

# REMITTER *bulletin*

A newsletter for Vehicle Dealers and Remittance Agents

## Electronic Registration and Title coming this fall

Secretary of State Jesse White's office will introduce a new program this fall involving titles and registrations. The Electronic Registration and Titling Program (ERT) is a partnership between the State of Illinois and dealerships, remitters, financial institutions, fleets and other business partners.

As agents for the Office of the Secretary of State, these business partners will be able to title and register vehicles for themselves and their customers. Through the ERT program, an agent will be able to electronically process title applications and vehicle registrations and issue

license plates, stickers and registration credentials to customers at the agent's place of business.

The ERT program will start with a pilot program in the fall, which will last up to one year. The Secretary of State's vendor will be involved in recruiting participating agencies statewide. The program is designed to provide all areas of the state an opportunity to participate, including both larger and smaller businesses. At the conclusion of the pilot program, the Vehicle Services Department expects to implement the ERT full-scale, making adjustments to operational issues observed during the pilot program.

For more information about the ERT Program, please call Bill Hubbs at 217-524-5119.

"This program is one more way the office is streamlining services for the people of Illinois," said Secretary of State Jesse White. "The ERT program provides more options for Illinois customers in efficient and convenient services, overall improvement in title and registration quality, and more efficient application processing within the Vehicle Services Department."

### Driver's license, FEIN numbers required

Effective immediately, a driver's license/state ID card number or Federal Employer Identification Number (FEIN) must be included on all title/registration applications and renewals.

- If the vehicle is to be titled and registered in a business name, enter the FEIN in the space provided for the driver's license/state ID card number.
- If there is a driver's license/state ID card number or FEIN pre-printed on the renewal form, check to make sure it is correct.
- If the space is blank or the number is incorrect, write in the correct driver's license/state ID card number or FEIN in the space.

Failure to include the driver's license/state ID card number or FEIN will result in delays in processing an application. New applications and forms that reflect this change will soon be available.

### Secure Power of Attorney

A red Secure Power of Attorney form must be used any time a customer is granting signature authority to another person to certify the required odometer reading on the Assignment of Title.

- Part A must be completed when the original buyer is disclosing the odometer reading on behalf of the seller.
- Part B, along with Part A, must be completed if there is a subsequent buyer on the same vehicle.
- Part C also must be completed if parts A and B have been completed.

### Vanity/Personalized plates fee changes

Effective Jan. 1, 2004, fees changed for vanity and personalized plates. The definitions for vanity and personalized plates also have changed. For a brochure with specifications for vanity and personalized plates, please call the Secretary of State's Special Plates Division at 217-785-0005.

#### Vanity Plates

Original issuance .....\$94  
 Renewal .....\$13 (in addition to the \$78 registration fee)

#### Personalized Plates

Original issuance .....\$47  
 Renewal .....\$7 (in addition to the \$78 registration fee)

## Sales Tax Forms

When an Illinois dealer makes a retail sale of an item required to be titled or registered in Illinois (i.e., motor vehicles, watercraft, aircraft, trailers, mobile homes), a Sales Tax Transaction Return-Form ST-556 must accompany the Application for Title/Registration. Form ST-556 is due no later than 20 calendar days after the date of delivery of the item sold.

A separate ST-556 return form is required for each item sold. For example, the sale of a boat and a trailer must be reported on two separate ST-556 return forms. If a title to a watercraft is being applied for in Illinois, send Form ST-556 and the title application to:

**Illinois Department of Natural Resources**  
P.O. Box 19226 • Springfield, IL 62794-9226

If applying for registration for an aircraft in Illinois, send Form ST-556 and the registration application to:

**Illinois Department Of Transportation**  
Division of Aeronautics  
Capital Airport  
1 Langhorne Bond Dr. • Springfield, IL 62707-8415

If the item is not going to be titled or registered in Illinois (i.e., a sale to an out-of-state resident), send the sales tax return form directly to:

**Illinois Department Of Revenue**  
Retailers' Occupation Tax  
P.O. Box 19042 • Springfield, IL 62794-9042

Occasionally, it is necessary to amend an ST-556 return. To amend the original ST-556 return, an Amended Sales Tax Transaction Return-Form ST-556-X must be filed. Following are situations that may require an amended tax form:

- Deal was canceled and item sold was returned.
- Information originally reported was incorrect.
- Tax paid on original return was more than amount of tax due.
- Tax paid on original return was less than amount of tax due.

To obtain these tax forms, please contact:

**Illinois Department of Revenue**  
P.O. Box 19015 • Springfield, IL 62794-9015  
800-356-6302 • 800-732-8866 • 217-782-3336  
[www.Iltax.com](http://www.Iltax.com)

## Replating Fiscal Plates

Fiscal plates that expire in June are currently being replated and include the following plate categories:

- Flat-weight Truck (D-Z)
- Flat-weight Truck Tractor
- Flat-weight Trailer (TB-TN)
- Conservation Truck and Truck Tractor
- Farm Truck and Truck Tractor
- Farm Trailer
- Permanently Mounted (PM)
- Public Transportation (PT)
- Medical Carrier (MC)

Upon renewal, a set of new-design license plates with a random number or a yellow temporary registration sticker ("T"), valid for 120 days or until receipt of the new-design plates, will be issued. On renewal applications, if the box marked "Send me a random-number plate because I do not wish to retain my current license plate number" is checked, the customer will receive new-design, random-number license plates. If the box is not checked, the customer's current license plate number will be on the new-design plates.

Please allow 8-10 weeks for the delivery of new-design plates. Replacement temporary registration stickers may be obtained only at full-service Secretary of State facilities. For questions regarding these plate categories, please call 217-785-1800.

## Illinois Base Plate/IRP Plate reminders

Please consider the following information on Illinois Base Plates and IRP Plates before determining what type of plates best suit your trucking operations.

### Illinois Base Plates

- Base plates allow unlimited mileage operations in the state of Illinois; you are not required to track mileage.
- Fees may be paid in two equal parts — half due at the time of renewal and the balance due by Dec. 15, 2004. A surety bond or certificate of deposit must be obtained for the second installment prior to paying the first installment.

### Illinois IRP Plates

- Vehicles registered under the International Registration Plan (IRP) must operate into two or more states within a 24-month period.
- Registrants are required to maintain daily mileage records, or face stiff penalties, and must maintain records for 5 1/2 years.
- Registrants licensed to operate interstate also are required to report mileage and fuel purchases on a daily basis and file quarterly fuel tax reports to the Illinois Department of Revenue. They also may be required to contact the Illinois Commerce Commission, the Illinois Department of Transportation and the Federal Highway Administration.
- Interstate vehicle operators that fail to purchase and display fuel decals are subject to fines and penalties.
- IRP registrants are required to pay fees with a certified check and money order or obtain a statement from their financial institution.

For more information, please call 217-782-4815, 217-782-4816 or 217-782-2392, or visit [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).