



Henry McMaster  
Governor

Kevin A. Shwedo  
Executive Director

## State of South Carolina

### Department of Motor Vehicles

#### To all Service Providers, SC Dealers, and SCDS,

We are beginning our third month of the EVR QA program and like all new programs we continue to learn and grow as information comes forward that causes us to evaluate the current process and make the appropriate adjustments. All the Vehicle Service personnel involved in this program are truly thankful for everyone's patience and understanding as we continue this journey, and we ask that you continue to help us improve this program.

We have identified a couple of areas that need to be addressed, one in the use of the Affidavit & Notice of Sale of Motor Vehicle and one process modification.

When using the Affidavit & Notice of Sale of Motor Vehicle, (AKA "PTO" or "Pinky") dealers should not be using this form to transfer ownership from a person to the dealership, either as a trade-in or an off the street purchase. In the case where a dealership purchases a vehicle from an individual that is not part of a trade in, the dealership must title the vehicle in their name before the vehicle is resold. If the vehicle is a trade-in, the dealership should use the back of the title to re-sell the vehicle. The Affidavit & Notice of Sale of Motor Vehicle is only to be used to indicate that a customer has purchased a vehicle and will be allowed to register the vehicle and is granted a deferment of property tax satisfaction for 120 days. Effective March 3<sup>rd</sup>, transactions will be rejected if the PTO has been used to transfer ownership from a person to the dealership. Dealers should use the blue Bill of Sale (Form 4031) for this purpose.

As stated in an email communication sent out on 31 January, customers who intend to register a newly purchased vehicle into their IFTA/IRP fleet, dealers are to process a **TEMP TAG transaction only**. They are to provide the buyer all the paperwork necessary to title and register the vehicle. The buyer will then need to take the paperwork to one of the eight IFTA/IRP offices located across the state to have the vehicle titled and registered.

Dealers ***should not*** attempt to complete the UPD2 as either a title only or title and registration transaction as it will prevent the customer from getting the transaction finalized and prevent the SCDMV from assisting. For these errors, the EVR SP will need to assist in getting the transaction backed out so the Branch Office can complete the transaction for the commercial customer.

Again, thank you for your continued partnership in making EVR QA a reality and a valuable tool to service the citizens of South Carolina.

Sincerely,

A handwritten signature in blue ink, appearing to read "S.R.F.", with a long horizontal stroke extending to the right.

Steven R. Farrell  
Director, Vehicle Services  
South Carolina Department of Motor Vehicles