



# GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

P.O. Box 740381, Atlanta, GA 30374-0381 ▪ Tel: 1-855-406-5221

Lynnette T. Riley, Commissioner ▪ Georgia Steele, Director

## NOTICE TO COUNTY TAG OFFICES Confirmation of Requirement for Dealers to Use Electronic Title and Registration (ETR) – Effective August 24, 2018

### Why are we receiving notification?

- Effective **August 24, 2018**, the Department of Revenue (DOR) is rescinding the prior bulletin providing motor vehicle dealers with certain waivers from using Electronic Title and Registration (ETR). A copy of that bulletin, titled “Waiver of Mandatory Electronic Title and Registration (ETR) for Applications for Title Filed in Purchaser’s County of Residence,” which was effective May 8, 2018, is attached for your reference.
- Georgia law provides that motor vehicle dealers are required to submit all applications for a certificate of title to the Department of Revenue electronically, subject to the exceptions below. The electronic application is filed with the DOR through ETR.
- In circumstances where the buyer is claiming an exemption from title ad valorem tax (TAVT) or in the case of other “ETR exceptions” approved by the DOR, the county tag agent should continue to process those applications in paper form. Some examples are vehicles that will be registered under the International Registration Plan (IRP), titles for buyers qualifying for disabled veteran or Purple Heart treatment, government vehicles, and dealer loaner vehicles.
- House Bill 761 also provides for a waiver from the mandatory use of ETR for dealers who sell no more than ten motor vehicles per month on average. The DOR is developing procedures to implement that exception and will provide details on those procedures at a later date.

### What do we need to do?

- Effective immediately, your office should instruct dealers that submit paper title applications that dealers are required to file applications electronically using ETR. Your office should not process paper title applications for dealers unless the application fits within one of the DOR-approved “ETR exceptions.”

### For More Information

For more information, visit the Motor Vehicle Division website at [dor.georgia.gov/motor-vehicles](http://dor.georgia.gov/motor-vehicles) or contact the Motor Vehicle Division at 1-855-406-5221 from 8:00 am to 4:30 pm ET, Monday through Friday, excluding holidays.



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## NOTICE TO COUNTY TAG OFFICES

### Waiver of Mandatory Electronic Title and Registration (ETR) for Applications for Title Filed in Purchaser's County of Residence

#### Why are we receiving notification?

- Effective May 8, 2018, under certain conditions, Georgia law allows the Department of Revenue (DOR) to waive the requirement for motor vehicle dealers to file all title applications electronically (online) through the Georgia Electronic Title and Registration (ETR) system.
- For administrative convenience in implementation, the DOR is automatically granting a waiver to any dealer of the requirement to file a title application via ETR *as long as the title application is filed at the County Tag Office in the purchaser's county of residence*. In other words, all title applications filed in the purchaser's home county may be filed in paper form.
- Dealers filing paper applications must submit to the County Tag Office:
  - a properly completed certificate of title application,
  - proper supporting documents, and
  - payment of the correct title ad valorem tax (TAVT).
- Note that additional limited waivers will be available in May 2019 when the new DRIVES system goes live and will be able to process inter-county paper applications filed in the dealer's county.

#### How should we process paper title applications?

- Effective immediately, any dealer may choose to file title applications and supporting paperwork at the County Tag Office in the purchaser's county of residence. In these cases, your office should assume that the DOR has granted the waiver from the ETR filing requirement – no waiver form is necessary.

**Example:** Dealer owns a dealership in County 1. Dealer sells a vehicle to Customer who lives in County 2. Dealer may file the title application via ETR, or in paper form at the County 2 Tag Office where Customer lives. If Dealer attempts to file a paper application at the County 1 Tag Office, where the dealership is located, the County 1 Tag Office should instruct Dealer to either file the application using ETR, or to file the paper application at the County 2 Office, the county where Customer lives.

#### Are there any other transactions that are not processed through ETR?

- A limited number of transactions are always processed in paper form as they cannot be processed through ETR. These include transactions exempt from TAVT, such as title applications for certain disabled veterans and non-resident service members, trucks and charter buses registering under the International Registration Plan (IRP), vehicles purchased by government entities, loaner vehicles, and vehicles titled in a dealer's name. These transactions will continue to be processed directly through the County Tag Office, rather than through ETR.



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