

# Cash Reporting & Inventory Management

Bureau of Motor Vehicles



# Cash Reporting: Requirements

## General Guidelines

- Reports are submitted **weekly**.
  - EXCEPTION: **Manual** processing at **Limited New** authorization can be submitted every 2 weeks.
- Reports should be reviewed for accuracy.
- Materials should be submitted in the proper sort order.
- **A report should be generated even if there was no activity for the reporting period.**

\*\*\*\* TOWN SUMMARY \*\*\*\*  
BUREAU OF MOTOR VEHICLES Page 2

VENDOR ID#: TRIO      VERSION UPDATE#: 04.4.657  
MUNICIPALITY:      DATE OF REPORT: 12/10/2020  
TOWN/COUNTY CODE:      PROCESSING RANGE: 12/03/2020-12/10/2020  
AUTHORIZATION TYPE: NEW      RECEIVED  
AGENT      TOWN PHONE NUMBER

--- TOWN SUMMARY --- FOR

Category	Units	Dollars	Category	Units	Dollars
BARBARA BUS-NEW.....	00	00	BARBARA BUS-NEW.....	00	00
BRST CANCER-RENEWAL.....	00	00	BRST CANCER-RENEWAL.....	00	00
BRST CANCER-NEW.....	00	00	BRST CANCER-NEW.....	00	00
BLACK BEAR-RENEWAL.....	00	00	BLACK BEAR-RENEWAL.....	00	00
BLACK BEAR-NEW.....	00	00	BLACK BEAR-NEW.....	00	00
CONSERVATION-NEW.....	00	00	CONSERVATION-NEW.....	00	00
CONSERVATION-RENEWAL.....	00	00	CONSERVATION-RENEWAL.....	00	00
LOBSTER-NEW.....	00	00	LOBSTER-NEW.....	00	00
LOBSTER-RENEWAL.....	00	00	LOBSTER-RENEWAL.....	00	00
SPORTSMAN.....	00	00	SPORTSMAN.....	00	00
SUP YR TRPS-NEW.....	00	00	SUP YR TRPS-NEW.....	00	00
SUP YR TRPS-RENEWAL.....	00	00	SUP YR TRPS-RENEWAL.....	00	00
U OF M-NEW.....	00	00	U OF M-NEW.....	00	00
U OF M-RENEWAL.....	00	00	U OF M-RENEWAL.....	00	00
OTHER.....	00	00	OTHER.....	00	00
SALES TAX - PAID.....	1	5.50	SALES TAX - PAID.....	1	5.50
SALES TAX - NO FEE.....	00	00	SALES TAX - NO FEE.....	00	00
EXCISE TAX TOTAL.....	6	740.35	EXCISE TAX TOTAL.....	6	740.35
SUBTOTAL.....	7	183.50	SUBTOTAL.....	7	183.50
OVER/SHORT.....	00	00	OVER/SHORT.....	00	00
ADJUSTED GRAND TOTAL	7	183.50	ADJUSTED GRAND TOTAL	7	183.50

Report completed by \_\_\_\_\_

Mail one copy of all reports, data upload verification, and remittance to:      TOTAL AMOUNT REMITTED

ATTN: ACCOUNTING UNIT      ( ) Bank Deposit  
BUREAU OF MOTOR VEHICLES      ( ) Cash  
101 HOSPITAL STREET      ( ) Checks/Money Order  
29 STATE HOUSE STATION  
AUGUSTA, ME 04333-0029

BUREAU OF MOTOR VEHICLES REGISTRATION PROGRAM			FOR BMV USE ONLY		
ITEM	UNITS	MONEY	ITEM	UNITS	MONEY
Passenger			Passenger		
Island Use			Island Use		
Antique			Antique		
Antique Motorcycle			Antique Motorcycle		
Motor Home			Motor Home		
Street Rod			Street Rod		
No Fee			No Fee		
Half Rate			Half Rate		
Hire/Rental			Hire/Rental		
Passenger Truck			Passenger Truck		
Commercial Trucks			Commercial Trucks		
Trailers			Trailers		
Tractor/Special Mobile			Tractor/Special Mobile		
Coach			Coach		
Farm Trucks			Farm Trucks		
Motorcycles			Motorcycles		
Mopeds			Mopeds		
Special Equipment			Special Equipment		
Bus			Bus		
Titles			Titles		
Title No Fee			Title No Fee		
Vanity Plates			Vanity Plates		
Res. # Fee			Res. # Fee		
Lost Plates			Lost Plates		
Duplicate Stickers			Duplicate Stickers		
Duplicate Registration			Duplicate Registration		
Special Permit			Special Permit		
I. G. W. / Boosters			I. G. W. / Boosters		

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# Cash Reporting: Processing

## Manual Processing

### General Guidelines

- **Manual processing** municipalities complete the MV-300.
- The MV-300 consists of 2 white sheets and a pink sticker analysis sheet that are submitted to the Cash Office.
- Reports should be reviewed for accuracy.
- Materials should be submitted in the proper sort order.

Stickers Expiring:	Beginning Stickers on Hand	BMV USE ONLY	Stickers Received	Stickers Returned	Total Stickers	Stickers Issued	BMV USE ONLY	Ending Sticker Amount on Hand
JAN. Single	5				5			5
Double	12				12	2		10
FEB. Single	24							
Double	34							
MAR. Single	5							
Double	10		10					
APRIL Single	5							
Double	10							
MAY Single	5							
Double	10							
JUNE Single	5							
Double	12							
JULY Single	5							
Double	11							
AUG. Single	5							
Double	12							
SEPT. Single	5							
Double	8							
OCT. Single	5							
Double	7							
NOV. Single	5							
Double	10							
DEC. Single	5							
Double	10							

Boosters					
Transits					
MVR-10					
Year Stickers					
12 Single	15				
Double	135				
13 Single	25		20		
Double	75		50		
14 Single	25				
Double					
MC COMBO					
TC	13	5			
DECALS	14	5			

MUNICIPALITY:			DATE OF REPORT:		
REG CODE:			REGISTRATION PROCESSED FROM TO:		
AUTHORIZATION TYPE:			TELEPHONE:		
AGENT:			BMV USE ONLY DATE RECEIVED:		
"DON'T WANT BABY" WORK ANALYSIS			BUREAU of MOTOR VEHICLES REGISTRATION PROGRAM		
			THIS FORM MUST BE COMPLETED WHEN SUBMITTING YOUR WORK TO BMV AS REQUIRED.		
ITEM	UNITS	MONEY	FOR BMV USE ONLY		
			ITEM	UNITS	MONEY
Passenger			Passenger		
Island Use			Island Use		
Antique			Antique		
Antique Motorcycle			Antique Motorcycle		
Motor Home			Motor Home		
Street Rod			Street Rod		
No Fee			No Fee		
Half Rate			Half Rate		
Hire/Rental			Hire/Rental		
Passenger Truck			Passenger Truck		
Commercial Trucks			Commercial Trucks		
Trailers			Trailers		
Tractor/Special Mobile			Tractor/Special Mobile		
Coach			Coach		
Farm Trucks			Farm Trucks		
Motorcycles			Motorcycles		
Mopeds			Mopeds		
Special Equipment			Special Equipment		
Bus			Bus		
Titles			Titles		
Title No Fee			Title No Fee		
Vanity Plates			Vanity Plates		
Res. # Fee			Res. # Fee		
Lost Plates			Lost Plates		
Duplicate Stickers			Duplicate Stickers		
Duplicate Registration			Duplicate Registration		
Special Permit			Special Permit		
I. G. W. / Boosters			I. G. W. / Boosters		

# Cash Reporting: Verification Tips

## Electronic/Manual Processing

### General Guidelines

- Materials submitted with your report should match the report.
- Some registrations will count towards multiple categories.

- Passenger Full
- Vanity Plate
- Barbara Bush Renewal

**State of Maine Vehicle Registration** Mileage 14258

Eff. Date is Validation Date But Not Prior To: 10/01/2020	Expires: 10/31/2021	Insurance: TMG	CLASS: BH	REGISTRATION NUMBER: HAPPY
VIN: 1FALP528VDG174716	YEAR: 2013	MAKE: FORD	MODEL: F150	COLOR: WH
REGISTRANT(s): STANLEY, JESSICA M	DOB(s)ID#: 10/27/1970	REGISTRATION FEE: 32.908	SALES TAX: 15.00	TITLE: 25.00
LESSOR: _____	UNIT #: _____	EXCISE TAX: 131.63	CREDIT: _____	VANITY: _____
MAILING ADDRESS: P O BOX 15, YORKTOWN ME 04123	LEGAL RESIDENCE: 18 FRONT STREET, YOURTOWN ME 04444	EX TX BAL: 131.63	EX TX DATE: 10/15/2020	PRIOR TAX RECEIPT #: _____
PT: _____	STICKER # (M): 21D 526314	FEES: 35.00	AGENT FEE: 5.00	REG TYPE: REREG.

www.maine.gov/sos

# Cash Reporting: Verification Tips

## Electronic Processing

### General Processing Guidelines

- If you are short on:
  - Registrations- Refer to the **File Verification Report** page. This helps you determine exactly which registration is missing.
  - Contact customer to see if they left with the white copy of reg.
  - If all else fails, photocopy your pink copy and mark "Use as Original"

**\*\*\*\* FILE VERIFICATION REPORT \*\*\*\***  
**BUREAU OF MOTOR VEHICLES**

VENDOR ID#: TRIO      VERSION UPDATE#: 04.4.700  
 MUNICIPALITY: ██████████      DATE OF REPORT: 04/27/2021  
 TOWN/COUNTY CODE: 05100      PROCESS DATE RANGE: 04/09/2021-04/16/2021  
 AUTHORIZATION TYPE: NEW      DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 AGENT ██████████      TOWN PHONE NUMBER: ██████████

CL	PLATE	TX RCPT	FEE	OWNER	YR	STKR
		25062279	35.00	ANDRY REBECCA	22	04537502
		25062280	37.00	NOISEL BRYAN J	21	03905173
		25062281	35.00	BRANNEN TRACY A	22	04537504
		25062282	21.00	CLARK VINCENT M	22	00924112
		25062283	35.00	WILLBRECHT LILLEA	22	04537506
		25062284	35.00	Customer Information Listed Here	21	03905175
		25062285	35.00		22	04537510
		25062286	35.00		22	04537511
		25062287	40.00		23	08580130
		25062288	35.00		22	04537512
		25062289	21.00		23	08580132
		25062290	0.00		23	
		25062291	35.00		22	04537517
		25062292	35.00		22	04537518
		25062293	35.00		22	04537520
		25062294	35.00	22	04537521	
		25062295	37.00	22	04537523	
		25062296	21.00	22	00924114	

# Cash Reporting: Verification Tips

## Electronic

### General Processing Guidelines

- If you are short on:
  - Titles: Refer to **Title Application Summary Report**.
  - Be very careful in collecting **ALL** necessary Title paperwork. A missing/lost MVT-2 will have far ranging effects for your customer!
  - A customer's phone number on the MVT-2 can be crucial in tracking down missing paperwork.

\*\*\*\* TITLE APPLICATION SUMMARY REPORT\*\*\*\*  
BUREAU OF MOTOR VEHICLES

Page 1

VENDOR ID#: TRIO      VERSION UPDATE#: 04.4.700  
 MUNICIPALITY: ██████████      DATE OF REPORT: 04/21/2021  
 TOWN/COUNTY CODE: 05100      PROCESS DATE RANGE: 04/09/2021-04/16/2021  
 AUTHORIZATION TYPE: NEW      DATE RECEIVED: \_\_\_/\_\_\_/\_\_\_  
 AGENT ██████████      TOWN PHONE NUMBER: ██████████

TITLE APP #	FEE	CLASS/PLATE	DATE	CUSTOMER	OPID
13403072	33.00	PC 1085YN	04/15/21	LUMEN, STEPHEN	JAR
AP03897	33.00	MC 241MU	04/12/21	CLARK, VINCENT M	CDS
AP03898	33.00	SW 306-BDS	04/12/21	LACOSS, RONALD	KEH
AP03899	33.00	CR 5387P	04/12/21	LACOSS, RONALD	KEH
AP03900	33.00	TL Plate Number Listed Here	04/12/21	LACOSS, RONALD	KEH
AP03950	33.00	PC 1082YN	04/12/21	Customer Information Listed Here	KEH
AP03951	33.00	PC 1082YN	04/12/21		JAR
AP03952	33.00	PC 1082YN	04/13/21		CDS
AP03953	33.00	PC 1082YN	04/13/21		JAR
AP03954	33.00	MP 307-BDS	04/13/21	WHITE, WILLIAM D	KEH
AP03955	33.00	PC 1082YN	04/13/21	OUTLER, WILLIAM P	CDS
AP03956	33.00	PC 1082YN	04/13/21	MAGEL, JEREMY R	CDS
AP03957	33.00	PC 1082YN	04/13/21	MCGRAW, MATTHEW A	CDS
AP03958	33.00	SW 307-BDS	04/14/21	HAWKES, ROZLIN M	CDS
AP03959	33.00	MC 243MU	04/14/21	BENSON, CHRISTOPHER	KEH
AP03960	33.00	FM 89-465	04/14/21	KLAR, JEREMY B	CDS
AP03962	33.00	PC 1087YN	04/15/21	WOODWORTH, ALLEN S	CDS
AP03963	33.00	PC 1088YN	04/15/21	MESSINGER, STACEY	JAR

# Cash Reporting: Verification Tips

## Manual Processing

YOURTOWN	ME	04444	Fees	35.00	
	PT		Agent Fee	5.00	
	Sticker # (M)	(Y) 21D 526314	User ID	TMG	Reg Type REREG.
					www.maine.gov/sos

## General Guidelines

- Count your stickers issued making sure it matches your report.
- How do you track controlled inventory?
  - Spreadsheet that tracks weekly?



Stickers Expiring:	Beginning Stickers on Hand	BMV USE ONLY	Stickers Received	Stickers Returned	Total Stickers	Stickers Issued	BMV USE ONLY	Ending Sticker Amount on Hand
JAN. Single	5				5			5
JAN. Double	12				12	2		10
FEB. Single	24				24	14		10
FEB. Double	34				34	9		25
MAR. Single	5				5			5
MAR. Double	10		10		20	13		7
APRIL Single	5				5			5
APRIL Double	10				10			10
MAY Single	5				5			5
MAY Double	10				10			10
JUNE Single	5				5	2		3
JUNE Double	12				12	2		10
JULY Single	5				5	2		3
JULY Double	11				11			11
AUG. Single	5				5	2		3
AUG. Double	12				12	2		10
SEPT. Single	5				5	2		3
SEPT. Double	8				8	2		6
OCT. Single	5				5			5
OCT. Double	7				7			7
NOV. Single	5				5			5
NOV. Double	10				10			10
DEC. Single	5				5			5
DEC. Double	10				10			10
TOTAL						48		
Boosters								
Transits								
MVR-10								
Year Stickers								
12 Single	15				15	2		13
12 Double	135				135	6		129
13 Single	25		20		45	5		40
13 Double	75		50		125	26		99
14 Single	25				25	6		19
14 Double								
MC COMBO								
TC DECALS	13	5			5			5
14	14	5			5			5
TOTAL						45		

# Inventory: Requirements

## Electronic/Manual Processing

### General Inventory Guidelines

- Hand counts of inventory (stickers, plates, permits, and registration forms) must still be performed in connection with each cash report. Do you actually have what your report states you should?
- All unresolved inventory discrepancies must be reported to the Bureau of Motor Vehicles, Audit Services.

\*\*\*\* TOWN SUMMARY \*\*\*\*  
BUREAU OF MOTOR VEHICLES

Page 2

VENDOR ID#: TRIO      VERSION UPDATE#: 04.4.657  
MUNICIPALITY:      DATE OF REPORT: 12/10/2020  
TOWN/COUNTY CODE:      PROCESS DATE RANGE: 12/03/2020-12/10/2020  
AUTHORIZATION TYPE: NEW      DATE RECEIVED:  
AGENT      TOWN PHONE NUMBER:

--- TOWN SUMMARY ---      --- FOR BMV U

Category	Units	Dollars	Category
BARBARA BUSH - NEW..		.00	BARBARA BUSH - NEW..
BARBARA BUSH - RENEWAL		.00	BARBARA BUSH - RENEWAL
BRST CANCER-NEW.....		.00	BRST CANCER-NEW.....
BRST CANCER-RENEWAL		.00	BRST CANCER-RENEWAL
BLACK BEAR-NEW.....		.00	BLACK BEAR-NEW.....
BLACK BEAR-RENEWAL		.00	BLACK BEAR-RENEWAL
CONSERVATION-NEW.....		.00	CONSERVATION-NEW.....
CONSERVATION-RENEWAL		.00	CONSERVATION-RENEWAL
LOBSTER-NEW.....		.00	LOBSTER-NEW.....
LOBSTER-RENEWAL.....		.00	LOBSTER-RENEWAL.....
SPORTSMAN.....		.00	SPORTSMAN.....
SUP YR TRPS-NEW.....		.00	SUP YR TRPS-NEW.....
SUP YR TRPS-RENEWAL		.00	SUP YR TRPS-RENEWAL
U OF M-NEW.....		.00	U OF M-NEW.....
U OF M-RENEWAL.....		.00	U OF M-RENEWAL.....
OTHER.....		.00	OTHER.....
SALES TAX - PAID.....	1	5.50	SALES TAX - PAID.....
SALES TAX - NO FEE.....		.00	SALES TAX - NO FEE.....
EXCISE TAX TOTAL.....	6	740.35	EXCISE TAX TOTAL.....
SUBTOTAL.....	7	183.50	SUBTOTAL.....
OVER/SHORT.....		.00	OVER/SHORT.....
ADJUSTED GRAND TOTAL	7	183.50	ADJUSTED GRAND TOTAL

Report completed by \_\_\_\_\_

Mail one copy of all reports, data upload verification, and remittance to:      TOTAL AMOUNT REMITTED TO: \_\_\_\_\_

ATTN: ACCOUNTING UNIT      ( ) Bank Deposit  
BUREAU OF MOTOR VEHICLES      ( ) Cash  
101 HOSPITAL STREET      ( ) Checks/Money Order  
29 STATE HOUSE STATION  
AUGUSTA, ME 04333-0029

Stickers Expiring	Beginning Stickers on Hand	BMV USE ONLY	Stickers Received	Stickers Returned	Total Stickers	Stickers Issued	BMV USE ONLY	Ending Sticker Amount on Hand
JAN. Single	5				5			5
JAN. Decals	12				12	2		10
FEB. Single	24				24	14		10
FEB. Decals	34				34	9		25
MAR. Single	5				5			5
MAR. Decals	10		10		20	13		7
APRIL Single	5				5			5
APRIL Decals	10				10			10
MAY Single	5				5			5
MAY Decals	10				10			10
JUNE Single	5				5			5
JUNE Decals	12				12	2		10
JULY Single	5				5	2		3
JULY Decals	11				11			11
AUG. Single	5				5			5
AUG. Decals	12				12	2		10
SEPT. Single	5				5	2		3
SEPT. Decals	8				8	2		6
OCT. Single	5				5			5
OCT. Decals	7				7			7
NOV. Single	5				5			5
NOV. Decals	10				10			10
DEC. Single	5				5			5
DEC. Decals	10				10			10
TOTAL								48
Boosters								
Transits								
MVR-10								
Year Stickers								
12 Single	15				15	2		13
12 Decals	135				135	6		129
13 Single	25		20		45	5		40
13 Decals	75		50		125	26		99
14 Single	25				25	6		19
14 Decals								
MC COMBO								
TC	13	5			5			5
DECALS	14	5			5			5
TOTAL								45

# Inventory: Verification Tips

## Electronic Processing

### Inventory Guidelines

- Inventory should be issued in sequential order.
- Check your actual inventory against what is listed in your report.
- Do you have "stray" stickers listed? If you see a single sequence, were they issued but not removed from inventory? Research!

**Double Stickers-----**

	Amount on Hand Start of Period	Amount Received During Period	Valid Issues During Period	Amount Adjusted During Period	Amount on Hand End of Period
JAN	332	0	0	0	332
FEB	357	0	1	0	356
MAR	329	0	0	0	329
APR	378	0	46	0	332
MAY	48	0	0	0	48
JUN	586	0	0	0	586
JUL	323	0	0	0	323
AUG	154	0	1	0	153
SEP	326	0	0	0	326
OCT	212	0	0	0	212
NOV	574	0	0	0	574
DEC	325	0	0	0	325
20	450	0	0	0	450

M07 3326453 - 3326475	M07 3386311 - 3386610	M08 3869888 - 3870040
M09 4328100 - 4328125	M09 4359306 - 4359605	M10 4826759 - 4826970
M11 5290927 - 5291200	M11 5295696 - 5295995	M12 5753606 - 5753905
M12 5753606 - 5753905		
Y20 2599371 - 2599520	Y20 2627546 - 2627845	Y21 3365872 - 3365872
Y21 3905186 - 3905250	Y21 3931886 - 3932085	Y22 4537539 - 4537539
Y22 4537606 - 4537660	Y22 4779196 - 4779495	
M11 5290927 - 5291200	M11 5295696 - 5295995	M12 5699286 - 5699310
M12 5753606 - 5753905		
Y20 2599371 - 2599520	Y20 2627546 - 2627845	Y21 3365872 - 3365872
Y21 3905186 - 3905250	Y21 3931886 - 3932085	Y22 4537539 - 4537539
Y22 4537606 - 4537660	Y22 4779196 - 4779495	

# Cash Reporting: Sort Order

## Electronic/Manual Processing

### Sorting Checklist Highlights

- **Corrections, duplicates** and **transfers** are sorted separately.
- All other registrations should be **sorted by class code** in the order of **corresponding categories** on the cash report. Registrations with special fees should be separated within each class code, i.e. "No Fee", Half Rates, Prorations, Vanity Plates, Lost/Replacement Plates, and/or Specialty Plate Fees.

\*\*\*\* TOWN SUMMARY \*\*\*\*  
BUREAU OF MOTOR VEHICLES

VENDOR ID#: TRIO      VERSION UPDATE#: 04.4.857  
MUNICIPALITY: Yourtown      DATE OF REPORT:  
TOWN/COUNTY CODE:      PROCESS DATE RA  
AUTHORIZATION TYPE: NEW      DATE RECEIVED  
AGENT: Tina M Gowell      TOWN PHONE NUM

--- TOWN SUMMARY ---

Category	Units	Dollars	Category
PASSENGER FULL.....	4	140.00	PASSENGER
ISLAND USE.....		.00	ISLAND USE
ANTIQUE.....	1	30.00	ANTIQUE.....
ANTIQUE MOTORCYCLE.....		.00	ANTIQUE MC
AUTOCYCLE.....		.00	AUTOCYCLE
MOTOR HOME.....		.00	MOTOR HOM
RENTAL.....		.00	RENTAL.....
PASSENGER NO FEE.....		.00	PASSENGER
PASSENGER HALF RATE.....		.00	PASSENGER
HIRE.....		.00	HIRE.....
PASSENGER TRUCK.....		.00	PASSENGER
COMMERCIAL.....	5	617.00	COMMERCIA
TRAILER.....	6	122.00	TRAILER.....
TRACTOR/SPEC MOBILE.....		.00	TRACTOR/SI
COACH/EMERGENCY.....		.00	COACH/EME
FARM TRUCK.....		.00	FARM TRUC
MOTORCYCLE.....		.00	MOTORCYC
MOPED.....		.00	MOPED.....
SPECIAL EQUIPMENT.....		.00	SPECIAL EO
BUS.....		.00	BUS.....
TITLE.....		.00	TITLE.....
VANITY PLATES.....	3	75.00	VANITY PLAT
RESERVE NUMBER.....		.00	RESERVE NI
LOST PLATE.....		.00	LOST PLATE
DUP STICKER.....		.00	DUP STICKE
DUP REGISTRATION.....		.00	DUP REGIST
SPECIAL PERMIT CERT.....		.00	SPECIAL PER
INCREASE GWV.....		.00	INCREASE G
TRANSIT.....		.00	TRANSIT.....
TRANSFER.....	1	8.00	TRANSFER.
AGRICULTURE-NEW.....		.00	AGRICULTUR
AGRICULTURE-RENEWAL.....		.00	AGRICULTUR
ANIMAL WELFARE-NEW.....		.00	ANIMAL WEL
ANIMAL WELFARE-RENEW.....		.00	ANIMAL WEL

# Cash Reporting: Sort Order

## Electronic/Manual Processing

### Sorting Checklist Highlights

- Use Tax Certificates- Separate by “**Fee**” and “**No Fee**”
- Ensure all paperwork with the MVT-2 applications are stapled firmly together.
- **NO** staples in registrations. If something needs attaching, please use a paperclip.
- Materials should not be folded or rolled. The outside upper left corner of the envelope should be stamped with the municipal validation stamp, and the cash report processing date range should be recorded below the stamp.
- Indicate **Electronic** or **Manual** on envelope.

\*\*\*\* TOWN SUMMARY \*\*\*\*  
BUREAU OF MOTOR VEHICLES

VENDOR ID#: TRIO      VERSION UPDATE#: 04.4.657  
MUNICIPALITY: Yourtown      DATE OF REPORT:  
TOWN/COUNTY CODE:      PROCESS DATE RA  
AUTHORIZATION TYPE: NEW      DATE RECEIVED  
AGENT: Tina M Gowell      TOWN PHONE NUM

--- TOWN SUMMARY ---

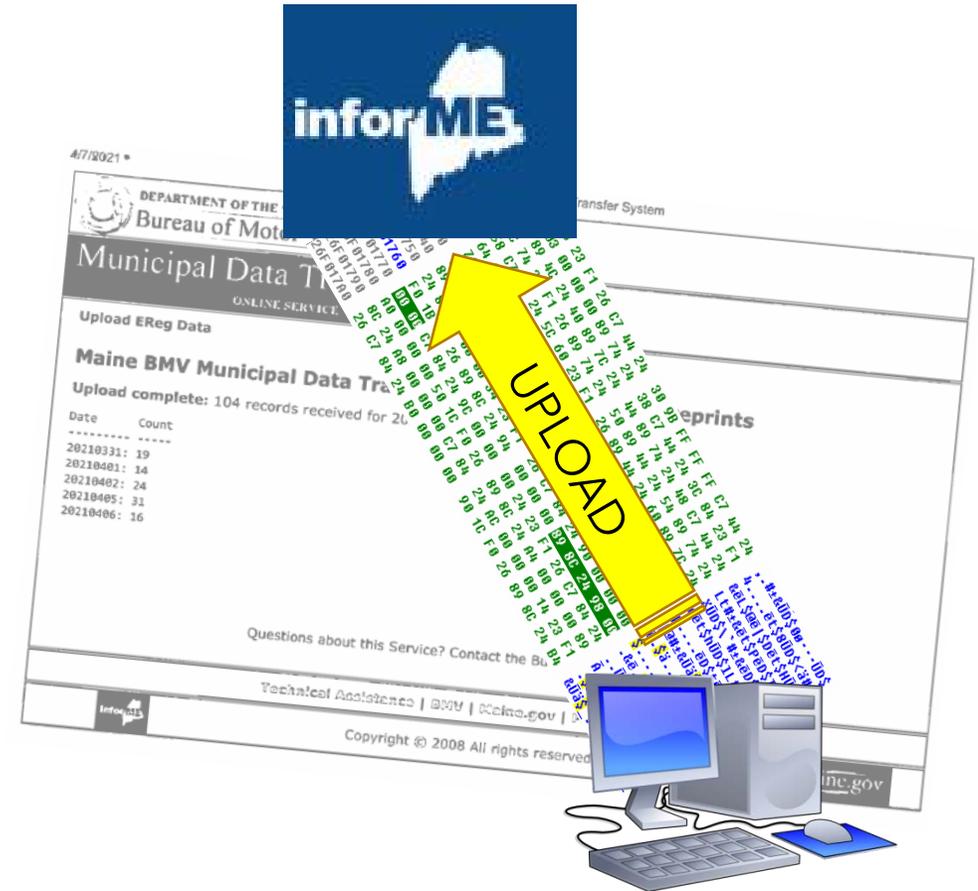
Category	Units	Dollars	Category
PASSENGER FULL.....	4	140.00	PASSENGER
ISLAND USE.....		.00	ISLAND USE
ANTIQUE.....	1	30.00	ANTIQUE.....
ANTIQUE MOTORCYCLE.....		.00	ANTIQUE MC
AUTOCYCLE.....		.00	AUTOCYCLE
MOTOR HOME.....		.00	MOTOR HOM
RENTAL.....		.00	RENTAL.....
PASSENGER NO FEE.....		.00	PASSENGER
PASSENGER HALF RATE.....		.00	PASSENGER
HIRE.....		.00	HIRE.....
PASSENGER TRUCK.....		.00	PASSENGER
COMMERCIAL.....	5	617.00	COMMERCIA
TRAILER.....	6	122.00	TRAILER.....
TRACTOR/SPEC MOBILE.....		.00	TRACTOR/SI
COACH/EMERGENCY.....		.00	COACH/EME
FARM TRUCK.....		.00	FARM TRUCK
MOTORCYCLE.....		.00	MOTORCYCL
MOPED.....		.00	MOPED.....
SPECIAL EQUIPMENT.....		.00	SPECIAL EO
BUS.....		.00	BUS.....
TITLE.....		.00	TITLE.....
VANITY PLATES.....	3	75.00	VANITY PLAT
RESERVE NUMBER.....		.00	RESERVE NI
LOST PLATE.....		.00	LOST PLATE
DUP STICKER.....		.00	DUP STICKE
DUP REGISTRATION.....		.00	DUP REGIST
SPECIAL PERMIT CERT.....		.00	SPECIAL PER
INCREASE GWV.....		.00	INCREASE G
TRANSIT.....		.00	TRANSIT.....
TRANSFER.....	1	8.00	TRANSFER.
AGRICULTURE-NEW.....		.00	AGRICULTUR
AGRICULTURE-RENEWAL.....		.00	AGRICULTUR
ANIMAL WELFARE-NEW.....		.00	ANIMAL WEL
ANIMAL WELFARE-RENEW.....		.00	ANIMAL WEL

# Cash Reporting: Uploads

## Electronic Processing

### Data File Checklist

- **ELECTRONIC DATA FILE TRANSFER** - The data and reports being transferred should match the paper copy of the report and the hard copies of the registrations.
- Please contact your vendor for training on the Electronic Data Transfer.
- If you receive an error message during the submittal of the Electronic Data Transfer, please contact INFORME: [www.maine.gov/informe](http://www.maine.gov/informe)



# Cash Reporting & Inventory Management

Bureau of Motor Vehicles

