



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

webDEALER Processing and Handling Fee Addendum: Dealers

January 2017
webDEALER 3.1.0



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1 Overview

This Addendum documents the Processing and Handling Fee additions to webDEALER.

1.1 Purpose

The purpose of this document is to provide updated information about the Processing and Handling Fee additions to webDEALER.

1.2 Scope

The scope of this document includes changes to the screens of webDEALER 3.1.0.

1.3 Audience

The intended audience of this document is motor vehicle dealers.



2 Introduction

The following changes have been incorporated in webDEALER for dealers to implement changes from the 83rd Legislature:

- **Processing and Handling Fee:** Initial registrations issued after January 1, 2017, and renewals that expire on or after January 31, 2017, will be assessed a Processing and Handling Fee of \$4.75. The Processing and Handling Fee applies to all dealers.
- **Title Convenience Fee:** While using webDEALER, Dealer Deputies can charge the customer a Title Convenience Fee of up to \$10.00.

3 Dealer Deputies

A Dealer Deputy is a dealer that has been deputized by a county, authorized to issue registration stickers, and has an inventory of license plates in webDEALER. With the passage of HB 2202, the following will take effect on January 1, 2017:

- The Dealer Deputy can retain \$1.00 from the Processing and Handling Fee assessed.
- The Dealer Deputy can set a Title Convenience Fee of up to \$10.00 that will apply to each title transaction processed once approved by the county.

Note: Dealers that use webDEALER, but have not been issued an inventory of registration stickers and license plates are not required to be deputized. These dealers may not retain any portion of the Processing and Handling Fee and may not assess the Title Convenience Fee.



4 Collecting the Processing and Handling Fee

The Processing and Handling Fee of \$4.75 is automatically collected with each title transfer with a registration issued. Only a Dealer Deputy can retain \$1.00 of the fee. The Processing and Handling Fee replaces several existing fees associated with registrations and renewals. For additional information on the fees replaced, please go to <http://www.txdmv.gov/dealers>.

Follow these steps to confirm that the fees assessed for each title transaction are correct:

1. Open the Title Preview page.
2. Click the **Edit** icon adjacent to the **Fees** section of the Title Preview page. Here, you will see the Processing and Handling Fee, Title Convenience Fee, and all other fees assessed. webDEALER automatically calculates the fees and displays them in the **Fees** section. If all fees are correct, click **Save**.

Fee	
Application Status: IN-PROGRESS	
VIN: JTNJJXB0XCJ014989	
12 Months of Registration Fees -- Expiration Month/Year: 11/2017	
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$825.94
BUYERS TAG	\$5.00
TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
KNIGHTS OF COLUMBUS PLT	\$7.50
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-1YR	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
TOTAL AMOUNT	\$956.94

Figure 1: Assessed Fees



3. The **Computed Fees** section then displays on the Title Preview page.

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$15.00
SALES TAX FEE	\$1,562.50
BUYERS TAG	\$5.00
TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$40.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
INSPECTION FEE-1YR	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$1,719.50

Figure 2: Computed Fees Page Showing All Fees Assessed

Note: The Processing and Handling Fee is not collected for the following transactions (no registration fees):

- Vehicle registered as Exempt
- Reduced-Fee or No-Fee military license plates
- Title Only transactions
- Off-Highway vehicles

4.1 Dates that Apply to Fees Collection

The Processing and Handling Fee will be assessed only on initial registrations issued after January 1, 2017, and renewals that expire on or after January 31, 2017.



4.2 Group Details Screen Shows Both Amount Owed to County and Amount Collected by Dealer

The Group Details screen shows the total fees collected and fees that should be paid to the county. The Pay To County column does not include the compensation retained by Dealer Deputies. The \$1.00 retention of the Processing and Handling Fee and the Title Convenience Fee are automatically subtracted and displayed in the Total Fees column. The Pay To County column only shows what the Dealer Deputy owes to the county.

The Total Fees column shows the total fees collected, including, in this case, the Title Convenience Fee of \$10.00 and the Dealer Deputy’s \$1.00 portion of the Processing and Handling Fee. These two fees total \$11.00, which is why the Total Fees amount for each vehicle is \$11.00 more than the amount that must be paid to the county.

Group Details							
Group ID: P51769-227-6		Grouped By: County		Total Fee: 403.94			
Grouped Date: May 11, 2016							
Pay To County: \$381.94							
TRAVIS							2 Title(s) in Group
VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
2FMGK5C85DBD55555	2013 FORD F23	JJ WATT	May 10, 2016	May 11, 2016	\$0.00	\$259.63	\$248.63
2FMGK5C85DB999999	2013 FORD F23	MY OWNER	May 10, 2016	May 11, 2016	\$0.00	\$144.31	\$133.31

Figure 3: Group Details Screen Shows Amount Owed to County and Total Amount Collected

5 Setting the Title Convenience Fee

The Title Convenience Fee of up to \$10.00 can be charged to a customer only by a Dealer Deputy. It will only need to be set once per county by the dealer and will apply to all transactions for that county. The Dealer Deputy retains the entire Title Convenience Fee.

The date the transaction is created in webDEALER determines whether or not the Title Convenience Fee will be charged. Any transaction created on or after January 1, 2017, will have the Title Convenience Fee assessed when set as indicated on the following page. Dealer Deputies should consider this when creating transactions after January 1, 2017. If the fee is set, but the dealership did not actually charge the customer, webDEALER will reflect that fee. Dealer Deputies using webDEALER for accounting or balancing purposes will have to take this into consideration. Zero can be entered for the Title Convenience Fee for each transaction the dealership did not charge the fee, including transactions for vehicles sold prior to January 1, 2017.

The following is the process for setting the Title Convenience Fee:

1. Open the webDEALER Home page.
2. If you are authorized in several counties, an Account dropdown will display, and you should choose the dealer setup for the county you wish to set the Title Convenience Fee. Click **Set Location**.

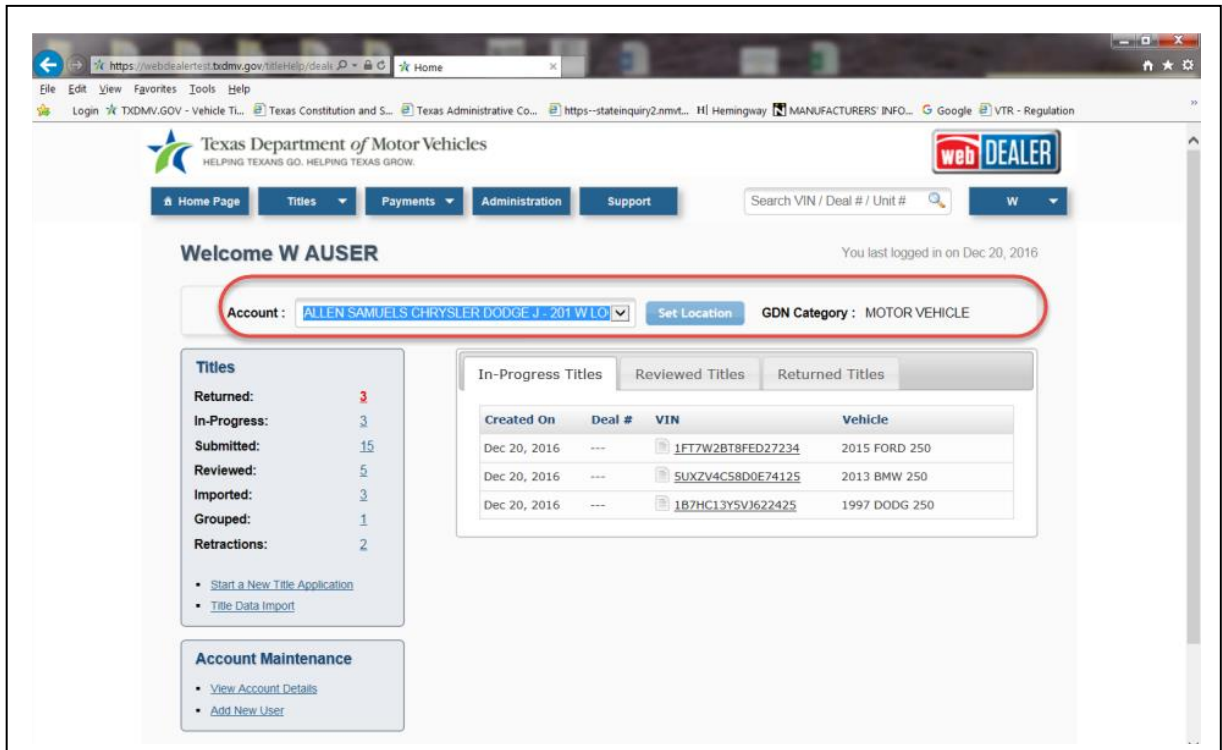


Figure 4: Choose the Dealership

3. Click the **Administration** tab.



4. The Account Details page opens; here is where you set the Title Convenience Fee. The fee can be up to \$10.00.

Note: If a dealer is not authorized as a Dealer Deputy in that county, the Title Convenience Fee will not show on the Account Details page.

The screenshot displays a web form for account details. On the left, there is a list of fields: Dealer ID: 149035, Dealer GDN: P105185, GDN Category: MOTOR VEHICLE, Business Name: ADRIAN PRIETO, Doing Business As: ARCO AUTOMOTIVE, Contact Name: ADRIAN PRIETO, Email: ---, and Phone #: (915)479-5000. On the right, there is an 'Address' box containing '9011 MONTANA AVE, EL PASO, TX 79925' and a checked checkbox for 'New & Used Vehicle Sales'. At the bottom, there is a 'Title convenience fee' field set to '\$ 10.00' with a note '(Up to \$10 dollars)'. Below this field are 'Save' and 'Add User' buttons, and a 'Configuration by County' button.

Figure 5: Account Details Page

After setting the fee, click **Save**. This action sets the fee that will be charged for every webDEALER transaction for this dealership in this county.



5. To check if your account is or is not authorized to issue license plates and registration stickers in the county, click **Configuration by County**.
6. In the **Configuration by County** pop-up window, the Issue Plate Inventory and Issue Registration Stickers fields will say “Yes” if the dealer is authorized as a Dealer Deputy in the county. If the dealer is not authorized in this county, these fields will say “No.”

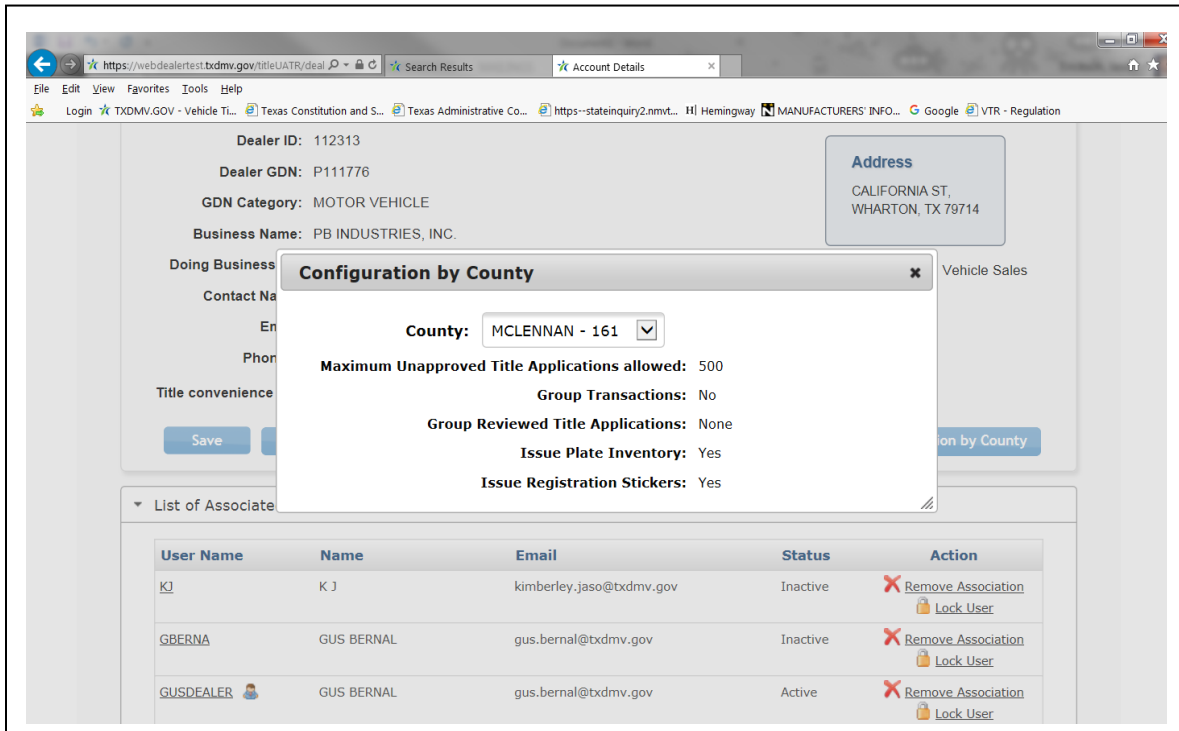


Figure 6: Issue Plate Inventory and Issue Registration Stickers Fields Say "Yes," Which Indicates the Dealer Is Authorized as a Dealer Deputy in This County

7. Navigate back to the Home page to continue processing titles.