

ATTACHMENT 12

Missouri Department of Revenue's

Contract with Fee Offices

CONTRACT AGENT AGREEMENT

This Agreement is between, **NAME** (hereinafter referred to as the "Contract Agent"), and the Director of the Department of Revenue for the State of Missouri, (hereinafter referred to as the "Director of Revenue"). The Contract Agent, named above, is hereby appointed by the Director of Revenue as a Contract Agent located in **OFFICE** pursuant to Section 136.055, RSMo.

Listed below are the terms, requirements, and compliance standards for this Agreement.

1. **TERM OF AGREEMENT:** This Agreement, and the appointment of the Contract Agent, shall become effective at 12:01 a.m. on the date of the last signature, and thereafter shall remain in effect until terminated pursuant to the provisions set forth in this Agreement.

2. **BUSINESS PLAN:** The Contract Agent agrees to submit a Business Plan in a format prescribed by the Director of Revenue within 24 days of tentative appointment as a Contract Agent, and to provide clarification of the Business Plan upon request, and agrees to all requirements and compliance standards set forth below. The Contract Agent's Business Plan is incorporated by reference and made as part of this Agreement. The Contract Agent shall be contractually obligated to comply with all statements made in the Business Plan as if such statements were set out in this Agreement. The Director of Revenue reserves the right to review and request changes, edits, additions, and deletions to any Business Plans presented prior to signing any agreement to ensure success of the Contract Agent office.

3. **COLLECTION OF FEES AND TAXES:** The Contract Agent's responsibilities shall include but not limited to the following:
 - a. The sale of motor vehicle and trailer licenses and decals, and the sale of driver licenses and nondriver license cards, as defined in Chapters 301 and 302, RSMo.

 - b. The collection of motor vehicle, trailer, outboard motor, watercraft, motorized amphibious vehicle and all-terrain vehicle title and license fees, manufactured home title fees, disabled placard fees, organ donor program donations, driver license fees, and nondriver license card fees as defined in Chapters 301, 302, and 306, RSMo.

 - c. The collection of state sales and use tax as defined in the Missouri Constitution, and Chapter 144, RSMo.

 - d. The collection of city and/or county sales tax as defined in Chapters 66, 67, 94, and 95, RSMo.

 - e. The collection of fees to provide access to or copies of motor vehicle or driver license information as provided by law.

21. COMPLIANCE WITH LAW AND POLICIES:

- a. The Contract Agent shall comply with Section 136.055, RSMo. Additionally, the Contract Agent and all employees of the Contract Agent shall become familiar with and abide by the policies and procedures of the DOR to the extent that they may be applicable.
- b. The Contract Agent shall comply with all federal, state, and local laws and regulations related to the performance of this Agreement and in particular shall comply with all laws and regulations related to Missouri motor vehicle registration and driver licensing. This includes, but is not limited to, the requirement to ask customers particular questions when processing transactions (e.g., organ donor, blindness awareness, selective service, World War II Memorial Fund, Application for Voter Registration, etc.).



MISSOURI DEPARTMENT OF REVENUE
MOTOR VEHICLE BUREAU
APPLICATION FOR LICENSE

FORM 184 REV. 6-2007	LICENSE PLATE OR ATV DECAL NO.	TAB NO.	EXP. MO	EXP. YR.
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TYPE OF REGISTRATION (CHECK ONE BOX ONLY)	<input type="checkbox"/> J NEW OR RENEW & TRANSFER	<input type="checkbox"/> K RENEWAL	<input type="checkbox"/> ? RENEW AND REPLACE SAME CONFIGURATION	<input type="checkbox"/> M TRANSFER	<input type="checkbox"/> L CHANGE WT/ZONE	<input type="checkbox"/> S REPLACED (NOTARY) (OUT OF STOCK ONLY)	<input type="checkbox"/> Z SPECIAL	<input type="checkbox"/> X DATA CORRECTION	<input type="checkbox"/> V REINSTATEMENT
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OWNER'S NAME — LAST, FIRST, MIDDLE				OFFICE VALIDATION					
STREET, RR, OR PO BOX NUMBER									
CITY				STATE MO	ZIP CODE				
REGISTRATION PERIOD <input type="checkbox"/> 1-YEAR <input type="checkbox"/> 2-YEAR		COUNTY		TELEPHONE ()					
YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER (VIN)				TITLE NUMBER			
BODY STYLE	FUEL	KIND OF VEHICLE (KOV) P—PASSENGER M—MOTORCYCLE T—TRUCK C—TRICYCLE D—TRAILER R—REC. VEHICLE B—BUS A—ATV		KOV	ODOMETER READING FROM INSPECTION	PURCHASE DATE	PASSENGER H.P.	TRUCK & BUS ZONE GR. WT/SEAT	

EXPIRED (SAME PLATE RENEWAL) / REPLACED FROM STOCK ONLY / SURRENDERED / TRANSFERRED LICENSE PLATE

LICENSE PLATE NO.	CURRENT TAB #	EXP. MO.	EXP. YR.	ZONE	GR. WT/SEAT	HP	LICENSE FEE	\$
							RESERVATION FEE	\$
REASON FOR REPLACEMENT — NOTARY REQUIRED <input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> MUTILATED <input type="checkbox"/> DESTROYED <input type="checkbox"/> NEVER RECEIVED							ADD H.P. FEE	\$
							TRANSFER FEE	\$

LICENSE TRANSFER INFORMATION

YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	TITLE NUMBER	H.P.	FAIL TO TRANS./RENEW	\$
					REPLACEMENT FEES	\$
<input type="checkbox"/> VEHICLE OUT OF STATE—vehicle described above has not been within the state of Missouri for the sixty (60) day period immediately preceding the date of this application for registration, but will be submitted for inspection at an official safety inspection station within ten (10) days after entering the state by me or my agent. (Notary not required)					RENEWAL PENALTY	\$
<input type="checkbox"/> NON-USE...the motor vehicle described above has not been operated on public roads or the highways of Missouri by me or my agent during the period of _____ to _____ (Notary required)					REINSTATEMENT FEE	\$
					<input type="checkbox"/> \$1 BLIND FUND <input type="checkbox"/> \$1 ORGAN FUND	\$
					<input type="checkbox"/> \$10 WWII MEM. FUND	\$
I HEREBY CERTIFY THAT THE STATEMENTS HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE. I ALSO CERTIFY THAT I HAVE AND WILL MAINTAIN, DURING THE PERIOD OF REGISTRATION, FINANCIAL RESPONSIBILITY WITH RESPECT TO EACH MOTOR VEHICLE THAT I OWN, LICENSE OR OPERATE ON THE STREETS OR HIGHWAYS. ANY FALSE AFFIDAVIT IS A CRIME UNDER SECTION 575.050 OF MISSOURI LAW. YOU MUST PRESENT YOUR INSURANCE CARD (A COPY IS ACCEPTABLE) OR OTHER ACCEPTABLE PROOF OF FINANCIAL RESPONSIBILITY.					SUBTOTAL	\$
					PROCESSING OR AGENT FEE	\$

SIGNATURE OF OWNER X			FOR OFFICE USE ONLY <input type="checkbox"/> PP <input type="checkbox"/> FHVUT <input checked="" type="checkbox"/> INS. <input checked="" type="checkbox"/> SAFETY <input checked="" type="checkbox"/> EMISS			TOTAL FEES	\$
DRIVER LICENSE NUMBER/FEDERAL EMPLOYER IDENTIFICATION NUMBER			SURRENDERED PLATE NUMBER			VERIFIED BY	
			SURRENDERED PLATE CREDIT				

Notary Information Required for Replacement Plates and Non-Use Statement

NOTARY PUBLIC EMBOSSEER OR BLACK INK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
SUBSCRIBED AND SWORN BEFORE ME, THIS		USE RUBBER STAMP IN CLEAR AREA BELOW
DAY OF	YEAR	
NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)		

OFFICE VALIDATION ONLY	REMARKS

**REGISTRATION
RECEIPT**

REQUIRED DOCUMENTS

- Application for License completed and signed by the applicant.
- Appropriate registration/processing fees posted at www.dor.mo.gov/mvdl.
- Proof of ownership (a copy of the registration receipt, title, or copy of title). If no title number, record office number and title application date in appropriate box.
- Vehicle safety inspection** (if required) not more than 60 days old. New (not previously titled) motor vehicles.
- Vehicle emissions inspection** (if required) not more than 60 days old must be submitted by residents in the city of St. Louis and the following counties: Franklin, Jefferson, St. Charles, and St. Louis. Applies only to certain passenger vehicles and trucks with a manufacturer's gross weight rating of 8,500 pounds or less.
- Paid personal property tax receipt or a statement of non-assessment from the county (or city of St. Louis) in which you resided on January 1st of the previous year. The property tax receipt or statement of non-assessment must be in the owner's name. One receipt must be presented for the previous year to renew a one-year registration and two receipts must be presented for the last two years to renew a two-year registration.
- Insurance card or other acceptable proof of financial responsibility.

NOTE: Vehicle safety inspection, vehicle emissions inspection, paid personal property tax receipt or statement of non-assessment, and insurance card are not required when applying for an ATV decal.

NOTE: See www.dor.mo.gov/mvdl for vehicles that are exempt from safety and/or emissions inspection.

PAYMENT METHODS

Checks or money orders may be accepted as payment. **Make the check or money order payable to: Missouri Department of Revenue.** The check must be preprinted with the check writer's name and address, bank code, and account number. It must also include the following information regarding the check writer:

1. Driver license or non-driver license number;
2. Date of birth; and
3. Daytime phone number.

DO NOT SEND CASH WHEN APPLYING BY MAIL.

THE MISSOURI DEPARTMENT OF REVENUE MAY ELECTRONICALLY RESUBMIT CHECKS RETURNED FOR INSUFFICIENT OR UNCOLLECTED FUNDS. Other restrictions may also apply.

COMPLETING THE LICENSE APPLICATION

Please follow the order of the instructions provided below, beginning with TYPE OF REGISTRATION, when completing the application. If there is no instruction for a particular field, simply provide the information requested, such as OWNER'S NAME AND ADDRESS. Please write legibly.

Instructions:

1. TYPE OF REGISTRATION — Check the appropriate block.
2. YEAR, MAKE, VEHICLE IDENTIFICATION NUMBER, TITLE NUMBER, AND BODY STYLE — Record in the designated areas. If you hand write the application, record only one character in each block within the Vehicle Identification Number.
3. FUEL — Enter the appropriate code.
4. KIND OF VEHICLE (KOV), HORSEPOWER (H.P.), ZONE, AND GROSS WEIGHT OR SEATING CAPACITY — Record the correct code. For passenger vehicles provide the taxable horsepower. For trucks, enter the appropriate zone of operation and the truck's licensed gross weight or seating capacity.
5. MILEAGE — Record the odometer reading from the vehicle inspection, when applicable.
6. PURCHASE DATE — Record the date vehicle was purchased.
7. LICENSE PLATE NUMBER — Record current license plate on vehicle, when applicable.
8. EXPIRATION MONTH AND YEAR — Record the month and year that the current license plates expire.
9. LICENSE TRANSFER INFORMATION — YEAR, MAKE, VEHICLE IDENTIFICATION NUMBER, TITLE NUMBER, TAXABLE HORSEPOWER — Record the information from the previous vehicle in the designated areas.
10. \$1 BLIND FUND, \$1 ORGAN FUND, AND \$ 10 WWII MEMORIAL FUND — Check appropriate block(s) if you wish to donate to the fund(s).
11. SIGNATURE — **ONE OWNER MUST SIGN THE APPLICATION FOR LICENSE.**

ALL INCORRECT OR INCOMPLETE APPLICATIONS WILL BE REJECTED.

Submit the required items and fees to your local contract office or mail to: Motor Vehicle Bureau, P.O. Box 2046, Jefferson City, MO 65105-2046.

DIRECT INQUIRIES TO (573) 751-4509 OR VISIT OUR WEB SITE AT: www.dor.mo.gov/mvdl.

REMEMBER TO SIGN THE APPLICATION AND SUBMIT PROOF OF OWNERSHIP, APPROPRIATE INSPECTION(S), PAID PERSONAL PROPERTY TAX RECEIPT(S), REGISTRATION FEES, AND APPLICABLE PROCESSING FEES.

PENALTIES: A \$5 penalty fee will be assessed for failing to renew a license plate within the month of expiration. (Does not apply to trailers and trucks licensed in excess of 12,000 lbs.) An \$8.50 penalty fee will be assessed for failing to transfer or renew multi-year license plates.