

# Dealer Advisory

February 6, 2019



## Important Details about the Update to the Online SOS System

As all dealers have been notified, the Michigan Department of State (MDOS) is launching the new online Customer and Automotive Record System (CARS) on February 19, 2019. This update has been in development for quite a few years; it will modernize certain dealer actions and ultimately provide timely, reliable and easy access to information. Following are some important things to know about the launch of CARS:

### **Temporary suspension of dealer processing on Friday, February 15 at 5:00 p.m.**

While the state realizes there is never an ideal “down time” for dealers, the current system will have to be shut down before the new system can go live. CVR and SOS branch offices will temporarily suspend processing of dealer transactions on Friday, February 15 at 5:00 p.m. Services are expected to resume Tuesday, February 19. Dealers are highly encouraged to submit branch office transactions by February 13 so they can be finalized and processed prior to the Friday at 5:00 p.m. deadline. Also, note that Monday, February 18, is President’s Day and SOS offices are closed.

The MDOS has been working with CVR and DMS providers to ensure dealership systems will be prepared for the February 19 launch of CARS.

### **How to set up your CARS account**

**Dealerships must register with the new CARS system between Tuesday, February 19 and Friday, March 8.** If the dealership has provided an active email address to MDOS, an email will be sent on February 19, 2019. The letter will contain an authorization code and instructions for accessing your account in the new CARS system. You may wish to verify your email by contacting the state at [licensing@michigan.gov](mailto:licensing@michigan.gov) to ensure they have the appropriate email on your account. (If there is not a valid email on the account, a letter will be sent in the mail on February 19, 2019. Please allow 1-2 weeks for standard mail processing.)

### **BFS-4 registrations (15 day permits) will exclusively be printed through the CARS system**

Once set up on the CARS system, dealers will no longer purchase BFS-4 stock; these new registrations will be printed directly from an office printer. With the implementation of the new BFS-4, each temporary permit will be a live registration with the state, with a serialized number that is tied directly to the vehicle record. (This will allow law enforcement to determine whether the BFS-4 was issued for the vehicle in question.) The new BFS-4 can be displayed in the rear window or where a license plate is typically affixed to a vehicle.

- **Dealers *must* begin printing BFS-4 registrations through the CARS system no later than March 9.**
- While the MDOS system is shut down, CVR and non-CVR dealers will be required to use existing BFS-4 stock for all vehicle sales needing a new plate.
- The existing BFS-4 process and stock remains usable through March 8. Permits issued March 8 will expire March 23.
- **Please check your current stock to ensure you have enough temporary permits.** These will be required from February 15 at 5:00 pm until your dealership begins printing the permits through CARS (no later than March 9). No refunds will be provided on

### **New \$1.00 title lien fee**

Effective February 19, 2019, MDOS will start collecting a \$1.00 lien placement fee at title application. This applies to financed purchases and leases. If there is a lien on the transaction, \$16.00 will be noted in the title fee line of the RD-108, as opposed to the regular \$15.00 fee. (This fee has been written into state law for some time, but was not previously implemented.)

### **New plate registration transfer fee “up charge”**

Also effective February 19, 2019, when transferring a plate between two vehicles *of different fee categories*, if the fee category of the new vehicle is higher than the existing registration fee category, the pro-rated difference must be charged in addition to the \$8.00 transfer fee. (When transferring a plate to a new vehicle that is either the same or lower fee category, there will be no change from the current plate transfer process.) For dealers who *do not* use CVR, the Department of State will provide a worksheet explaining how to calculate the correct registration fee. If using CVR, this new fee will be automatically calculated during the RD-108 application process.

### **Fleet owners / managers**

It is recommended that dealers with a fleet renew their registrations early, rather than waiting until the March 1, 2019 renewal. This will help avoid potential hold-ups on your renewal while the state is managing the CARS transition.

### **CVR dealers**

CVR is communicating with its participating dealers on specific details of the down time and implementation of the new system. CVR has also worked with the state to build-in automatic calculating of the \$1.00 lien fee and the plate registration transfer fee up charge. CVR dealers should contact their CVR representative with any questions regarding the CVR implementation.

For additional information about this CARS update, the Department of State has developed a list of frequently asked questions (FAQs) regarding implementation, tutorials and how it affects you. It may be viewed at [www.michigan.gov/CARSBIZ](http://www.michigan.gov/CARSBIZ). If you have other questions you may also call DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

**[Printer friendly PDF of this advisory](#)**

**[Notice provided to dealers from their branch office](#)**

---

#### **Michigan Automobile Dealers Association**

1500 Kendale Boulevard, P.O. Box 2525

East Lansing, MI 48826-2525

[www.michiganada.org](http://www.michiganada.org)

Phone (517) 351-7800

Fax (517) 351-3120

#### **Detroit Auto Dealers Association**

1900 West Big Beaver

Troy, MI 48084-3537

[www.dada.org](http://www.dada.org)

Phone (248) 643-0250

Fax (248) 643-8788

# Dealer Advisory

February 11, 2019



Having trouble viewing this message? [click here](#)

## NEW! Details about the Update to the Online SOS System

As you are aware, the Michigan Department of State (MDOS) is launching the new online Customer and Automotive Record System (CARS) on February 19, 2019. This notice is a follow up to our February 6, 2019 advisory. Please see the [previous advisory](#) for additional information.

### Temporary suspension of dealer processing

**\*\*Transaction Deadlines Have Been Revised!\*\***

**CVR dealers:** Transactions through CVR must now be completed by **Thursday, February 14 at 8:00 p.m.** CVR and MDOS made the decision that it is necessary to finalize dealer transactions earlier to ensure all transactions can be updated into the new system. CVR will be following up with their dealers to provide more information.

**Branch office transactions:** SOS branch offices will be open on Friday, February 15, but operating in limited capacity as they prepare to shut down. Dealers are highly encouraged to submit dealer transactions by **Wednesday, February 13** so they can be finalized and processed prior to the shut down.

Also note that branch offices will be completely closed on Saturday, February 16 and Monday, February 18 in observance of President's Day. Services for all dealer transactions are expected to resume Tuesday, February 19.

### How to set up your CARS account

Dealerships must register online between Tuesday, February 19 and Friday, March 8. The state will send dealers an authorization code and instructions for accessing their account in CARS. If you do not receive the email from the state, a weblink will be available to request a new authorization code. You will need your dealer number and first 5 digits of the dealer's address.

### Worksheet to calculate plate registration transfer fee "up-charge"

MDOS has created a fillable, auto-calculating worksheet both CVR and non-CVR dealers may use to calculate this new plate registration transfer fee up-charge. Reminder: an up-charge is assessed when transferring a plate *if the fee category of the new vehicle is higher than the old vehicle's registration fee category.*

- Complete the *Transfer Fee Registration Credit Calculation Worksheet* to determine the registration fee owed ([EXAMPLE worksheet](#)). The state's auto-calculating worksheet will be posted online on Feb. 19)
- To find the **new vehicle's 12-month registration fee**, use the state's *Plate Fee Calculator* and *Base Price and Plate Fee Chart* look-ups: [https://www.michigan.gov/sos/0,4670,7-127-49534\\_50300-158285--,00.html](https://www.michigan.gov/sos/0,4670,7-127-49534_50300-158285--,00.html)
- To find the **old vehicle's 12-month registration fee**, use this lookup: <https://www.michigan.gov/sos/0,4670,7-127-1585-396789--,00.html>
- Keep a copy of the lookup results and the completed worksheet in the deal jacket.

The calculated fee will be noted in the *License Plate Fee* box of the RD-108. The existing \$8.00 fee will still be charged to the customer and noted in the *Plate Transfer Fee* box. (See image

below.) At this time it is not necessary to submit the worksheet with the RD-108 paperwork

**License Plate Fee:** when transferring a plate *between two vehicles of different fee categories*, if the fee category of the new vehicle is higher than the existing registration fee category, the pro-rated difference must be charged. The state's worksheet can be used to calculate this fee. CVR transactions will automatically calculate the correct fee.

**Title Fee:** if there is a lien on the transaction note \$16.00 in the title fee line. If not, note \$15.00. CVR transactions will automatically note the correct fee.

**Plate Transfer Fee:** an \$8.00 fee will still be charged when transferring a plate.

*Note: the new \$1.00 lien fee and the new plate registration transfer fee have been written into state law for some time, but were not previously implemented.*

MADA and the state have been in communication with DMS providers about these updates. However, dealers may want to contact their DMS provider to ensure they have everything in place for the February 19 launch of CARS.

For additional information about this CARS update, the Department of State has developed a list of frequently asked questions (FAQs) regarding implementation, tutorials and how it affects you. It may be viewed at [www.michigan.gov/CARSBIZ](http://www.michigan.gov/CARSBIZ). If your question is not answered there, dealers may call the CVR help desk or the MDOS if they have issues. Of course, dealers are also welcome to contact DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

[Printer friendly PDF of this advisory](#)

## Special request for dealer assistance from the MDOS

During the upgrade to the CARS platform, SOS branch offices, online services and auto business transactions will be taken offline and unavailable. To help get the word out to Michigan residents, the state is asking dealers to help share an important public service message about the temporary shutdown as the state transitions from a decades-old computer system to the new CARS system. **Please share this information through your own communication channels**, such as blog posts, Twitter and Facebook.

[Twitter Post](#)

[Facebook Post](#)

[PDF of news release, CARS logo and short newsletter-ready article](#)

### Michigan Automobile Dealers Association

1500 Kendale Boulevard, P.O. Box 2525  
East Lansing, MI 48826-2525  
[www.michiganada.org](http://www.michiganada.org)  
Phone (517) 351-7800  
Fax (517) 351-3120

### Detroit Auto Dealers Association

1900 West Big Beaver  
Troy, MI 48084-3537  
[www.dada.org](http://www.dada.org)  
Phone (248) 643-0250  
Fax (248) 643-8788

# Dealer Advisory

February 14, 2019



Having trouble viewing this message? [click here](#)

## Additional Notifications about the Update to the Online SOS System

Dealers have asked for clarification regarding a number of issues related to the Michigan Department of State's launch of the new online Customer and Automotive Record System (CARS) on February 19, 2019. Please see the following information and also review the previous [February 6 advisory](#) and the [February 11 advisory](#) for additional details.

### **Important NEW information. Please read!**

- \* **BFS-4 stock** (required from now until a dealer begins issuing through CARS) will only be available for purchase through your branch office until Friday, February 15 at 5:00 p.m. **If you need more to get you through the weekend (or through March 8 at the latest)**, you must visit your branch office this Friday.
- \* **Branch offices will still accept your dealer transactions until 5:00 p.m. on Friday**, to be placed in the queue for processing when CARS is online. While these transactions will not be processed this week, the state welcomes the paperwork so they can begin entering them into the new system.
- \* The normal three transaction limit will be in place on Tuesday, February 19. You may wait in line to get three transactions processed, but any additional dealer transactions will still need to be left in the dealer drop box.
- \* Please note that the \$1.00 lien fee is added only to sales of motor vehicles. For example, it would not be applicable when purchasing a trailer.
- \* On February 19, download the *Transfer Fee Registration Calculation Worksheet* ("up-charge" calculator) to your computer. The state has found that there are rare occasions where the built-in calculator does not work for certain operating systems when used directly from the Internet.

### **How do we handle vehicle sales during the CVR and branch office shut down?**

The lien fee and plate transfer fee are based upon the **PURCHASE DATE** listed on the RD-108. For example, if a customer purchases a car on Monday, February 18 and paperwork is signed and finalized on that date, the current, "pre-CARS" fees will be assessed (even though the sale won't technically be entered into the CARS system until February 19).

The new \$1.00 lien fee and plate registration transfer "up-charge" take effect for vehicles sold on or after February 19, 2019.

---

**Purchase Date:** The date of purchase listed on the RD-108 determines what fees to include.

\* If purchased Feb. 18 or earlier, the current "pre-CARS" fees are assessed.

\* If purchased Feb. 19 or after, the \$1.00 lien fee

Michigan Department of State Application for Title and Registration  
Statement of Vehicle Sale

Purchase Date \_\_\_\_\_ Stock Number \_\_\_\_\_  
Delivery Date \_\_\_\_\_ Base MSRP \_\_\_\_\_

Dealer:  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
Dealer License Number \_\_\_\_\_ Sale \_\_\_\_\_

Michigan Department of State App  
Statement of  
Purchase Date \_\_\_\_\_  
Delivery Date \_\_\_\_\_

Vehicle Sold:  New  Used  Demo Trade-In  Yes  No 1)

Trade-In Year \_\_\_\_\_ Trade-In Make \_\_\_\_\_ Vehicle Identification Number (VIN) \_\_\_\_\_ 2)

Vehicle Registration to Transfer Plate  
Expires 15 Days After Delivery Date Complete Names at \_\_\_\_\_

Plate Transferred From: Year \_\_\_\_\_ Make \_\_\_\_\_

Vehicle Identification Number (VIN): \_\_\_\_\_ Plate Number: \_\_\_\_\_ Temp. Expiration Date: \_\_\_\_\_ Complete Names at \_\_\_\_\_

and plate transfer "up-charge" will be included on a qualifying vehicle sale.

### Calculation resources:

- Plate registration transfer fee up-charge – [example worksheet](#) (auto-calculate version available Feb. 19)
- New vehicle 12-month registration fee – [plate fee calculator, base price and plate fee chart](#)
- Old vehicle 12-month registration fee – [registration fee lookup](#)

### **I need additional staff to have access to our CARS account. How can I do this?**

Unless special permission is requested by the dealership and granted by MDOS, dealers are allowed one (1) Account Manager for each dealer license. The Account Manager will assign access for other dealership staff to CARS e-Services. For Class A dealers, this includes up to a total of three (3) users assigned to issue BFS-4 Temporary Registrations.

Once dealers are registered with CARS, if you find you need additional users you may request access for additional staff by contacting MDOS Business Licensing at [licensing@michigan.gov](mailto:licensing@michigan.gov). Allow 5 business days for the state to review your request. Include in the request:

1. The reasons why the dealership needs additional staff to have access to CARS (be detailed).
2. The name and title of each person who would like access. Please list by level of priority.
3. What level of access for each person (Account Manager and/or BFS-4 issuer).

### **Will there be any changes to the RD-108?**

No, the RD-108 will remain the same. The \$1.00 lien fee will simply be added to the existing *Title Fee* line. The plate registration transfer fee up-charge will appear on the *License Plate Fee* line. A typical transfer transaction will have a fee listed for the *License Plate Fee* plus the \$8.00 transfer fee noted on the *License Transfer Fee* line.

### **Additional Reminders**

**\* CVR dealers: transactions through CVR must be completed by Thursday, February 14 at 8:00 p.m.**

**\* President's Day closures:** all branch offices will be closed on Saturday, February 16 and Monday, February 18 in observance of the holiday.

**\* CARS registration deadline:** dealerships must register online between Tuesday, February 19 and Friday, March 8. The state will send dealers an authorization code and instructions for accessing their account in CARS. If you do not receive the email from the state, a weblink will be available to request a new authorization code.

**\* Dealer LICENSE paperwork:** to properly focus on the transition, the MDOS will not accept any license changes for dealerships, repair facilities or mechanics from now through February 19, and processing will be delayed for the remainder of that week. This includes things such as name / address / officer changes, or other changes to dealership information. In addition, the state will not accept any *new dealer license applications* until February 25.

For additional information about this CARS update, the Department of State has developed a list of frequently asked questions (FAQs) regarding implementation, tutorials and how it affects you. It may be viewed at [www.michigan.gov/CARSBIZ](http://www.michigan.gov/CARSBIZ). If your question is not answered there, dealers may call the CVR help desk or the MDOS if they have issues. Of course, dealers are also welcome to contact DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

[Printer friendly PDF of this advisory](#)

## Special request from the MDOS

During the upgrade to the CARS platform, SOS branch offices, online services and auto business transactions will be taken offline and unavailable. To help get the word out to Michigan residents, the state is asking dealers to help share an important public service message about the temporary shutdown as the state transitions from a decades-old computer system to the new CARS system. **Please share this information through your own communication channels**, such as blog posts, Twitter and Facebook.

[Twitter Post](#)

[Facebook Post](#)

[PDF of news release, CARS logo and short newsletter-ready article](#)

### Michigan Automobile Dealers Association

1500 Kendale Boulevard, P.O. Box 2525  
East Lansing, MI 48826-2525  
[www.michiganada.org](http://www.michiganada.org)  
Phone (517) 351-7800  
Fax (517) 351-3120

### Detroit Auto Dealers Association

1900 West Big Beaver  
Troy, MI 48084-3537  
[www.dada.org](http://www.dada.org)  
Phone (248) 643-0250  
Fax (248) 643-8788

# Dealer Advisory

February 19, 2019



Having trouble viewing this message? [click here](#)

## Guidelines for Accessing & Using Your CARS Account

**Please be aware that CVR and SOS user activity is extremely high today. Dealers and the state are processing work from the weekend, causing the system to be strained. Please be patient. Systems are working, but there are times when the work is slow.**

As dealers have begun using the new CARS e-Services, we have received a number of questions. After clarifying details with the state, we would like to offer additional guidance as you become familiar with the state's new system. **Please pay special attention to the highlighted NEW! information.**

[Click here to access the new CARS e-Services website.](#)

**Process sales made while CVR and branch offices were closed.** Vehicle transactions made over the weekend should now be entered into CVR or delivered to your branch office. (Transactions with a purchase date of Feb. 18 or earlier *should not* be assessed the additional CARS fees.) As a reminder, the normal three transaction limit will be in place at branch offices. You may wait in line to get three transactions processed, but any additional dealer transactions will still need to be left in the dealer drop box.

**Used vehicle title information - process change.** When completing documents for a used vehicle sale, the title should no longer be entered with a "letter" at the end. CVR and CARS do not require (or allow) the letter at the end of a vehicle title. Simply enter the title without the final letter.

**Look for an email from MDOS.** The person at your dealership whose email address is on file with MDOS should receive an email from the state with an authorization code and instructions for accessing your account in CARS. (If you do not receive the email first check junk/spam folders. If needed, a [weblink](#) will be available on the state's website to request a new authorization code.)

**No email on file?** The state will mail the letter via USPS. Please allow 1-2 weeks for delivery.

**Register between Tuesday, February 19 and Friday, March 8.** It is *not* mandatory that a dealership immediately register with CARS. You can conduct business and sell vehicles like normal, using CVR or your branch office. However, **an account must be established and operational by March 9, 2019**, as BFS-4 Temporary Registrations must be issued using CARS e-Services on this date.

**When registering, assign an Account Manager and system users** to manage the CARS account and issue BFS-4s.

**Following are instructions for setting up your users, provided by MDOS.**

1. The initial dealer representative that gains access to the system is considered the account manager.
2. Second user will select *sign-up* at e-Services log-in screen; select user ID and password. Complete the registration process as normal.
3. Upon selecting the delivery option for the access token, that copy of the access token letter will be delivered to the account manager.



4. Account manager will provide the access token to the new user.
5. New user then completes the registration process to gain full access.
6. New vehicle dealerships are authorized for up to three users; used vehicle dealerships are authorized for up to two users.
7. The account manager can delete accounts as necessary.

Once you have had a chance to become familiar with CARS, if you find you need additional users you may request access by contacting [licensing@michigan.gov](mailto:licensing@michigan.gov). *Allow 5 business days for the state to review your request.* Include in the request:

1. The reasons why the dealership needs additional staff to have access to CARS (be detailed).
2. The name and title of each person who would like access. Please list by level of priority.
3. What level of access for each person (Account Manager and/or BFS-4 issuer).

**Update bookmarks for necessary MDOS search forms.** The state has updated links for a number of its search forms, look-ups and calculators. **Please go to the new [CARS website](#) to access these forms:**

Under the *Calculate Fees* heading:

- **Registration Fee Calculator**
- **Renewal Fee Calculator**
- **Registration Transfer Fee Calculation Sheet**  
(This form has been updated with clarifications in red to calculate the 12-month registration; please make sure you are using the most current version.)

Calculate Fees	
<a href="#">Registration Fee Calculator</a>	
<a href="#">Renewal Fee Calculator</a>	
<a href="#">Registration Transfer Fee Calculation Sheet</a>	

To access the **Repeat Offender Inquiry**:

- Under the *Business Services* heading click *Dealer Services*
- A new page will open; click *Search* for the Repeat Offender Inquiry

Business Services	
<b>Dealer Services</b>	
<a href="#">Direct Access and List Sales Services</a>	
<a href="#">Drivers Education Services</a>	
<a href="#">Repair Facility Services</a>	
<a href="#">BAIID Manufacturers</a>	

**The [Vehicle Base Prices Chart](#) can still be found through its old link.** This information is often used to find the fee category for out of state vehicles or used cars.

**Start charging the new fees on vehicles purchased on or after February 19, 2019,** even if you are not yet registered with CARS.

- Begin collecting a \$1.00 lien placement fee for financed purchases and leases. This fee applies to motor vehicles, not purchases such as hitched trailers.
- When transferring a plate, also calculate and collect the plate registration transfer fee *if the fee category of the new vehicle is higher* than the old vehicle's registration fee category. The regular \$8.00 plate transfer will also still be charged.

**Determine when to begin printing BFS-4 registrations (15 day permits) through CARS.** No later than March 9, 2019, dealers must print BFS-4 registrations through CARS, using an office printer. These will print with a serialized number that is tied directly to the vehicle record. Even if registered with CARS sooner (which is recommended), a dealer can choose to continue using the existing BFS-4 process and stock through March 8. Permits issued March 8 will expire March 23.

**Please review the previous DADA/MADA advisories for more information:**

- [February 6 advisory](#)
- [February 11 advisory](#)
- [February 14 advisory](#)

For additional information about this CARS update, the Department of State has developed a list of frequently asked questions (FAQs) regarding implementation, tutorials and how it affects you. It may be viewed at [www.michigan.gov/CARSBIZ](http://www.michigan.gov/CARSBIZ). If your question is not answered there, dealers may call the CVR help desk or the MDOS if they have issues. Of course, dealers are also welcome

to contact DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

[Printer friendly PDF of this advisory](#)

**Michigan Automobile Dealers Association**

1500 Kendale Boulevard, P.O. Box 2525

East Lansing, MI 48826-2525

[www.michiganada.org](http://www.michiganada.org)

Phone (517) 351-7800

Fax (517) 351-3120

**Detroit Auto Dealers Association**

1900 West Big Beaver

Troy, MI 48084-3537

[www.dada.org](http://www.dada.org)

Phone (248) 643-0250

Fax (248) 643-8788

# Dealer Advisory

February 21, 2019



Having trouble viewing this message? [click here](#)

## Guidelines for Accessing & Using Your CARS Account [Feb. 21 at 11:00 am]

Let us begin by saying how much the Michigan Department of State appreciates dealers' feedback, patience and understanding. The previous SOS system was around 35 years old so this new update is a significant one, with many changes. The state is attempting to resolve issues as quickly as possible. By the end of today, they hope to have issues resolved so dealers have a better opportunity to look around the various CARS links and become familiar with the new system.

Following is new information to be aware of. We will continue to update dealers as we confirm further details with the state.

### Registration Transfer Fee Calculation Sheet

**\*\*New version as of Feb. 21 at 9:30 am!\*\***

<b>A. New Vehicle's 12 Month Registration Fee</b> May be obtained from the Department's online Registration Fee Calculator or fee charts. <b>You must use today's date, not owner's birthdate on the Registration Fee Calculator.</b>	Enter Amount \$ <input type="text"/>
<b>B. Old Vehicle's 12 Month Registration Fee</b> May be obtained from the Department's online Registration Fee Calculator. <b>Use today's date, not the owner's birthdate to generate the 12 month registration fee.</b> <b>WHEN ENTERING THE VEHICLE MODEL YEAR ON THE CALCULATOR, FOR MODEL YEARS 2016, 2017, OR 2018 ONLY, ADD 1 YEAR . FOR EXAMPLE MODEL YEAR 2017 = 2018</b>	Enter Amount \$ <input type="text"/>

There have been various concerns about this calculation worksheet. The state recognizes there have been issues and they have been working overnight in an attempt to resolve them. A new worksheet has been uploaded to the CARS website with additional instructions to properly input and calculate fees. CVR dealers should find that the calculations of the worksheet and the CVR system are now validated.

- This form has been updated with clarifications in red to calculate the 12-month registration fee.
- It also corrects an issue dealers were having with calculations in box B. **(Very important! See below.)**
- **It is important that dealers are using the most current version of the form.**
- **The state recommends that you [download the form](#) to your desktop.** There are rare occasions where the built-in calculator does not work for certain operating systems when used directly from the Internet. *Please discard previous versions and refresh your web page if needed to get the current version!*

#### When entering information into this form:

- Use the **Registration Fee Calculator** (on the [CARS website](#)) to find the correct values for BOTH box A and box B. This calculator is to be used for the new vehicle being purchased, as well as the vehicle the plate is being transferred from.
- Use the **purchase date** (not birthdate) when determining the correct fee. This will provide the full 12-month registration value for new and used vehicles.
- **Important for box B! For vehicle model years 2016, 2017 and 2018 ONLY** add (1) year

when entering the vehicle model year into the Registration Fee Calculator.

- *Actual model year 2016 = enter as 2017*
- *Actual model year 2017 = enter as 2018*
- *Actual model year 2018 = enter as 2019*

### **Registration fee category - range adjustments**

MDOS has aligned the vehicle registration categories to accurately reflect how they are written in the Michigan Vehicle Code. *This change impacts MSRPs that land exactly on the thousand.* According to the Michigan Vehicle Code, the fee category range should be \$XX,001-\$XX,000.

As an example:

- *Now* - \$33,000 falls in the \$32,001-\$33,000 fee range.
- *Previously* - \$33,000 fell in the \$33,000-\$33,999 range.
  
- *Now* - \$41,000 falls in the \$40,001-\$41,000 fee range.
- *Previously* - \$41,000 fell in the \$41,000-\$41,999 range.

**Dealer tip:** dealers have found that values ending in \$XX,100 might help with registration fee calculations, or use the actual MSRP. Round thousands don't work well for this calculation. For example, rather than using \$32,000 as a value, try the actual MSRP or something like \$32,500 or \$32,100.

When determining the title fee categories for used vehicles, dealers may use the category (noted as thousands) as it appears on the existing title instead of the charts. The state has confirmed this is a perfectly acceptable source of information.

### **Dealers with multiple stores**

Some dealers with multiple locations had difficulty determining which emailed authorization code matched with which specific dealership. The state will be sending new emails that will help these dealerships by better reflecting which location each code correlates to.

**[Click here to access the new CARS e-Services website.](#)**

**Please also review the previous DADA/MADA advisories for more information:**

- [February 6 advisory](#)
- [February 11 advisory](#)
- [February 14 advisory](#)
- [February 19 advisory](#)

For additional information about this CARS update, the Department of State has developed a list of frequently asked questions (FAQs) regarding implementation, tutorials and how it affects you. It may be viewed at [www.michigan.gov/CARSBIZ](http://www.michigan.gov/CARSBIZ). If your question is not answered there, dealers may call the CVR help desk or the MDOS if they have issues. Of course, dealers are also welcome to contact DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

**[Printer friendly PDF of this advisory](#)**

#### **Michigan Automobile Dealers Association**

1500 Kendale Boulevard, P.O. Box 2525  
East Lansing, MI 48826-2525  
[www.michiganada.org](http://www.michiganada.org)  
Phone (517) 351-7800  
Fax (517) 351-3120

#### **Detroit Auto Dealers Association**

1900 West Big Beaver  
Troy, MI 48084-3537  
[www.dada.org](http://www.dada.org)  
Phone (248) 643-0250  
Fax (248) 643-8788

# Dealer Advisory

March 1, 2019



Having trouble viewing this message? [click here](#)

## Guidelines for Accessing & Using Your CARS Account [Mar. 1 at 2:00 pm]

We realize a number of dealers have had difficulty with the transition to CARS e-Services. MADA and CVR have been in communication with the Michigan Department of State (MDOS) on a daily basis to work through these issues. Everyone involved is working diligently to resolve issues as quickly as possible. Thank you again for reaching out to us when you run into trouble.

Following are updates and reminders to be aware of.

### BFS-4 temporary registrations

Many dealers are now printing BFS-4s through CARS. Please see the image below and keep the following in mind:

- The dealership Account Manager and assigned CARS users are the only individuals authorized to print BFS-4 temporary registrations.
- BFS-4s printed through CARS include the plate number, registration number and customer information.
- These forms can be printed on basic copy paper.
- After printing, cut on the dotted lines and allocate the sections as noted below:
  - Top portion >> vehicle's rear window
  - MI Temporary Registration >> customer
  - Dealer Copy >> deal jacket

VIN: [REDACTED] 2010 CHEVROLET SILVERADO  
Misuse of this permit is a felony

Michigan Temporary Registration				Dealer Copy			
Permit #:	C6379001	VIN:	1G[REDACTED]1	Permit #:	C6379001	VIN:	1G[REDACTED]11
Issued:	01/02/2019	Year:	2010	Issued:	01/02/2019	Year:	2010
Expires:	01/17/2019			Expires:	01/17/2019		
Dealer #:	GIVE TO CUSTOMER ROLET SILVERADO			DEAL JACKET ROLET SILVERADO			
Dealer:	COOK EQUIPMENT COMPANY						
Owner(s):	JAMES SMITH						
	2520 KENOWA AVE [REDACTED] 481163						

### Setting up users on your CARS account

MDOS has created step-by-step instructions to set up users for a dealership's CARS account. Please review [this handout](#) for more information. As a reminder, new vehicle dealers may assign (1) Account Manager and (2) additional users (unless special permission has been requested by the dealership and granted by MDOS.)

### New CVR program update (just released this morning, Mar. 1)

CVR has been working with the state daily in an attempt to make the new dealer transaction process smoother. CVR has made revisions based on dealer input and just released a program

update Friday morning. Please check your Flexnet in CVR for instructions. This new release will correct a few "bugs" in the system.

---

## EFT Recap now available

Dealers have asked about EFT recaps. CARS e-Services offers dealers a convenient method to view a dealership's EFT recap. When logged into your dealer account, simply click the EFT Recap tab to view transaction dates and amounts. It is suggested that dealers get used to accessing this EFT information in CARS, as the branch staff will eventually discontinue offering "receipts" for deals that are processed in branch offices.

<a href="#">Dealer Actions</a>	<a href="#">Submissions</a>	<a href="#">Correspondence</a>	<a href="#">Issued Permits</a>	<a href="#">Unprinted Permits</a>	<b>EFT Recap</b>
<b>Daily Summary of Registered EFT Transactions</b>					<a href="#">Filter</a>
Date	Transactions	Amount	Report		
28-Feb-2019	16	6,773.59	<a href="#">View Report</a>		
21-Feb-2019	1	1,315.64	<a href="#">View Report</a>		

---

Thank you again for your patience during this process. Continue to reach out to us if you have questions or problems. We are more than happy to walk you through new processes when needed or contact the state to address other issues.

[Click here to access the CARS e-Services website.](#)

Please also review the previous [DADA/MADA advisories](#) for more information.

For additional information about the CARS update dealers may call the CVR help desk or the MDOS if they have issues. Of course, dealers are always welcome to contact DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

[Printer friendly PDF of this advisory](#)

### Michigan Automobile Dealers Association

1500 Kendale Boulevard, P.O. Box 2525  
East Lansing, MI 48826-2525  
[www.michiganada.org](http://www.michiganada.org)  
Phone (517) 351-7800  
Fax (517) 351-3120

### Detroit Auto Dealers Association

1900 West Big Beaver  
Troy, MI 48084-3537  
[www.dada.org](http://www.dada.org)  
Phone (248) 643-0250  
Fax (248) 643-8788

# Dealer Advisory

March 6, 2019



Having trouble viewing this message? [click here](#)

## Updated CARS Plate Transfer Fee Calculator

The Michigan Department of State (MDOS) has recognized that the plate transfer fee worksheet was complicated to use. It was intended as a short term fix, and today it has been replaced. The state has introduced a new and improved method for calculating transfer plate fees. A calculator is now built into the [CARS e-Services](#) webpage.

**Please note:** the transfer fee *worksheet* is no longer available on the CARS webpage and any copies downloaded to your computer should be deleted.



### MDOS has made the following announcement:

As of March 6, 2019 the Registration Transfer Fee Calculation Sheet (plate transfer worksheet) has been removed from the e-Services webpage. In order to assist customers and increase accuracy in calculations, this worksheet has been replaced with the link for a Registration Transfer Fee Calculator. Using this new tool will result in a higher degree of accuracy when determining the correct value to use in the "License Plate Fee" box on the RD-108. Please note the following:

1. The \$8 transfer fee must still be included in the "Plate Transfer Fee" box on the RD-108.
2. There may be some plates that are eligible to be transferred to a newly purchased vehicle, yet do not have previous vehicle information on the CARS system. In these cases, the calculator will reflect no additional fees due, just the \$8 plate transfer fee. This is correct, and will properly validate.

If you have questions about the update, or any difficulty using the new calculator, please contact DADA at (248) 643-0250 or MADA at (800) 292-1923.

*This advisory has been prepared in conjunction with Abbott Nicholson, P.C.*

[Printer friendly PDF](#)

#### Michigan Automobile Dealers Association

1500 Kendale Boulevard, P.O. Box 2525

East Lansing, MI 48826-2525

[www.michiganada.org](http://www.michiganada.org)

#### Detroit Auto Dealers Association

1900 West Big Beaver

Troy, MI 48084-3537

[www.dada.org](http://www.dada.org)