

Memorandum

Bureau of Motor Vehicles Dealer and Agent Services

To: Municipal Agents
From: Terry Phelps, Motor Vehicle Municipal Coordinator, Dealer & Agent Services
CC: Garry Hinkley, Director, Vehicle Services
Subject: Mandatory March Motorcycle Processing
Date: December 30, 2011

Additional procedures have been developed to better transition motorcycles to a March expiration date. Please read carefully and share with all processing staff.

Early Renewals - We anticipate a number of registrants may wish to renew their April and/or May expiring motorcycle(s) early, between now and the implementation date of March 1, 2012.

Early Manual Renewals - Manual towns will not receive paper preprints (MVR-1) for April renewals with prefixed March 2013 expiration dates until mid February. May paper preprints with a fixed March 2013 expiration date and prorated fees will be mailed mid March 2012. If you do not yet have a preprint for an early renewal for April and May, you will need to generate a MVR-2 blank registration form with the customer's April 1, 2012 or May 1, 2012 effective date that must expire March 31, 2013. The new 2013C – combination month and year motorcycle sticker must be assigned but not displayed until their original effective date. These stickers will be shipped in mid January. Beginning with the month of May, fees will be prorated. Should anyone have questions processing an early renewal, please call BMV Dealer and Agent Services at 624-9000 ext 52163.

Early Electronic Registration Renewals - Processing for April and May will require the user to manipulate the expiration date to March 31, 2013 and starting with May, prorate fees. Your vendor's system is not expected to handle these March 2013 expirations and prorated fees automatically until March 1, 2012. If you have trouble generating forced March 2013 expirations or prorated fees, contact your vendor for assistance. Alternatively, a form could be completed manually, added to the report before closing the period by way of a monetary adjustment to 'Motorcycle' category with a note to BMV to hand key the registration data.

Late Renewals - To prevent motorcycles subject to inspection from displaying two different kinds of stickers and to properly implement this new legislation as written, all required class codes of motorcycles processed after March 1, 2012 will expire March 31, 2013. If an expired motorcycle comes in for renewal after March 1, 2012 regardless of what expiration is previously had, it will now have the current month's Effective Date to expire March 31, 2013 and will display the new 2013C – combination month/year motorcycle sticker.

Manual Late Renewals - Generate a corrected document using a blank (MVR-2) that will now reflect the effective date of the processing month with a prorated fee beginning with the Effective Date of May 1, 2012. Fees are not prorated when processed in March or April 2012. The full fee of \$21.00 is due in March and in April (see prorate fee table – page 2).

Electronic Late Renewals – For effected motorcycles expired as of March 1, 2012, the system will change the expiration to March 31, 2013 at the time of processing. The system will then assign the effective date as the first day of the current month and will assign a prorated fee and a 2013C combination month/year motorcycle sticker.

PRO-RATING MOTORCYCLE REGISTRATIONS

Effective Date: March 1, 2012

Starting Month	Mandatory March Expiration	Pro-Rated Fees
January	March	3 months = \$ 5.25
February	March	2 months = \$ 3.50
March	March	12 months = \$21.00
April	March	12 months = \$21.00
May	March	11 Months = \$19.25
June	March	10 months = \$17.50
July	March	9 months = \$15.75
August	March	8 months = \$14.00
September	March	7 months = \$12.25
October	March	6 months = \$10.50
November	March	5 months = \$ 8.75
December	March	4 months = \$ 7.00

The affected Class Codes (transition to mandatory March):

- (AU) Autocycle
- (MC) Motorcycle
- (MX) Disabled Motorcycle
- (PM) Purple Heart Motorcycle (no pro-ration of registration fee, exempt, just pro-rate excise tax)
- (VM) Special Veteran Motorcycle
- (XV) Disabled Veteran Motorcycle (no pro-ration of registration fee, exempt, may need to pro-rate excise tax unless exempt).

Exempt Class Codes (no inspection requirement):

- (MP) Moped
- (MM) Municipal Motorcycle
- (MQ) Antique Motorcycle

