

Welcome to the SCDMV

December 20, 2021

Dealer Connection - December 2021

The South Carolina Department of Motor Vehicles (SCDMV) continues to provide information about ways dealers and business customers can process transactions, from electronic vehicle registration (EVR) to in-person transactions.

In this issue, you'll find information on military license plates, dealer license renewals, and EVR tips.

Military License Plates

On May 6, 2022, due to a change in state law, the South Carolina Department of Motor Vehicles (SCDMV) will overhaul its military license plate program. To align with the new legislation, several changes are scheduled, including:

- Several plates will have adjustments to the required fees.
- Military plates will require validation each year.
- The SCDMV will no longer issue permanent military plates.
- Many new military plates will be made available for purchase to eligible individuals.
- A new benefit will be added to certain plates that will allow free parking.

More on this initiative will be forthcoming in the next Dealer Connection newsletter.

In the meantime, you can read the Act in its entirety [here](#).

Dealer License Renewal

With the end of 2021 approaching, the SCDMV encourages all dealers whose license is due to expire at the end of December to renew early and not wait until the last few days of the month.

The last three days of the year have historically been the three busiest days for all SCDMV branch offices. During this period, customers and dealers will most likely experience longer wait times.

If there are a significant number of dealer plates to renew in addition to the license, the SCDMV encourages dealers to visit a branch earlier in the day to ensure there is sufficient time to process all of them. To reduce wait times even further, consider submitting your renewal request as a dealer drop-off item.

Again, it is not recommended to wait until the last three days of the year to renew dealer licenses and dealer plates.

Electronic Dealer License Renewal Updates

The timeline for the Electronic Dealer/Wholesaler License Renewal project has been updated. For reference, please see the [SCDMV Dealer Connection, Issue 21, September 2021](#) for full details on the project.

Below is the updated tentative timeline for the Electronic Dealer/Wholesaler License Renewal project (changes are in red):

- Phase I: (for Pilot Dealers to test the system) -**August 31, 2022**
- Phase II: Full Rollout (for all Dealers to operate the new system) -**November 16, 2022**
- Phase III: All Dealers Transition to Online Only -**February 16, 2023**

If you would like to participate in the Pilot Program, please email a request to dealerdocuments@scdmv.net and provide the following information:

- Email Subject: REQUEST TO PARTICIPATE IN PILOT PROGRAM
- Dealership's Name
- Dealer #
- Contact Name
- Contact Number

The Dealer License and Audit Unit (DLAU) will follow up upon receipt of the

Dealer Titling Classes

Prior to the COVID-19 pandemic, the SCDMV provided training sessions on titling and registering vehicles in South Carolina for automobile dealers. To adhere to state public health guidelines, the in-person class was suspended.



For 2022, the agency is working on a plan to resume titling classes in person for dealers. Please see below for dealer titling classes offered at SCDMV Headquarters for Q1 2022.

Dealer Titling Class Schedule

- Feb 3, 2022 – 10 a.m. to 3 p.m.
- March 25, 2022 – 10 a.m. to 3 p.m.

To register for the Title and Registration class, send an email to training@scdmv.net.

Infrastructure Maintenance Fee on Rental Cars

Previously, the SCDMV did not charge the infrastructure maintenance fee (IMF) for vehicles that were used for short-term rentals. On May 17, 2021, Act #70 of 2021 was signed into law prompting the SCDMV to request the South Carolina Attorney General to review the collection of IMF as it pertains to rental cars owned and operated by companies.

After review, the Attorney General determined the SCDMV can collect IMF from owners and lessees of motor vehicles that are titled or registered in South Carolina for short-term rentals.

Therefore, effective January 1, 2022, the SCDMV will begin collecting IMF from owners and lessees of motor vehicles that are titled or registered in South Carolina for use as short-term rentals regardless of date of purchase. This applies to companies that purchase vehicles for their inventory and title them in South Carolina.

Customers who rent a motor vehicle for daily use will not be charged IMF. However, sales tax will be charged for the cost of renting the vehicle.

Tips for EVR Transactions

To improve customer service while utilizing the electronic vehicle registration process effectively, the following best practices are recommended:

- Ensure all documentation is ready and available for customers to sign.
 - This includes the Title Application (Form 400), secure Power of Attorney (POA), Buyer's Invoice, Bill of Sale, Change of Address, Name, Date of Birth, and/or Social Security Number (Form 4057), and potentially the Statement of Vehicle Operation in South Carolina (Form TI-006) for a customer presenting a non-SC credential).
- Ensure a Title or Manufacturer's Certificate of Origin (MCO) is on hand and properly assigned. If a title or MCO is not in your possession at the time of sale, maintain direct communication with the supplier of the title (auction company, lender, dealer, etc.) to ensure the title or MCO is received in a timely manner to transact the deal.
- Ensure all sections of the Title Application (Form 400), is completed, including gross vehicle weight (GVW) for trucks)
- If transferring an existing registration, verify the correct plate with the customer.
- Include the Affidavit & Notification of Sale of Motor Vehicle (PTO) form and a secure bill of sale or a buyer's invoice with all EVR transactions. These forms are required compliance documents.
 - A secure bill of sale is needed along with the Affidavit and Notification of sale of Motor Vehicle PTO) when a Buyer's Order is not available. This is used to verify the IMF paid and registration fees collected by the dealer.
 - A secure POA (Blue copy) is required when the title is being held by the lienholder or security interest at the time of transfer or the title (without a lien) is lost, stolen, or destroyed and a duplicate title is required to complete the transfer of ownership. A general or limited POA (typically a white copy) is needed when the customer is not available to sign documents and the dealership/agent is signing on behalf of the customer.
- Applying for a SC duplicate title should be completed prior to utilizing Updated Phase 1 (UPD1) and Update Phase 2 (UPD2).
- Review Out-of-State titles for odometer or brand errors. If an out-of-state title has an error, contact the titling state for a corrected title before proceeding with the current transaction.
- Ensure the correct out-of-state title number is entered prior to finalizing the EVR transaction.
- Monitor pending EVR transactions (UPD1) nearing the 45-day registration expiration. Consult with your EVR Service Provider if you are unable to void UPD1.
- Staff at SCDMV Branch offices and SCDMV headquarters are unable to process any dealer transaction where the title status is "PENDING EVR."
- Ensure all EVR transactions are finalized and in the order of the bundle report before mailing packets to SCDMV HQ. Documents should be free of all staples.

Reminder: How to Enter Out-of-State Title Number

EVR Dealers should use caution when entering out-of-state title numbers through the EVR interface. Although the entry field is identified as “Previous Title Number,” the dealer should always enter the current title number from the out-of-state title.

As a reminder, the states of California and New York do not have title numbers listed on their titles. The title number for California and New Jersey is identified as the “Title Issue Date”. To enter the date as a title number through the EVR interface, the dealer should enter the date in the following format “YYYYMMDD”. An example, if a New York title has the issue date as **08/26/2019**, the dealer should enter **20190826**.



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