



SEMINOLE COUNTY TAX COLLECTOR

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[WWW.SEMINOLECOUNTY.TAX](http://WWW.SEMINOLECOUNTY.TAX)

## Memorandum

**TO:** All Seminole County Commercial Vehicle Dealers and Financial Institutions  
**FROM:** Office of the Seminole County Tax Collector  
**DATE:** April 1, 2016  
**RE:** Payment of DHSMV Fees for Vehicle Transactions Processed

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The office of the Seminole County Tax Collector takes pride in the attention and individual customer service we offer to our commercial account dealers and financial institutions.

Within the timeline of our commitment to process commercial account work as County Agent for the DHSMV, we have attempted a number of payment arrangements for our commercial accounts for state fees due on vehicles sold. Cash, cashier checks, money orders, debit and credit cards, or business checks used to pay for the DHSMV fees due at the time the work is processed are all acceptable. However, when a commercial account is "dropping" their work to be processed by any one of our branch offices within our 48 to 72 hour standard turn around, no one is aware of the exact amount of the fees due. In the past we have encouraged commercial account dealers or financial institutions to either present us with a signed blank check or create an escrow account from which we would take payment as the work is processed.

Some of our commercial accounts have a business policy that does not allow them to give us a blank check to pay for their commercial work dropped. They would prefer our office call them back after our review and computer entry work is completed with a quote of the exact amount of DHSMV fees due. That creates an impractical and time consuming situation based on the time of day the work is completed for them to produce, have signed, and rush a check to us before end of our work day to enter the transactions in the state DHSMV computer system.

We understand that each of our commercial accounts have a unique internal business process, which we respect. However, we too have procedures to follow and can only determine the exact fees due as we process the actual work.

Therefore, effective April 1, 2016, our policy toward all commercial account customers will be as follows for all commercial account transactions processed in any of our branch offices:

1. The commercial account dealer or financial institution may establish an escrow account with us for a minimum dollar amount equal to an average of five (5) days work processed by our office. We can set varying dollar amounts for each account. As work is processed, it will be deducted from the escrow account. At the end of each week a request for reimbursement of the escrow account to the agreed upon amount would be sent to the commercial dealer or financial institution for a check to be mailed out on Friday so we may receive it the following Monday to take the escrow dollar amount back to full commercial account value.
2. The commercial dealer or financial institution may submit a blank business check with the work to be processed and our staff will fill in the fee amount at the completion of the account transaction into the computer. A batch receipt will be attached to the commercial account work showing the check number and dollar amount.
3. There is a special "Dealer" section on our Seminole County Tax Collector website, [www.seminolecounty.tax](http://www.seminolecounty.tax) which allows commercial dealers and financial institutions to settle their account daily by E-check at a cost of \$0.50 per E-check (for each transaction or the total batch work completed that day). The operative word is "daily" pay for the work completed (see sample procedure pages attached).
4. The commercial dealer or financial institution may wire transfer the batch amount due to our Accounting Department the same day that we call with a total amount due for work processed. More than likely, the commercial dealer will experience a fee of \$15 to \$25 per wire transfer by their bank for this service.
5. The commercial dealer or financial institution may complete a "Commercial Account Credit Card Transmittal" form and leave it at our branch office with each dropped folder of commercial account work. There is a 2.35% convenience fee charged for using a credit card. Our staff will process the credit/debit card and attach a receipt to the completed dealer work (see form attached).

We hope with five different payment options available you will find dropping your work is efficient for you and our offices.