



Memo

To: SOS/Auto Dealer Services Division

From: Indiana Bureau of Motor Vehicles

Date: 8/30/2016

Re: September 1, 2016 Enforcement Date – Convenience Fee Disclosure Form

On Friday, August 26, 2016, the Indiana Bureau of Motor Vehicles (BMV) conducted a teleconference with its Partial Service Providers (PSPs) regarding the statutory requirements set forth in **IC § 9-14.1-3-3**, effective July 1, 2016. In particular, the teleconference focused on the laws related to imposing and collecting convenience fees and use of the Convenience Fee Disclosure – State Form 56075. A copy of State Form 56075 is provided as a courtesy and may be found on **myBMV.com** under Dealer Services Forms. PSPs may create their own form with statutorily required information.

Beginning September 1, 2016, the BMV will begin strict enforcement of the use of this form as follows:

1. All vehicles **sold on or after 9/1/2016** must have a completed and signed Convenience Fee Disclosure (State Form 56075 or PSP-created form) with *each title transaction* (form must be sent with title packet to PSP for imaging;), and
2. *All vehicles registered with a **purchase date of 9/1/2016 or after*** must have a completed and signed Convenience Fee Disclosure (State Form 56075 or PSP-created form) kept in the corresponding dealer packets for audit purposes.

Pursuant to the written approval provided by the BMV Commission on May 2, 2016, the **maximum** convenience fee that may be assessed to title and/or registration transactions are as follows:

- Title - \$15.00
- Registration - \$21.35

Failure to provide notice of the convenience fee in writing or by electronic means to the customer by:

- (A) the full service provider;
- (B) the partial services provider; or
- (C) a dealer that interacts directly with the customer at the initial transaction level

constitutes a Class C infraction under IC 9-14.1-3-4.

Importantly, if a title application does not have the disclosure form signed by the customer when imaged, the title will be placed on hold. Moreover, the BMV will work closely with Indiana's Secretary of State's Auto Dealer Services Division to ensure these requirements are being met and enforced.

If you have any questions, please feel free to email bmvpsb@bmv.in.gov.