



Utah State Tax Commission
 Motor Vehicle Enforcement
 Division
 210 N 1950 W
 Salt Lake City, UT 84314
 mved.utah.gov

November 2010 Issue

Upcoming Holidays

State Offices will be closed on the following Holidays:

November 11, 2010
 November 25, 2010

Operating Hours

MVED is open
 Monday-Thursday
 7 AM—6PM

Commonly Used Phone Numbers and Websites

MVED

801-297-2600
 mved.utah.gov

DMV

801-297-7780
 dmv.utah.gov

Tax Division

801-297-2200
 tax.utah.gov

Tax Warehouse

801-297-3878



MVED Newsletter



Fingerprint Law Change

Due to legislation changes, all owners, partners or corporate officers of a dealership AND all salespeople licensed under a dealership must be fingerprinted **by November 30, 2010**.

Enclosed is a list of owners, partners or corporate officers and salespeople that are currently listed under your business.

Any person on the list must complete:

- Fingerprint card with signature of official taking fingerprints and the person who is being fingerprinted. Make sure all personal information is also completed.
- TC-465 Waiver Form—can be found online at www.tax.utah.gov
*the newest version no longer requires a notary
- Payment of \$25.00 per person, make checks payable to:
Utah State Tax Commission
- Return the above items to MVED, 210 N 1950 W, SLC UT 84134
- **Submit no later than November 30, 2010 or licenses will be suspended.**

PLEASE NOTE if fingerprints were submitted to MVED on or after 7/1/10 then that person will not need to resubmit. They will already be in the new fingerprint database and should not be on your enclosed list.

Owners of multiple businesses do not need to submit a separate card, waiver and payment for each business owned. One fingerprint card, waiver and payment will be sufficient.

Fingerprinting Items Continued

If you have a salesperson that transfers to your business after we printed your list, you will need to make sure they have submitted the required items. Don't assume their old employer handled it before they transferred.

Most police agencies do fingerprinting. Most also charge a fee for this service. Contact your local police agency for availability. If you are in the Salt Lake City area you can also be fingerprinted at Bureau of Criminal Identification. Call 801-965-4445 for hours and address information. Be sure that when you are being fingerprinted they use the blue "Applicant" fingerprint card. You must submit the fingerprint card with the other required items to MVED (see front page of this newsletter).

IDS has arranged for fingerprinting to be done at Brasher's Salt Lake Auto Auction on November 9th from 9 AM—12 PM. Please call IDS at 801-566-3802 for more information or other possible dates.

There is not a grace period. Any person who has not submitted the required items by November 30th will be suspended as of December 1, 2010. If any of the owners of your business do not submit the required items then the entire business and any salespeople licenses issued under that business license will be suspended.

Other Items

Whenever submitting an application to our office, please print any required forms from our website to ensure that you have the most current forms. You can search for our forms by form number at www.tax.utah.gov under "Forms & Publications". Some of our forms have undergone revisions due to law changes. We cannot accept the old applications due to the law requirements. We will be forced to reject your documents anytime the correct form is not submitted.

We have noticed a large amount of salespeople applications being submitted that do not have all of the questions on the form answered. If the forms are not complete we will reject them. Some of the common items we see that are left blank are the employing dealer name/number and the printed applicant's name in the section where the employer signs. The employer should also be sure they are reviewing the criminal convictions listed on question 2.

You should have a wall license for each owner/salesperson displayed at your place of business. If a salesperson is no longer employed at your business then you need to return their wall license to MVED so the license can be suspended.

MVED cannot accept debit/credit cards in our office. Please be sure that applications are accompanied by a check or money order made payable to Utah State Tax Commission. We also accept cash payments at our front counter. If paying with cash, please try and have the exact change. Salespeople are often frustrated when they have driven an hour to get here and only have debit/credit card to make a payment.

