TECHNICAL ADVISORY

DIVISION OF MOTORIST SERVICES



To:	Tax Collectors and License Plate Agents	
Subject:	HVUT (Heavy Vehicle Use Tax) Scanning	
Advisory Date:	01/09/13	Implementation Date: Immediately
Advisory Number:	R13-01	

Recently, FRVIS was modified to create a scan cover sheet automatically when a title clerk processes a registration transaction for a customer involving HVUT documentation. The modification applies to all heavy trucks with a GVW (Gross Vehicle Weight) of 55,000 pounds or more, which are being processed after 60 days from the acquired date.

When processing the transaction, the user will receive a pop-up question, “Do you have HVUT documentation with a visible IRS stamp?” If the user answers “Yes”, the transaction is processed and a scan cover sheet is printed with the registration. If the user answers “No”, the transaction is terminated and the user is returned to the T & R main menu. The user also has the option of answering with “EXEMPT”, if the transaction is within 60 days of the acquired date. FRVIS will verify the transaction is within 60 days of the acquired date and allow the transaction to be completed.

A scan cover sheet may be created manually for those transactions when documentation is submitted showing the HVUT has been paid and within the exemption period. The clerk would go to the registration history and select “Scan” from the menu options. A comment must be entered in FRVIS to allow the scan cover sheet to be printed.

When an HVUT scan cover sheet is generated for a transaction, it appears on the Scan EOD Report.

The HVUT Report will show all transactions for vehicles with a GVW weight of 55,000 pounds or more, unless a transaction is voided.

If a registration transaction is voided and an HVUT scan cover sheet was created, someone with the “Image Correction” role must void the scan cover sheet. A “comment” must be entered in FRVIS to allow the void. If the scan cover sheet is voided, it won’t appear on the Scan EOD Report.

If you have additional questions, please contact the Field Support Center.