

TECHNICAL ADVISORY

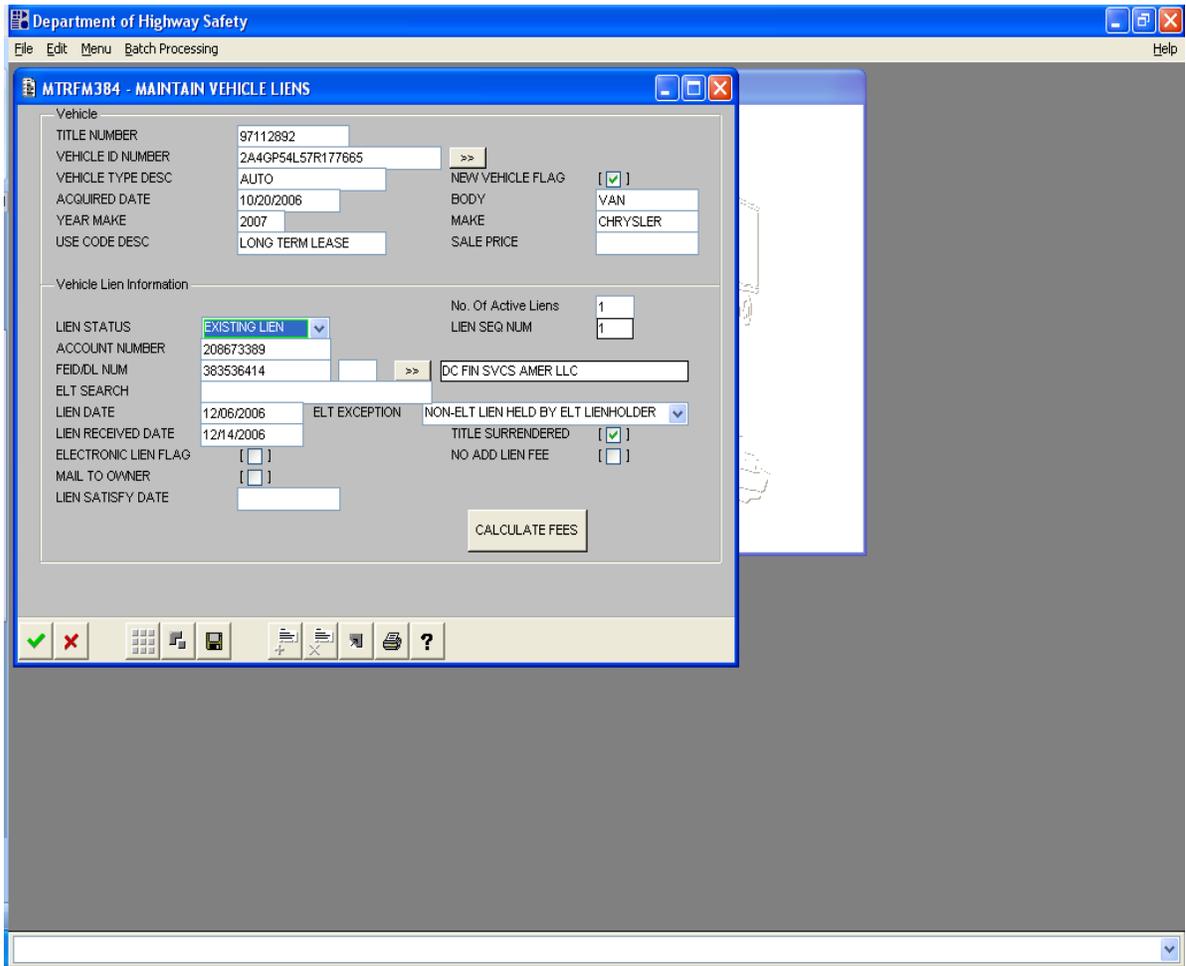
DIVISION OF MOTORIST SERVICES



To:	Tax Collectors and License Plate Agents	
Subject:	ELT Issues	
Advisory Date:	02/22/13	Implementation Date: Immediately
Advisory Number:	T13-01	

This advisory will address and provide clarification for several ELT processing issues that have been identified and reported.

1. It is imperative that the correct customer number be selected when adding a lien for an electronic lienholder. When a non-ELT customer number is erroneously selected for an ELT lienholder, the lienholder will not receive his title electronically and therefore will not be able to satisfy his lien electronically in the future.
2. The fact that the electronic title status is Electronic at the end of the transaction does not mean that an ELT lienholder customer was selected. Remember, all titles processed with new liens are now being held electronically. This means that all titles with new liens, whether the lien is non-ELT or ELT, will have an electronic title status of Electronic. The only way to ensure that the lienholder receives his title electronically is to be sure the electronic lien flag is checked on the Maintain Vehicle Liens screen when the lien is being added.
3. Some lienholders are submitting applications with an FEIN and an address that does not match the address of the ELT lienholder in our records. In these situations, you should choose the ELT customer that matches the FEIN regardless of the address. It appears that some dealers and lienholders don't realize that the ELT customer number they were provided should be entered in the DMV customer number field.
4. On applications where the account number or FEIN is not provided, always first use the ELT search function when you attempt to select the lienholder customer. Type the first few letters of the lienholder's name in the ELT Search field and TAB. A list will be provided of only ELT lienholders whose name (or alias name) begins with those same letters. Only when the lienholder cannot be found in the list provided from the ELT Search should you consider searching the entire customer file using the index button.



- Whenever FRVIS requires an ELT-exception reason, you are being alerted that you have not selected an ELT customer as the lienholder. Before continuing, you must determine that this lienholder is not in the practice of financing vehicles. If he/she does regularly finance vehicles (or even finances vehicles a few times a year), he/she is required by section 319.27 and 328.15, Florida Statutes, to become an ELT participant.

The online ELT list is updated weekly for quick verification. You will find this list at the following link http://www.flhsmv.gov/dmv/bulletins/ELT_List.htm.

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