



BOAT REGISTRATION AND AD VALOREM MANUAL

Updated January 2021



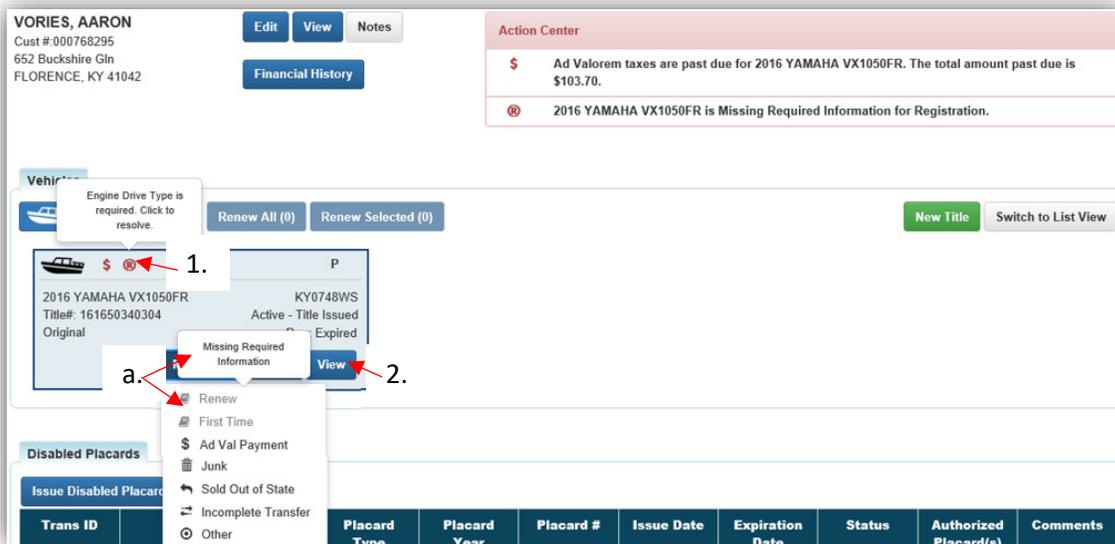
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Boat with Missing Required Vehicle Information:

A boat with a  icon means that it is missing information that is required to either renew or issue a first time registration.

1. Hovering your mouse over the icon will open a message that will communicate specifically what is missing.
 - a. Hovering your mouse over the greyed-out 'Renew' or 'First Time' from the Manage dropdown will also display a message letting you know why it can't be registered.
 - b. Clicking the  icon will take you to the Vehicle Summary Page with the Vehicle Attributes section open for editing so you can add what is missing.
 - c. If the icon is there because of a problem with the HIN, clicking it will start an Updated Title Application where you can either enter the correct HIN or request a state-issued HIN.

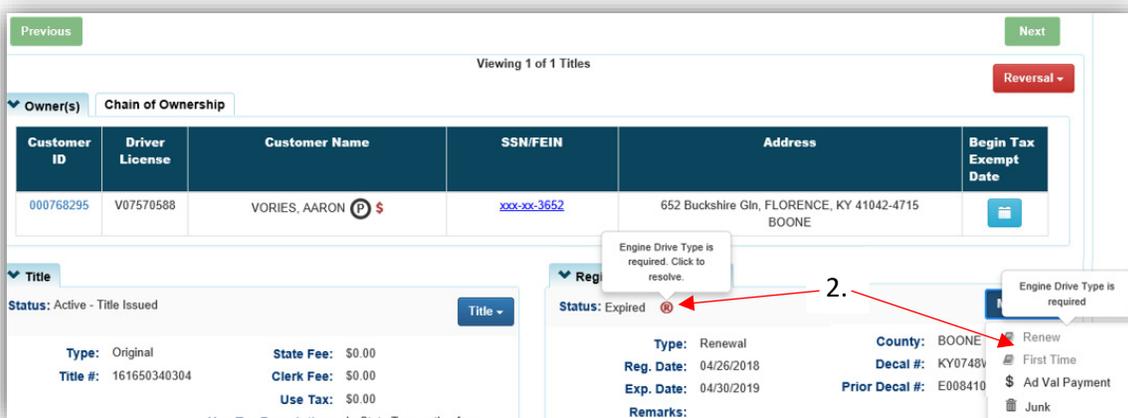


1.  2. 

a.  

Trans ID	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
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2. From the Vehicle Summary Page, the same is true if you hover your mouse over the  icon or greyed out Renew or First Time.



2.  

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
000768295	V07570588	VORIES, AARON   	xxx-xx-3652	652 Buckshire Gln, FLORENCE, KY 41042-4715 BOONE	

Type	State Fee	Clerk Fee	Use Tax
Original	\$0.00	\$0.00	\$0.00

Type	Reg. Date	Exp. Date	County	Decal #	Prior Decal #
Renewal	04/26/2018	04/30/2019	BOONE	KY0748V	E008410

3. To add or change anything in the Vehicle Attributes section of the Vehicle Summary Page, click the **Edit** button.

Vehicle Attributes

County of Dockage: BOONE
 Boat Type: Other
 Engine Drive:
 Length: 10' 11"
 Occupant Capacity: 3
 Number of Toilets: 0
 Primary Use: Pleasure

Hull Material: Fiberglass
 Propulsion: Water Jet
 Beam: 4' 1"
 Weight Capacity:
 Toilet Type:
 Number of Motors: 1
 Brand:

Motor(s)

Year	Make	Horsepower	Serial Number	Fuel Type
2016	YAMA	115	6EY-1006359	Gas

Situs Address
 No Situs Address.

4. If you clicked on the icon in step 1 or 2, you will be brought to the Vehicle Attributes section already opened, ready for editing.
 - a. You can add or edit any field in this section, but you must click for KAVIS to retain the changes.
 - b. The information missing for this example is the Engine Drive.
 - c. To delete a motor, add a new motor or edit any motor attributes, use the buttons inside the Motor section.
 - d. Changes to the Boat Details will make the title ineligible for a Duplicate Title.
 - o The only exceptions to this are changes to the County of Dockage, Situs Address, or Motor(s).

Vehicle Attributes

Boat Details

County of Dockage: GALLATIN * Vehicle has a Situs Address

Boat Type: Other *
 Engine Drive: Select One... * **b.**
 Length Ft: 9 *
 Beam Ft: 2 *
 Occupant Capacity: 2
 Number of Toilets: 0 *
 Primary Use: Pleasure *

Hull Material: Fiberglass *
 Propulsion: Water Jet *
 Length In: 8 *
 Beam In: 6 *
 Weight Capacity:
 Toilet Type: Select One...
 Brand:

Motor(s)

Use the small action icons (Delete Motor, Save Motor) to update Motor(s). These updates are immediately applied and operate independently from the larger red 'Cancel' and green 'Save' buttons.

Motor #1

Year: 2003 *
 Make: YAMA *
 Horsepower: 120.0 *
 Fuel: Gas *
 Serial #: 68A-1000628
 Year of Purchase:
 Purchase Amount: 0

+ Add Motor **c.**
 x Delete Motor
 Edit Motor
 Cancel Save **a.**

5. Back on Aaron's Customer Account Page, we can see that the icon has been replaced with a and the boat is now able to be registered.

VORIES, AARON
Cust #:000768295
652 Buckshire Gln
FLORENCE, KY 41042

[Edit](#) [View](#) [Notes](#)
[Financial History](#)

Action Center

- \$** Ad Valorem taxes are past due for 2016 YAMAHA VX1050FR. The total amount past due is \$103.73.
- Ⓟ** 2016 YAMAHA VX1050FR is Ready for Registration Renewal.

Vehicles

[Boats \(1\)](#) [Renew All \(1\)](#) [Renew Selected \(0\)](#)

[New Title](#) [Switch to List View](#)

 **\$** **Ⓟ** **P**

2016 YAMAHA VX1050FR KY0748WS
Title#: 161650340304 Active - Title Issued
Original Reg: Expired

5. [Manage](#) [Title](#) [View](#)

-  Renew
-  First Time
-  Ad Val Payment
-  Junk
-  Sold Out of State
-  Incomplete Transfer
-  Other

Disabled Placards

[Issue Disabled Placard](#)

Trans ID	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
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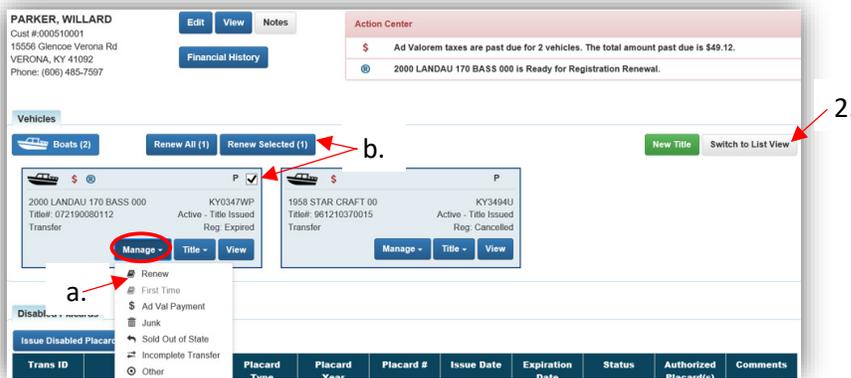
Registration Actions

- To register a boat, Customers must pay all delinquent Ad Valorem on all vehicles.
Ad Valorem does not need be paid in a separate transaction before the registration; it will be included with the renewal payment.
- Renewing a registration from March 1st – April 30th will require the current year Ad Valorem to be paid for each boat being renewed.
- On May 1st all current year Ad Valorem is due for all boats a customer owns when renewing registration.
- Salvage titles and Rebuilt title applications are not eligible to be registered.
 - A rebuilt title can be registered after the application has been approved and the title is active.

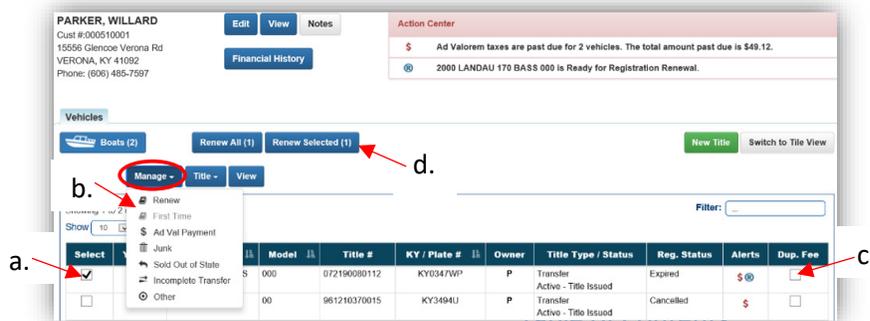
Single Vehicle Registration

There are three primary ways to get started.

1. From a **Customer Account Page**, in the tile view.
 - a. In the specific boat's tile, select 'Renew' or 'First Time' from the **Manage** dropdown button to go to the Manage Page.
 - b. **OR**, to go straight to the Shopping Cart with the selected boat's registration fees and ad val due on all boats, select the checkbox in the boats' tiles and click **Renew Selected**.



2. From a **Customer Account Page**, in the list view.
 - a. Select the checkbox for the specific boat you wish to renew.
 - b. Choose 'Renew' or 'First Time' from the **Manage** dropdown options.
 - c. Checking the 'Dup. Fee' will add a \$3. Duplicate Registration Fee.
 - d. **OR**, to go straight to the Shopping Cart with the selected boats' registration fees and taxes due on all boats, select the checkbox for the boats to be registered and click **Renew Selected**.



OR

3. From the **Vehicle Summary Page**, in the Registration Information section select 'Renew' or 'First Time' from the **Manage** dropdown options.

Viewing 3 of 3 Titles

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
000510001		PARKER, WILLARD	xxx-xx-6114	15556 Glencoe Verona Rd, VERONA, KY 41092-9145 BOONE	

Title

Status: Active - Title Issued

Type: Transfer State Fee: \$0.00
Title #: 072190080112 Clerk Fee: \$0.00
Prior Title #: 191840085001 Use Tax: \$0.00
Use Tax Description:

Registration Information

Status: Expired

Type: Renewal County: BOONE
Reg. Date: 04/27/2018 Decal #: KY0347V
Exp. Date: 04/30/2019 Prior Decal #: E009957
Remarks:
Comments:
F&W State Fee: \$44.00

3. **Manage** dropdown menu options:
Renew
First Time
Ad Val Payment
Junk
Sold Out of State
Incomplete Transfer
Other

4. If 'Renew' or 'First Time' is not available to choose, hover your mouse over them or the icon to see a message explaining specifically what information is missing.
 - a. See the '[Boat with Missing Required Vehicle Information](#)' section of this manual for guidance entering the missing information.

Reg

Status: Expired

Type: Renewal County: BOONE
Reg. Date: 06/07/2013 Decal #: E010221
Exp. Date: 04/30/2014 Prior Decal #: E509469
Remarks:
Comments:
F&W State Fee: \$34.00
KYTC State Fee: \$0.00
Boat Safety Fee: \$0.00
Clerk Fee: \$6.00

4. tooltip: Engine Drive Type is required. Click to resolve.

Engine Drive Type is required

Manage dropdown menu options:
Renew
First Time
Ad Val Payment
Junk
Sold Out of State
Incomplete Transfer
Other

5. On the Manage Page, there are a few things you can do before clicking **Add To Cart**.
 - a. Opening the Owner(s) section will show you all owners on the title.
 - b. You may choose from the Add duplicate dropdown options to charge a \$3 Duplicate Registration Fee and/or reprint the registration receipt.
 - c. 'Select All Items' is selected by default. Clicking the checkbox will unselect any Ad Valorem that is currently optional.
 - d. Click the  next to each boat to waive the penalty and/or interest fees.
 - e. If the Customer intends to return on a specific date, the **Quote** button will open a PDF of an estimated quote that you can print.
 - o You may pick a date up to 2 weeks in the future in the 'Delinquent Date' box before clicking 'Quote'. (You will not be able to add an Ad Valorem amount to the Cart if there is a future date in the Delinquent Date field.)
 - f. If you choose a past date in the 'Delinquent Date' box(es), enter any helpful comments and select a reason from the dropdown menu.

Owner(s)

Title
 Title Status: Active - Title Issued
 Title Number: 072190080112
 Title Type: Transfer

Registration
 Registration Status: Expired
 Registration Length: Short-Term
 Registration Action: Renewal
 Add Duplicate: **No**
 Fee Only
 Print, No Decal No Fee
 Print, No Decal with Fee

Ad Valorem
 Select All Items (2 of 2)

Item	Title #	KY #	Days Past Due	Delinquent Date	Amount	Waiver
<input checked="" type="checkbox"/> 1958 STAR CRAFT	961210370015	KY3494U	69	07/18/2019	\$1.68	<input checked="" type="checkbox"/>
Ad valorem Tax 2019					\$1.68	
Penalty					\$0.17	<input checked="" type="checkbox"/>
Interest					\$0.06	<input checked="" type="checkbox"/>
Lien Fee					\$2.00	
Sub Total:					\$3.91	
<input checked="" type="checkbox"/> 2000 LANDAU 170 BASS	072190080112	KY0347WP	69	07/18/2019	\$45.37	

Reasons:
 Select One...
 DOR authorized - refund of penalty
 DOR authorized - waive of penalty
 Payment entered in system in error
 Taxpayer backed out of transaction
 Payments postmarked timely
 Last day of month fell on Sat., Sun., holiday
 Payment received timely but not processed - terminal down

Selected Total: \$49.28

Total Due: \$99.12

Ad Valorem Quote Summary:
 Boone County Clerk
 KENNY BROWN, County Clerk
 BURLINGTON Branch
 Clerk: LPJ
 Ad Valorem Quote
 For Registration Action of:
 2000 LANDAU 170 BASS 000

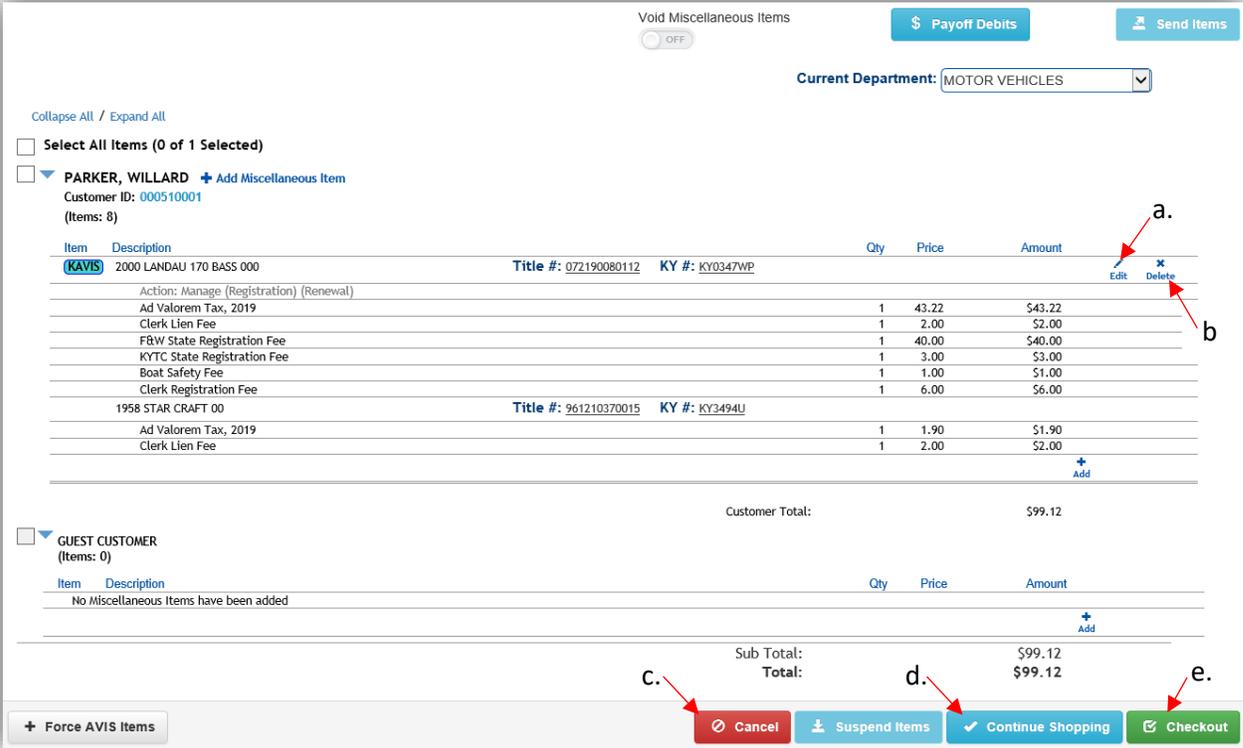
Year	Make	Model	Title Number	KY Number	Days Past Due	Delinquent Date	Tax Year	Amount
1958	STAR CRAFT	00	961210370015	KY3494U	69	7/18/2019	2019	\$3.91
2000	LANDAU 170 BASS	000	072190080112	KY0347WP	69	7/8/2019	2019	\$45.22

****This is an estimation quote only****

Total Ad Valorem Due: \$49.13

Buttons: Cancel, Add To Cart

6. The Shopping Cart will have the selected boat's registration fees and any delinquent Ad Valorem due for any of the Account's boats.
 - a.  **Edit** in the Shopping Cart will take you back to the Manage Registration Page to make changes (see step 8).
 - b.  **Delete** will remove the registration and ad valorem, leaving any other transaction in the Shopping Cart (anything under this KAVIS stamp will be removed, while anything else will remain in the Cart).
 - c.  **Cancel** will remove all items from the Shopping Cart.
 - d.  **Continue Shopping** will take you to the Home Page, keeping everything in the Cart.
 - e. Select  **Checkout** when you are ready, and reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.



The screenshot shows a shopping cart interface with the following elements:

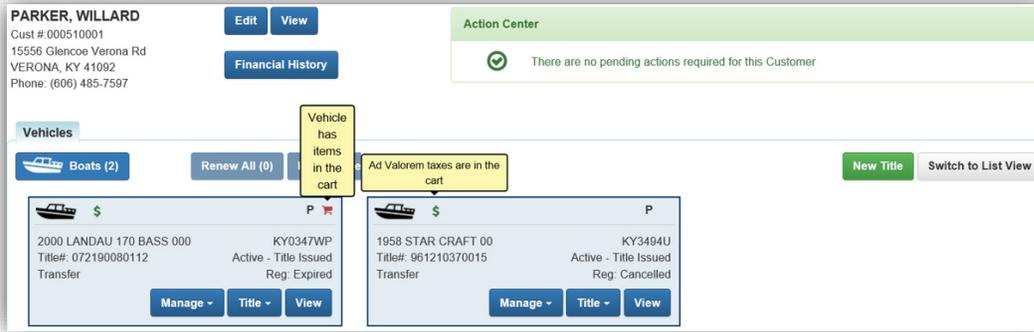
- Top right: "Void Miscellaneous Items" (OFF), "\$ Payoff Debits", and "Send Items".
- Current Department: MOTOR VEHICLES
- Left sidebar: "Collapse All / Expand All", "Select All Items (0 of 1 Selected)", and a dropdown for "PARKER, WILLARD" (Customer ID: 000510001, Items: 8).
- Main table:

Item	Description	Title #:	KY #:	Qty	Price	Amount	
KAVIS	2000 LANDAU 170 BASS 000	072190080112	KY0347WP				Edit Delete
Action: Manage (Registration) (Renewal)							
	Ad Valorem Tax, 2019			1	43.22	\$43.22	
	Clerk Lien Fee			1	2.00	\$2.00	
	F&W State Registration Fee			1	40.00	\$40.00	
	KYTC State Registration Fee			1	3.00	\$3.00	
	Boat Safety Fee			1	1.00	\$1.00	
	Clerk Registration Fee			1	6.00	\$6.00	
	1958 STAR CRAFT 00	961210370015	KY3494U				
	Ad Valorem Tax, 2019			1	1.90	\$1.90	
	Clerk Lien Fee			1	2.00	\$2.00	
							+ Add
- Customer Total: \$99.12
- Below table: "GUEST CUSTOMER (Items: 0)" with "No Miscellaneous Items have been added".
- Summary: Sub Total: \$99.12, Total: \$99.12
- Bottom buttons: "+ Force AVIS Items", "Cancel", "Suspend Items", "Continue Shopping", "Checkout".

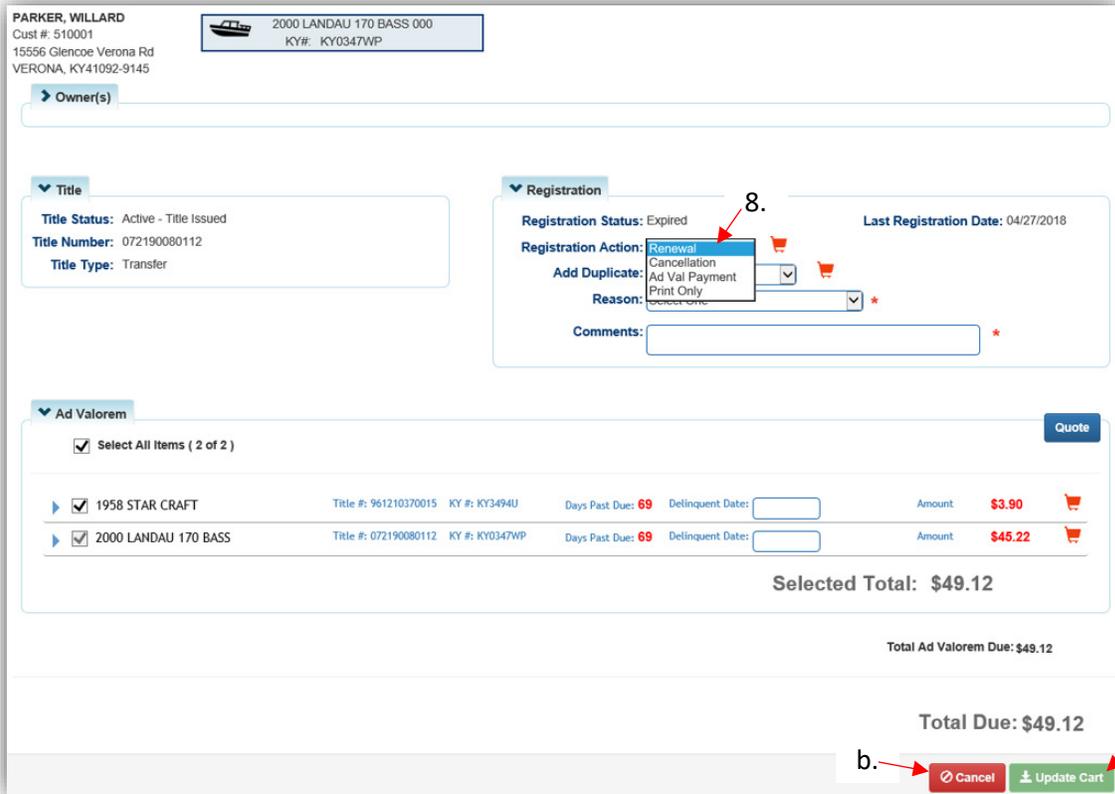
Annotations in the image:

- a.** Points to the **Edit** button in the top right of the first item row.
- b.** Points to the **Delete** button in the top right of the first item row.
- c.** Points to the **Cancel** button at the bottom.
- d.** Points to the **Continue Shopping** button at the bottom.
- e.** Points to the **Checkout** button at the bottom.

7. If you return to the Customer's Account Page while the items are still in the Shopping Cart, the icons will have changed. Where the Cart glyphicon is present, you will not be able to add additional Actions for that Title to the Cart. You must use the 'Edit' function from the Cart if you wish to change the Action.



8. Per step 6, clicking **Edit** in the Shopping Cart will take you back to the Manage Page where you can change the Registration Action.
 - a. Click **Update Cart** when you are finished making changes, and this will update the Shopping Cart with the changes made.
 - b. **Cancel** here will only cancel the update to the item in the cart, the original items will remain in the Shopping Cart.



Multiple Vehicle/Bulk Registration

To renew all boats that are currently eligible for Renewal, and go directly to the Shopping Cart, you must start with the Customer Account Page. Click **Renew All** (the number in parentheses tells you how many boats are eligible to renew). This will automatically bring all ad valorem due on all boats into the Shopping Cart as well, even those not being renewed.

1. From the Tile View:

The screenshot shows the customer account page for HARRIS, RONALD. The 'Action Center' displays three messages: Ad Valorem taxes are past due for 4 vehicles (\$7,295.14), 4 vehicles ready for renewal, and a missing required information for a 2003 Yamaha GP800A-B. The 'Vehicles' section shows five boat tiles. The 'Renew All (4)' button is circled in red. A red arrow points to the 'Switch to List View' button.

2. From the List View, checking the 'Dup. Fee' will add a Duplicate Registration Fee for that vehicle. This only adds the \$3. fee to each boat selected—it will not print the Duplicate.

The screenshot shows the customer account page in List View. The 'Action Center' messages are the same as in the previous screenshot. The 'Vehicles' section shows a table with 5 entries. The 'Dup. Fee' column is circled in red, and a red arrow points to the checkbox in the first row.

Select	Year	Make	Model	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input type="checkbox"/>	2004	BAJA BOATS INC	20OUT	040370390003	KY0418JS	P	Original Active - Title Issued	Expired	\$ @	<input type="checkbox"/>
<input type="checkbox"/>	2003	GLASTRON BOATS	GS-279	041880390010	KY0434KA	P	Out-of-state Active - Title Issued	Expired	\$ @	<input type="checkbox"/>
<input type="checkbox"/>	2003	YAMAHA	GP800A-B	032190390013	KY0405WP	P	Original Active - Title Issued	Expired	\$ @	<input type="checkbox"/>
<input type="checkbox"/>	2003	YAMAHA	GP800A-B	032190390015	KY0405WR	P	Original Active - Title Issued	Expired	\$ @	<input type="checkbox"/>
<input type="checkbox"/>	1981	SEASWIRL	CONTENDER	940830080148	KY0107NW	M	Out-of-state Active - Title Issued	Expired	@	<input type="checkbox"/>

3. If the customer has a large amount of boats and you need to renew only some of them, start by selecting all boats by clicking  (or you can check them manually).
 - a. Deselect the boat(s) you do not want to renew.
 - b. When the desired boats are selected, click **Renew Selected**.
 - o From the Tile View:

HARRIS, RONALD
Cust #: 001637592
123 Main Street
Simpsonville, KY 40067
Phone: (859) 567-2705

Action Center

- \$ Ad Valorem taxes are past due for 4 vehicles. The total amount past due is \$7,295.14.
- Ⓜ Customer has 4 vehicles ready for Registration Renewal.
- Ⓜ 2003 YAMAHA GP800A-B is Missing Required Information for Registration.

Vehicles

 Boats (5) Renew All (4) Renew Selected (3) New Title Switch to List View

 \$ Ⓜ P <input checked="" type="checkbox"/> 2004 BAJA BOATS INC 20OUT KY0418JS Title#: 040370390003 Active - Title Issued Original Reg: Expired Manage Title View	 \$ Ⓜ P <input checked="" type="checkbox"/> 2003 GLASTRON BOATS GS-279 KY0434KA Title#: 041880390010 Active - Title Issued Out-of-state Reg: Expired Manage Title View	 \$ Ⓜ P <input checked="" type="checkbox"/> 2003 YAMAHA GP800A-B KY0405WP Title#: 032190390013 Active - Title Issued Original Reg: Expired Manage Title View
 \$ Ⓜ P <input checked="" type="checkbox"/> 2003 YAMAHA GP800A-B KY0405WR Title#: 032190390015 Active - Title Issued Original Reg: Expired Manage Title View	 \$ Ⓜ M <input type="checkbox"/> a. 1981 SEASWIRL CONTENDER KY0107NW Title#: 940830080148 Active - Title Issued Out-of-state Reg: Expired Manage Title View	

- o From the List View:

HARRIS, RONALD
Cust #: 001637592
123 Main Street
Simpsonville, KY 40067
Phone: (859) 567-2705

Action Center

- \$ Ad Valorem taxes are past due for 4 vehicles. The total amount past due is \$7,295.14.
- Ⓜ Customer has 4 vehicles ready for Registration Renewal.
- Ⓜ 2003 YAMAHA GP800A-B is Missing Required Information for Registration.

Vehicles

 Boats (5) Renew All (4) Renew Selected (3) New Title Switch to Tile View

Showing 1 to 5 of 5 entries Filter:

Show entries

Select	Year	Make	Model	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>	2004	BAJA BOATS INC	20OUT	040370390003	KY0418JS	P	Original Active - Title Issued	Expired	\$ Ⓜ	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2003	GLASTRON BOATS	GS-279	041880390010	KY0434KA	P	Out-of-state Active - Title Issued	Expired	\$ Ⓜ	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2003	YAMAHA	GP800A-B	032190390013	KY0405WP	P	Original Active - Title Issued	Expired	\$ Ⓜ	<input type="checkbox"/>
<input checked="" type="checkbox"/> a.	2003	YAMAHA	GP800A-B	032190390015	KY0405WR	P	Original Active - Title Issued	Expired	\$ Ⓜ	<input type="checkbox"/>
<input type="checkbox"/>	1981	SEASWIRL	CONTENDER	940830080148	KY0107NW	M	Out-of-state Active - Title Issued	Expired	Ⓜ	<input type="checkbox"/>

4. After clicking **Renew Selected** or **Renew All**, you will be sent to the Shopping Cart with all eligible boats' Registration and Ad Valorem dues.
 - a. For a Bulk Renewal, do not click **Edit** or **Delete**, **this will cause errors.**
 - b. If changes need to be made, click **Cancel** to delete these from the Shopping Cart and return to the Home Page to start again.

HARRIS, RONALD + Add Miscellaneous Item
Customer ID: 001637592
(Items: 60)

Item	Description	Title #:	KY #:	Qty	Price	Amount	
KAVIS	2004 BAJA BOATS INC 200UT	040370390003	KY0418JS				Edit Delete
	2003 GLASTRON BOATS GS-279	041880390010	Plate#: KY0434KA				
	Ad Valorem Tax, 2018			1	610.41	\$610.41	
	Clerk Lien Fee			1	2.00	\$2.00	
	2004 BAJA BOATS INC 200UT	040370390003	KY0418JS				
	Ad Valorem Tax, 2018			1	220.79	\$220.79	
	Clerk Lien Fee			1	2.00	\$2.00	
	2003 YAMAHA GP800A-B	032190390015	KY0405WR				
	Ad Valorem Tax, 2019			1	38.84	\$38.84	
	Clerk Lien Fee			1	2.00	\$2.00	
	2003 YAMAHA GP800A-B	032190390013	KY0405WP				
	Ad Valorem Tax, 2019			1	40.53	\$40.53	
	Clerk Lien Fee			1	2.00	\$2.00	
	2003 GLASTRON BOATS GS-279	041880390010	KY0434KA				
	Ad Valorem Tax, 2019			1	506.06	\$506.06	
	Clerk Lien Fee			1	2.00	\$2.00	
	2004 BAJA BOATS INC 200UT	040370390003	KY0418JS				
	Ad Valorem Tax, 2019			1	181.46	\$181.46	
	Clerk Lien Fee			1	2.00	\$2.00	
							+ Add
KAVIS	2003 GLASTRON BOATS GS-279	041880390010	KY0434KA				Edit Delete
	Action: Manage (Registration) (Renewal)						
	FBW State Registration Fee			1	50.00	\$50.00	
	KYTC State Registration Fee			1	3.00	\$3.00	
	Boat Safety Fee			1	1.00	\$1.00	
	Clerk Registration Fee			1	6.00	\$6.00	
							+ Add
KAVIS	2003 YAMAHA GP800A-B	032190390013	KY0405WP				Edit Delete
	Action: Manage (Registration) (Renewal)						
	FBW State Registration Fee			1	21.00	\$21.00	
	KYTC State Registration Fee			1	3.00	\$3.00	
	Boat Safety Fee			1	1.00	\$1.00	
	Clerk Registration Fee			1	6.00	\$6.00	
							+ Add
Customer Total:						\$7,436.14	
Sub Total:						\$7,436.14	
Total:						\$7,436.14	

+ Force AVIS Items **Cancel** **Suspend Items** **Continue Shopping** **Checkout**

* Reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

Registration Cancellation

There are three ways to get started.

1. From the **Customer Account Page**, tile view, click the **Manage** dropdown menu and select either Junk, Sold Out of State, Incomplete Transfer, or Other.
 - a. 'Other' should be chosen if you are Documenting the boat, there is a Court Order to cancel the registration, or if the Owner is requesting that it be cancelled.

WOODWARD, ROBERT J
Cust # 001261920
3187 Millakin PI
BURLINGTON, KY 41005
Phone: (859) 586-0747

Action Center
\$ Ad Valorem taxes are past due for 2 vehicles. The total amount past due is \$274.94.
Ⓢ Customer has 2 vehicles ready for Registration Renewal.

Vehicles
Boats (2) Renew All (2) Renew Selected (0) New Title Switch to List View

2015 TRACKER MARINE KY0714FX
Title#: 150850080182 Active - Title Issued
Original Reg: Expired
Manage Title View

2002 PELICAN PONTOON KY0413AL
Title#: 111170080188 Active - Title Issued
Update Reg: Expired
Manage Title View

Disabled Placards
Issue Disabled Placard

1. No Disabl

OR

2. From the **Customer Account Page**, in the list view.
 - a. Select the checkbox for the specific boat the owner wishes the registration cancelled.
 - b. Click the **Manage** dropdown menu and select Junk, Sold Out of State, Incomplete Transfer, or Other.
 - c. Checking the 'Dup. Fee' will add a \$3. Duplicate Registration Fee-it will not print the previous registration receipt.

WOODWARD, ROBERT J
Cust # 001261920
3187 Millakin PI
BURLINGTON, KY 41005
Phone: (859) 586-0747

Action Center
\$ Ad Valorem taxes are past due for 2 vehicles. The total amount past due is \$274.94.
Ⓢ Customer has 2 vehicles ready for Registration Renewal.

Vehicles
Boats (2) Renew All (2) Renew Selected (1) New Title Switch to Tile View

Showing 1 to 2 of 2 items
Filter: ...

Select	Model	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input type="checkbox"/>	ARINE	150850080182	KY0714FX	P	Original Active - Title Issued	Expired	\$ Ⓢ	<input type="checkbox"/>
<input checked="" type="checkbox"/>	PONTOON	111170080188	KY0413AL	P	Update Active - Title Issued	Expired	\$ Ⓢ	<input type="checkbox"/>

1

b. a. c.

OR

3. From the **Vehicle Summary Page**, click the **Manage** dropdown menu and select **Junk**, **Sold Out of State**, **Incomplete Transfer**, or **Other**.

The screenshot displays the Vehicle Summary Page with the following sections:

- Owner(s) Chain of Ownership:** A table with columns: Customer ID (001261920), Driver License, Customer Name (WOODWARD, ROBERT J), SSN/FEIN (xxx-xx-1839), Address (3187 Millakin Pl, BURLINGTON, KY 41005-9781 BOONE), and Begin Tax Exempt Date.
- Title:** Status: Active - Title Issued. Fields include Type: Update, State Fee: \$0.00, Title #: 111170080188, Clerk Fee: \$0.00, Prior Title #: 031840080118, and Use Tax: \$0.00.
- Registration Information:** Status: Expired. Fields include Type: Renewal, Reg. Date: 03/26/2018, Exp. Date: 04/30/2019, County: BOONE, Decal #: KY0413A, and Prior Decal #: E007959. Fees listed are F&W State Fee: \$14.00, KYTC State Fee: \$0.00, Boat Safety Fee: \$0.00, and Clerk Fee: \$6.00.

The **Manage** dropdown menu is open, showing options: Renew, First Time, Ad Val Payment, **Junk**, Sold Out of State, Incomplete Transfer, and Other. A red circle highlights the **Manage** button, and a red arrow points to the **Junk** option with the number 3.

4. In the Registration section, you can make changes to any of the dropdowns and enter a helpful comment (a comment is not required if the reason is Junk).
 - a. If the registration reason requires a change to the title (Junk, Incomplete Transfer, Sold Out of State, or Documented), those changes will be automatically updated in the title section.

NOTE: If the boat **Moved Out of State** do not mark the boat **Sold Out of State**. There is now a specific action for a boat a customer owns and is moving the boat out of state but is retaining ownership. This will keep the title active. Once MVL has received the proper documentation they will surrender the title.
 - b. For Incomplete Transfers, the Date of Sale is required.
 - Sell date selected before January 1st of the current year will require the buyer to pay the current year Ad Valorem at the time of the transfer.
 - Sell date selected on or after January 1st of the current year the seller is required to pay the current year Ad Valorem when performing an Incomplete Transfer.
 - c. You may choose from the Add duplicate dropdown options to charge a \$3 Duplicate Registration Fee and/or reprint the registration receipt.
 - d. See step 5 of the [‘Single Vehicle Registration’](#) section of this manual for more options in the Ad Valorem Section.
 - If the Reason is a Court Order, the customer does not have to pay Ad Val on any of their vehicles, including the one being cancelled. You can deselect the checkboxes in the Ad Valorem section.
 - For all of the other reasons, the Customer **does** have to pay Ad Valorem on the vehicle being cancelled.

The screenshot shows a software interface for vehicle registration. At the top, it displays customer information: WOODWARD, ROBERTJ, Cust #: 1261920, 3187 Millakin Pl, BURLINGTON, KY41005-9781. A boat icon and '2002 PELICAN PONTOON KY#: KY0413AL' are also visible.

The interface is divided into several sections:

- Owner(s):** A dropdown menu.
- Title:** Contains fields for Title Status (Active - Title Issued), Title Number (111170080188), Title Type (Update), and Title Action (Surrendered - Incomplete Transfer). A red arrow labeled 'c.' points to the Title Action dropdown.
- Registration:** Contains fields for Registration Status (Active), Last Registration Date (07/31/2020), Registration Action (Cancellation), and Date of Sale. A red arrow labeled 'b.' points to the Date of Sale field. Below this is an 'Add Duplicate' dropdown (set to 'No') and a 'Reason' dropdown (set to 'Incomplete Transfer'). A red arrow labeled 'a.' points to the Reason dropdown. A 'Comment' field is also present.
- Ad Valorem:** Contains a checkbox 'Select All Items (2 of 2)' which is checked. A red arrow labeled 'd.' points to this checkbox.

At the bottom, there is a table of items:

Item	Title #	KY #	Days Past Due	Delinquent Dates	Amount
<input checked="" type="checkbox"/> 2002 PELICAN	111170080188	KY #: KY0413AL	191		\$4.93
<input checked="" type="checkbox"/> 2015 TRACKER	150850080182	KY #: KY0714FX	191		\$270.01

Below the table, it shows 'Selected Total: \$274.94'. At the bottom right, there are buttons for 'Cancel' and 'Add To Cart', with the 'Add To Cart' button circled in red.

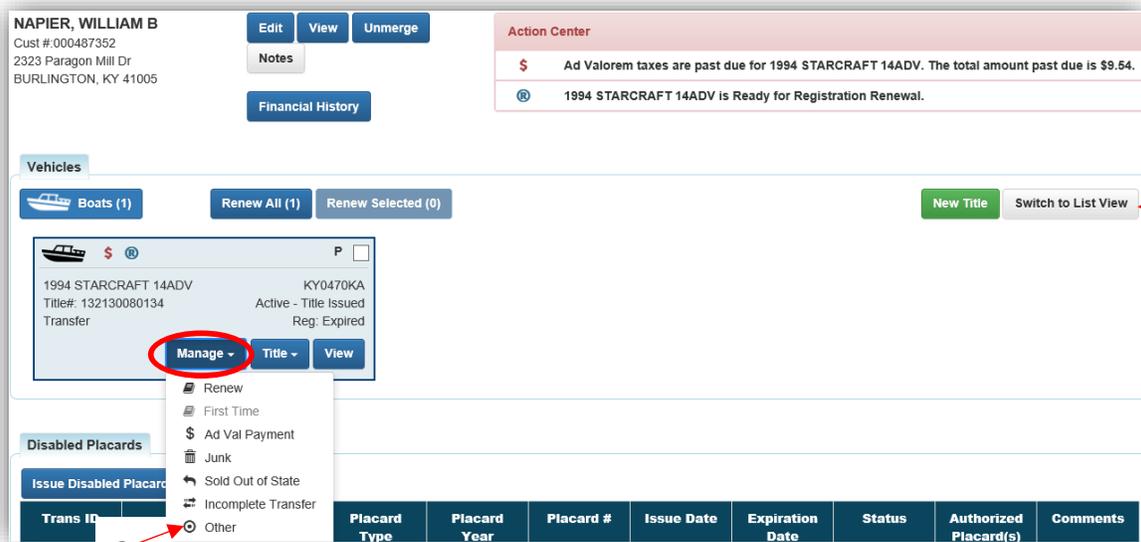
5. After selecting [Add To Cart](#), see step 6 of the [‘Single Vehicle Registration’](#) section of this manual if you need guidance on editing this from the Shopping Cart.
 - a. Reference the Point of Sale Manual for info on Checking Out the transaction.

Print a Registration Duplicate/PODD Receipt and/or Decal Replacement

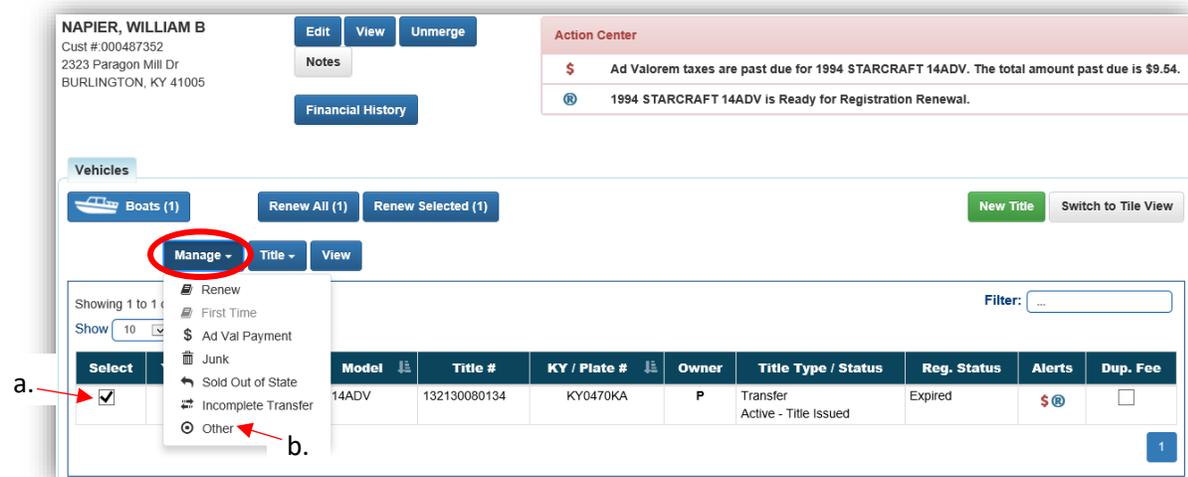
This is how to print a duplicate registration, with or without reprinting the decal, also with or without a \$3 charge to the Customer.

You can reprint the Registration/PODD Receipt through the Manage dropdown, or from the Transaction Summary (see step 6).

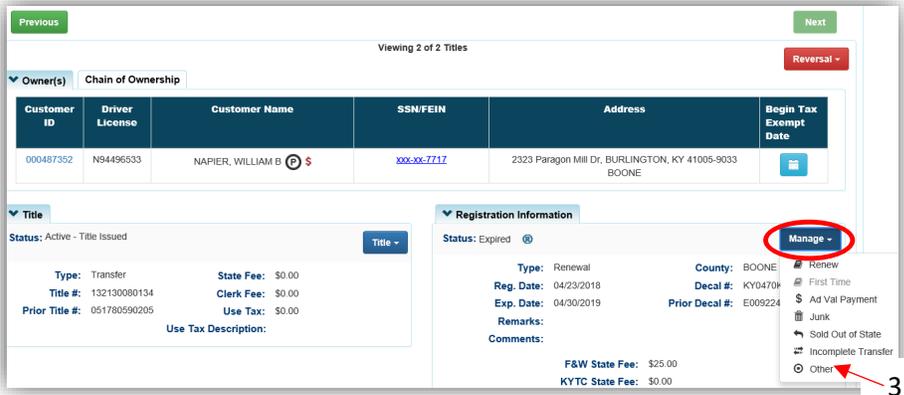
1. From the **Customer Account Page**, tile view:
 - a. In the **Manage** dropdown menu, select Other.



2. From the Customer Account Page, in the list view:
 - a. Select the checkbox for the specific vehicle.
 - b. In the **Manage** dropdown menu, select Other.

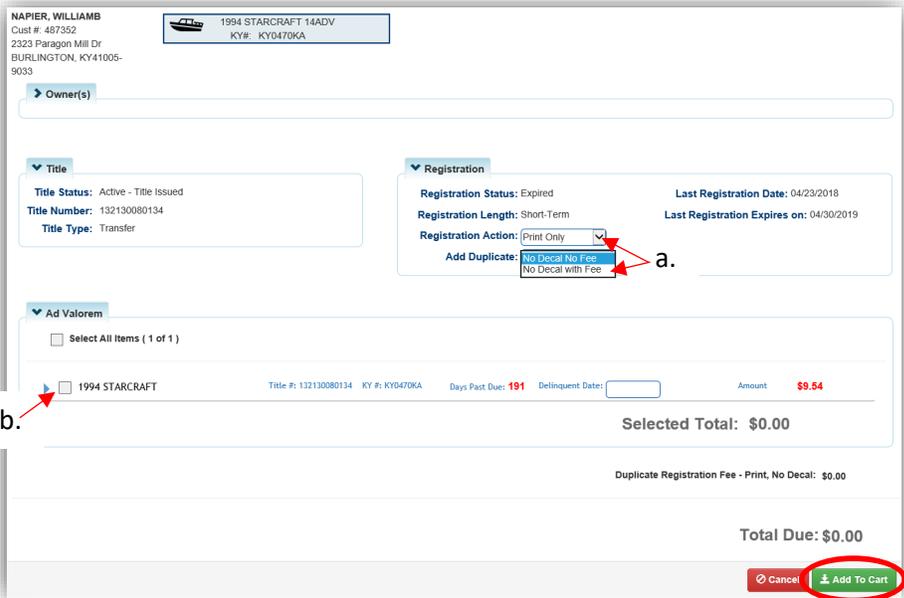


3. From the **Vehicle Summary Page**, click the **Manage** dropdown and select **Other**.



4. You will be brought to the Manage Page, choose 'Print Only' from the Registration Action dropdown options.

- Also choose from the Add Duplicate dropdown menu options.
 - This is where you can choose to reprint the decal and/or charge them the \$3 reprint fee.
- You are not able to select the Ad Valorem checkboxes.
- See the '[Registration Actions](#)' section of this manual for more information on Renewal, Cancellation, and Ad Valorem Payments that can be chosen from this page.

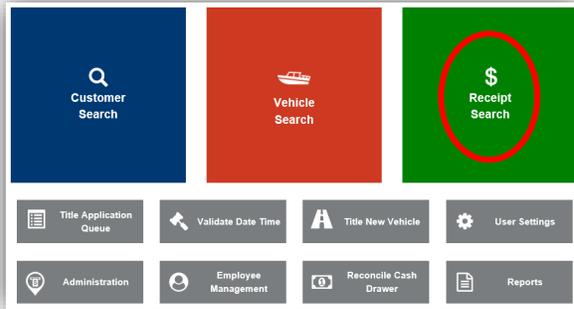


5. After clicking **Add To Cart**, reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

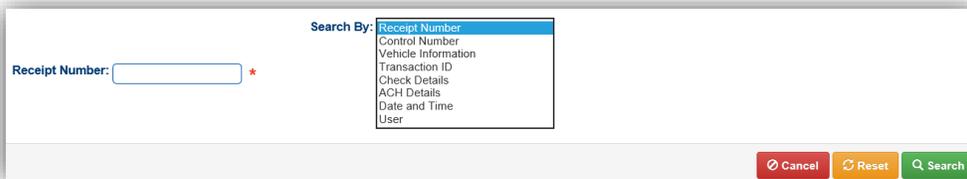
- You MUST check out from the Shopping Cart, even if the Total Due is \$0.00.

Within 2 weeks from checking out a transaction, you are able to reprint the Registration/PODD Receipt from the Transaction Summary.

6. Click 'Receipt Search' from the Home Page.



7. Choose from the 'Search By' dropdown menu options depending on the information you have to search with and click **Search**.



8. From the Search Results, click **Recall** to go to the Transaction Summary.

Receipt Number	Date - Time Paid	Processed by User Name	Preview Receipt	Recall
LPJ191113103840	11/13/2019 T AM	Jebesen, Lara	Preview Receipt	Recall
LPJ191113093052	11/13/2019 T AM	Jebesen, Lara	Preview Receipt	Recall
LPJ191113092806	11/13/2019 T AM	Jebesen, Lara	Preview Receipt	Recall

9. On the Transaction Summary, click the printer button  to reprint the Registration/PODD Receipt.

Transaction ID: 033431805 Transaction Date: 11/13/2019
Receipt Number: LPJ191113103840 Date Paid: 11/13/2019

MOBLEY, EDWARD
Customer ID: 001279259
(Items: 4) (Vehicles: 1)

Item	Description	Title #:	KY #:	Qty	Price	Amount
KAYS	1992 PROCRAFT PVC1805D1H	051330080176	KY0462XD			
	FBW State Registration Fee			1	40.00	\$40.00
	KYTC State Registration Fee			1	3.00	\$3.00
	Boat Safety Fee			1	1.00	\$1.00
	Clerk Registration Fee			1	6.00	\$6.00

Customer Total: \$50.00
Sub Total: \$50.00
Total: \$50.00

Cash Payment \$50.00

Buttons: Reprint / E-mail, Preview, Done

Making a Single Ad Valorem Payment

Customers can pay for their past due ad valorem in one transaction, or they can split it up and pay one or multiple years per payment.

- If the customer is going to be renewing and/or titling a boat, you do not need to pay the ad valorem first, it will be automatically included with those actions.

There are 3 ways to get started.

1. From the **Customer Account Page**, tile view:

- In the **Manage** dropdown menu and select 'Ad Val Payment'.

HARRIS, RONALD
Cust #: 001637592
123 Main Street
Simpsonville, KY 40067
Phone: (859) 567-2705

Action Center

- \$ Ad Valorem taxes are past due for 4 vehicles. The total amount past due is \$1,710.27.
- 🔔 Customer has 4 vehicles ready for Registration Renewal.
- 🔔 2003 YAMAHA GP800A-B is Missing Required Information for Registration.

Vehicles

Boats (5) Renew All (4) Renew Selected (0) New Title Switch to List View

Vehicle	Model	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
2004 BAJA BOATS INC 20OUT	KY0418JS	040370390003	KY0418JS	P	Original	Expired	\$🔔	<input type="checkbox"/>
2003 GLASTRON BOATS GS-279	KY0434KA	041880390010	KY0434KA	P	Out-of-state	Expired	\$🔔	<input type="checkbox"/>
2003 YAMAHA GP800A-B	KY0405WP	032190390013	KY0405WP	P	Original	Expired	\$🔔	<input type="checkbox"/>
2003 YAMAHA GP800A-B	KY0405WR	032190390015	KY0405WR	P	Original	Expired	\$🔔	<input type="checkbox"/>
1981 SEASWIRL CONTENDER	KY0107NW	940830080148	KY0107NW	M	Out-of-state	Expired	🔔	<input type="checkbox"/>

OR

2. From the Customer Account Page, in the list view:

- Select the checkbox for the specific vehicle.
- In the **Manage** dropdown menu and select 'Ad Val Payment'.

HARRIS, RONALD
Cust #: 001637592
123 Main Street
Simpsonville, KY 40067
Phone: (859) 567-2705

Action Center

- \$ Ad Valorem taxes are past due for 4 vehicles. The total amount past due is \$1,710.27.
- 🔔 Customer has 4 vehicles ready for Registration Renewal.
- 🔔 2003 YAMAHA GP800A-B is Missing Required Information for Registration.

Vehicles

Boats (5) Renew All (4) Renew Selected (1) New Title Switch to Tile View

Select	Model	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input type="checkbox"/>	20OUT	040370390003	KY0418JS	P	Original	Expired	\$🔔	<input type="checkbox"/>
<input type="checkbox"/>	GS-279	041880390010	KY0434KA	P	Out-of-state	Expired	\$🔔	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2003 BOATS YAMAHA	GP800A-B	032190390013	KY0405WP	P	Expired	\$🔔	<input type="checkbox"/>
<input type="checkbox"/>	2003 YAMAHA	GP800A-B	032190390015	KY0405WR	P	Expired	\$🔔	<input type="checkbox"/>
<input type="checkbox"/>	1981 SEASWIRL	CONTENDER	940830080148	KY0107NW	M	Expired	🔔	<input type="checkbox"/>

OR

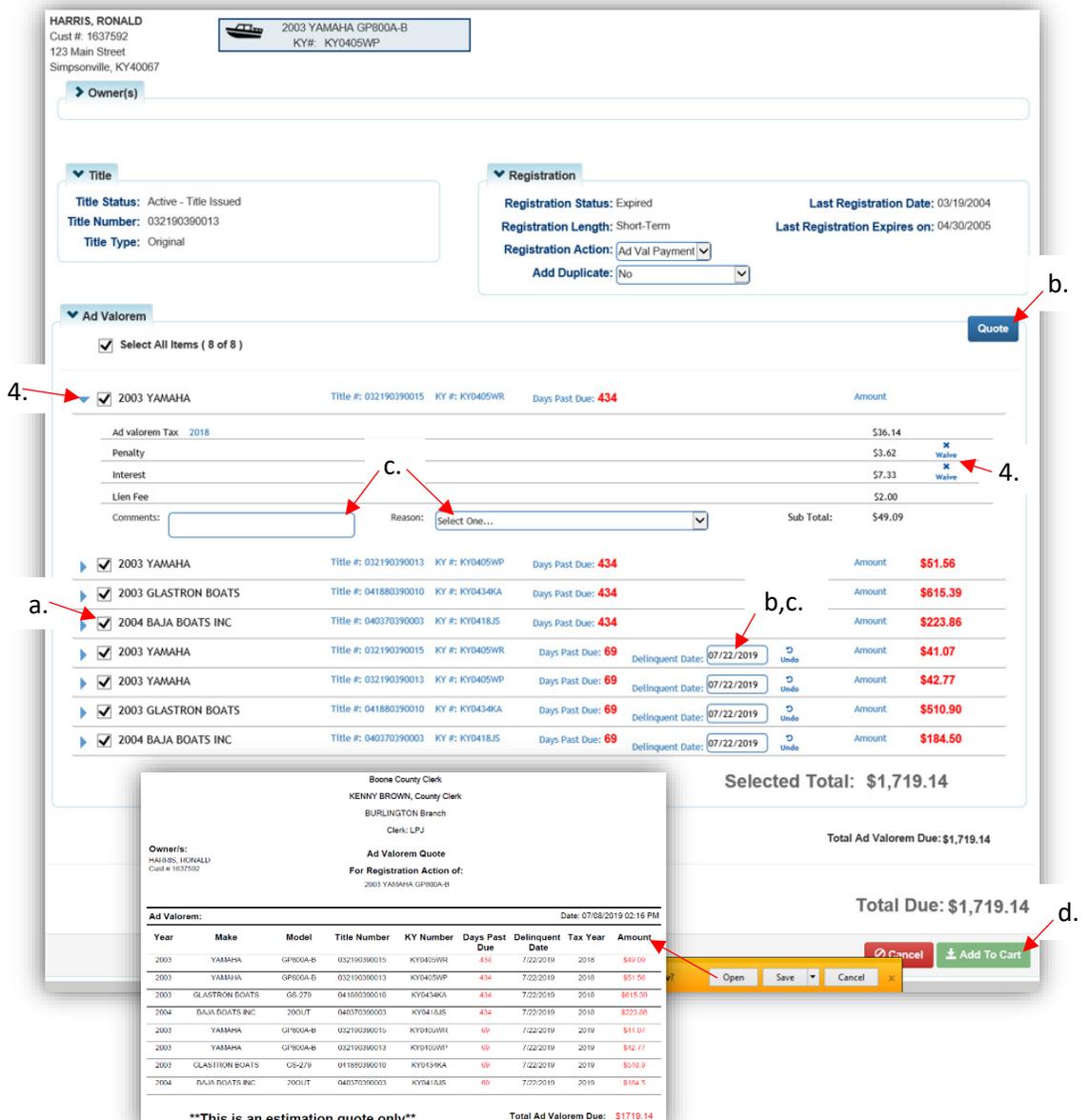
3. From the **Vehicle Summary Page**, click the **Manage** dropdown and select 'Ad Val Payment'.

The screenshot displays the 'Vehicle Summary Page' for a vehicle with 1 title. The page is divided into several sections:

- Owner(s) Chain of Ownership:** A table with columns: Customer ID, Driver License, Customer Name, SSN/FEIN, Address, and Begin Tax Exempt Date. The data row shows: 001637592, [blank], HARRIS, RONALD (P) \$, xxx-xx-5505, 123 Main Street, Simpsonville, KY 40067, and a calendar icon.
- Title:** Status: Active - Title Issued. Type: Original. Title #: 032190390013. State Fee: \$2.00. Clerk Fee: \$4.00. Use Tax: \$0.00. Use Tax Description: [blank].
- Registration Information:** Status: Expired. Type: Ad Valorem. Reg. Date: 03/19/2004. Exp. Date: 04/30/2005. County: GALLATI. Decal #: E553357. Prior Decal #: E727302. Remarks: [blank]. Comments: F&W State Fee: \$0.00, KYTC State Fee: \$0.00, Boat Safety Fee: \$0.00, Clerk Fee: \$0.00.

A red circle highlights the **Manage** dropdown button in the Registration Information section. The dropdown menu is open, showing options: Renew, First Time, Ad Val Payment (highlighted with a red arrow and the number '3.'), Junk, Sold Out of State, Incomplete Transfer, and Other.

4. On the Manage Page, in the Ad Valorem section, click the  next to each boat to waive the penalty and/or interest fees.
 - a. You may deselect the checkboxes of the years they will not be paying.
 - o The Selected Total will include only the years that are chosen.
 - b. If it is a delinquent payment, you may pick a date up to 2 weeks in the future in the 'Delinquent Date' box. (You will not be able to add it to the cart with a future date.)
 - o The **Quote** button will open a PDF of an estimated receipt which you can print for the customer. This is helpful if they need to come back to pay on another day.
 - c. If you choose a past date in the 'Delinquent Date' box, enter any helpful comments and select a reason from the dropdown menu.
 - d. Click **Add To Cart** when you are ready to add the ad val to the shopping cart.



HARRIS, RONALD
Cust #: 1637592
123 Main Street
Simpsonville, KY40067

2003 YAMAHA GP800A-B
KY#: KY0405WP

Title
Title Status: Active - Title Issued
Title Number: 032190390013
Title Type: Original

Registration
Registration Status: Expired
Registration Length: Short-Term
Registration Action: Ad Val Payment
Add Duplicate: No
Last Registration Date: 03/19/2004
Last Registration Expires on: 04/30/2005

Ad Valorem
Select All Items (8 of 8)

Item	Title #	KY #	Days Past Due	Amount	Waive
2003 YAMAHA	032190390015	KY0405WR	434	\$36.14	Waive
Ad valorem Tax: 2018				\$36.14	
Penalty				\$3.62	Waive
Interest				\$7.33	Waive
Lien Fee				\$2.00	
Comments:		Reason: Select One...		Sub Total: \$49.09	
2003 YAMAHA	032190390013	KY0405WP	434	\$51.56	
2003 GLASTRON BOATS	041880390010	KY0434KA	434	\$615.39	
2004 BAJA BOATS INC	040370390003	KY0418JS	434	\$223.86	
2003 YAMAHA	032190390015	KY0405WR	69	\$41.07	Delinquent Date: 07/22/2019
2003 YAMAHA	032190390013	KY0405WP	69	\$42.77	Delinquent Date: 07/22/2019
2003 GLASTRON BOATS	041880390010	KY0434KA	69	\$510.90	Delinquent Date: 07/22/2019
2004 BAJA BOATS INC	040370390003	KY0418JS	69	\$184.50	Delinquent Date: 07/22/2019

Selected Total: \$1,719.14

Total Ad Valorem Due: \$1,719.14

Total Due: \$1,719.14

Boone County Clerk
KENNY BROWN, County Clerk
BURLINGTON Branch
Clerk: LPJ

Ad Valorem Quote
For Registration Action of:
2003 YAMAHA GP800A-B

Year	Make	Model	Title Number	KY Number	Days Past Due	Delinquent Date	Tax Year	Amount
2003	YAMAHA	GP800A-B	032190390015	KY0405WR	434	7/22/2019	2018	\$49.09
2003	YAMAHA	GP800A-B	032190390013	KY0405WP	434	7/22/2019	2018	\$51.56
2003	GLASTRON BOATS	G6-279	041880390010	KY0434KA	434	7/22/2019	2018	\$615.39
2004	BAJA BOATS INC	200JLT	040370390003	KY0418JS	434	7/22/2019	2018	\$223.86
2003	YAMAHA	GP800A-B	032190390015	KY0405WR	69	7/22/2019	2019	\$41.07
2003	YAMAHA	GP800A-B	032190390013	KY0405WP	69	7/22/2019	2019	\$42.77
2003	GLASTRON BOATS	G6-279	041880390010	KY0434KA	69	7/22/2019	2019	\$510.90
2004	BAJA BOATS INC	200JLT	040370390003	KY0418JS	69	7/22/2019	2019	\$184.50

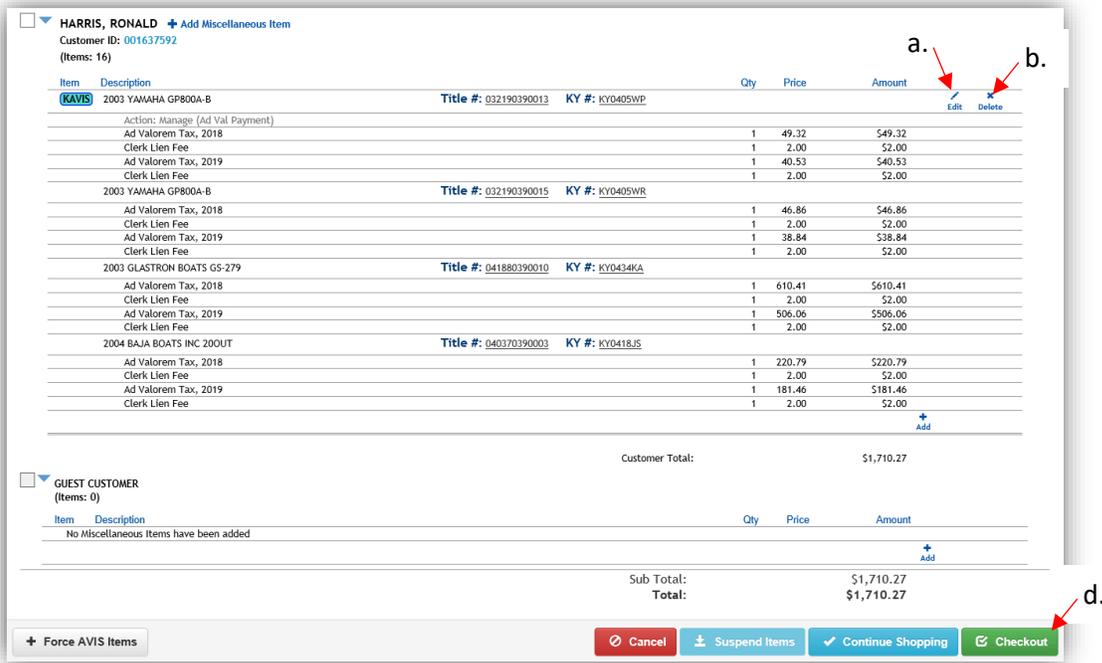
****This is an estimation quote only****

Total Ad Valorem Due: \$1719.14

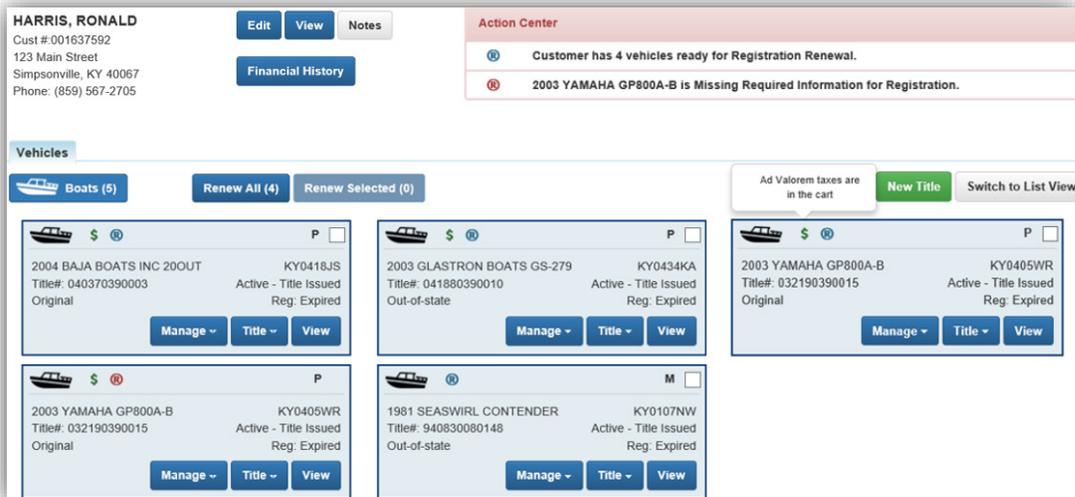
Buttons: Open, Save, Cancel, Add To Cart

5. The Shopping cart will have the selected taxes, remember nothing is permanent until you check out and finalize payment.
 - a.  **Edit** will allow you to go back to the Manage Page and make changes (see step 7).

- b.  will remove the specific action from the Shopping Cart.
- c.  will delete all items from the shopping cart and return you to the Customer's Account Page.
- d. Select  to proceed with checking out and finalize the transaction.

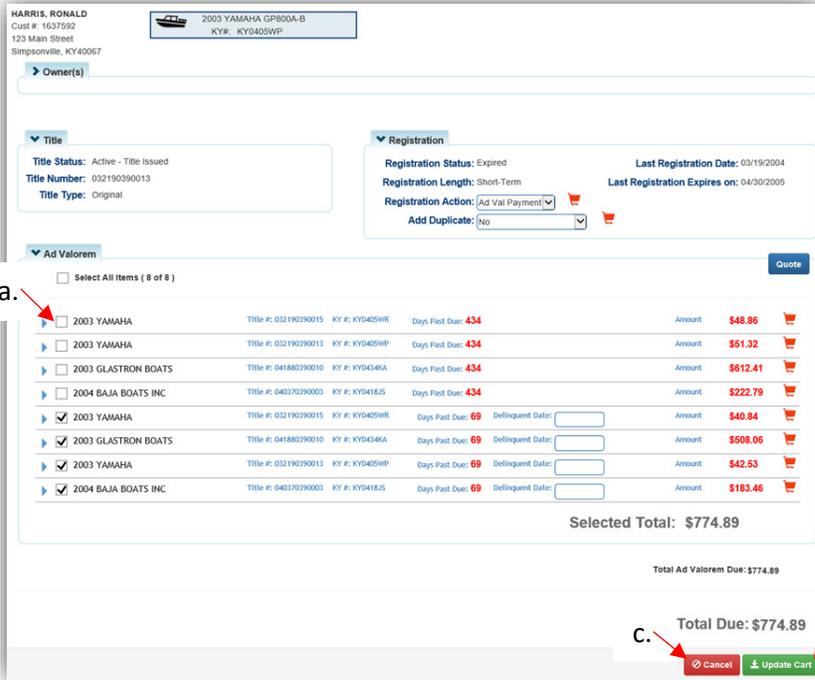


6. If you return to the Customer's Account Page while the items are still in the Shopping Cart, the icons will have changed from \$ to \$.



7. In step 5,  in the Shopping Cart will take you back to the Manage Registration Page if you need to make changes.
 - a. In this example, I unchecked the 2018 Ad Val for each boat.
 - b. Click  when you are done with the changes.

- c.  **Cancel** here will only cancel the cart update, the items will remain in the shopping cart and you will be returned to the Customer's Account Page.



HARRIS, RONALD
Cust #: 1637592
123 Main Street
Simpsonville, KY 40067

2003 YAMAHA GP800A-B
KY#: KY0405WP

Title
Title Status: Active - Title Issued
Title Number: 032190390013
Title Type: Original

Registration
Registration Status: Expired
Registration Length: Short-Term
Registration Action: Ad Val Payment
Add Duplicate: No
Last Registration Date: 03/19/2004
Last Registration Expires on: 04/30/2005

Ad Valorem
Select All Items (8 of 8)

Item	Title #	KY #	Days Past Due	Amount
<input type="checkbox"/> 2003 YAMAHA	032190390015	KY: KY0405WR	434	\$48.86
<input type="checkbox"/> 2003 YAMAHA	032190390013	KY: KY0405WP	434	\$51.32
<input type="checkbox"/> 2003 GLASTRON BOATS	041880390010	KY: KY04346A	434	\$612.41
<input type="checkbox"/> 2004 BAJA BOATS INC	040370390003	KY: KY0418JS	434	\$222.79
<input type="checkbox"/> 2003 YAMAHA	032190390015	KY: KY0405WR	69	\$40.84
<input checked="" type="checkbox"/> 2003 GLASTRON BOATS	041880390010	KY: KY04346A	69	\$506.06
<input checked="" type="checkbox"/> 2003 YAMAHA	032190390013	KY: KY0405WP	69	\$42.53
<input checked="" type="checkbox"/> 2004 BAJA BOATS INC	040370390003	KY: KY0418JS	69	\$183.46

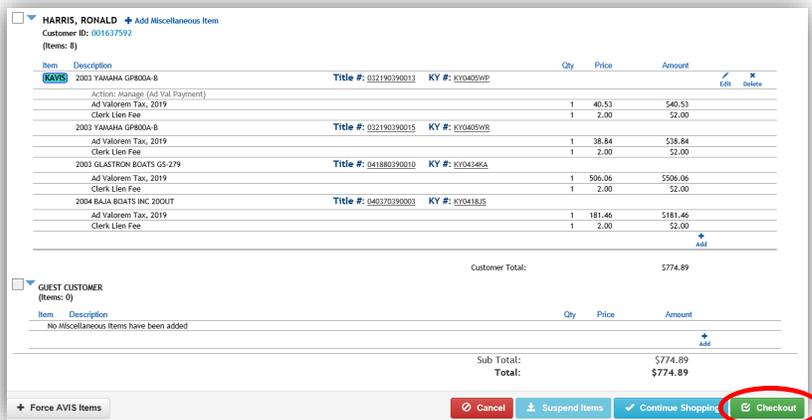
Selected Total: \$774.89

Total Ad Valorem Due: \$774.89

Total Due: \$774.89

8. The Shopping Cart has been updated with only the 2019 ad valorem.

- a. Select  **Checkout** to proceed with checking out and finalize the transaction.



HARRIS, RONALD + Add Miscellaneous Item
Customer ID: 001637592
(Items: 8)

Item	Description	Title #	KY #	Qty	Price	Amount
KAVS	2003 YAMAHA GP800A-B	032190390013	KY: KY0405WP			
	Action: Manage (Ad Val Payment)			1	40.53	\$40.53
	Ad Valorem Tax, 2019			1	2.00	\$2.00
	Clerk Lien Fee			1	2.00	\$2.00
	2003 YAMAHA GP800A-B	032190390013	KY: KY0405WR			
	Ad Valorem Tax, 2019			1	38.84	\$38.84
	Clerk Lien Fee			1	2.00	\$2.00
	2003 GLASTRON BOATS GS-279	041880390010	KY: KY04346A			
	Ad Valorem Tax, 2019			1	506.06	\$506.06
	Clerk Lien Fee			1	2.00	\$2.00
	2004 BAJA BOATS INC 2004UT	040370390003	KY: KY0418JS			
	Ad Valorem Tax, 2019			1	181.46	\$181.46
	Clerk Lien Fee			1	2.00	\$2.00

Customer Total: \$774.89

GUEST CUSTOMER
(Items: 0)
No Miscellaneous Items have been added

Sub Total: \$774.89
Total: \$774.89

Reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

Multiple Owners with Delinquent Ad Valorem

A Customer will not be allowed to Register a boat if a co-owner owes delinquent ad valorem on any of the other boats they own.

- Registration of other boats owned are not blocked, just the specific boat(s) that are co-owned by someone with delinquent ad val.
 - Check if any Customer Accounts need to be merged. This will keep boats and Disabled Placards consolidated onto 1 account for each person and increase clarity and organization.
1. The Vehicle Summary Page will show a message that a shared owner has ad valorem due on at least one boat that they own separately from each other.
 - a. Click on the Customer ID to go to the Customer Account Page to see what boats have delinquent ad valorem.

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
001488203		EVANS, DANIEL	xxx-xx-4281	7542 E Bend Rd, BURLINGTON, KY 41005-8422 BOONE	
000210997	E93309992	EVANS, CARLENE	xxx-xx-7281	7570 E Bend Rd, BURLINGTON, KY 41005-8422 BOONE	

2. If a boat cannot be registered, hover over the greyed-out 'Renew' or 'First Time' and a message will appear with the specific reason.
 - a. The Action Center will include the shared owner's name as a hyperlink that will take you to their Customer Account Page.

EVANS, CARLENE
Cust #: 000210997
7570 E Bend Rd
BURLINGTON, KY 41005
Phone: (859) 555-5555

Action Center

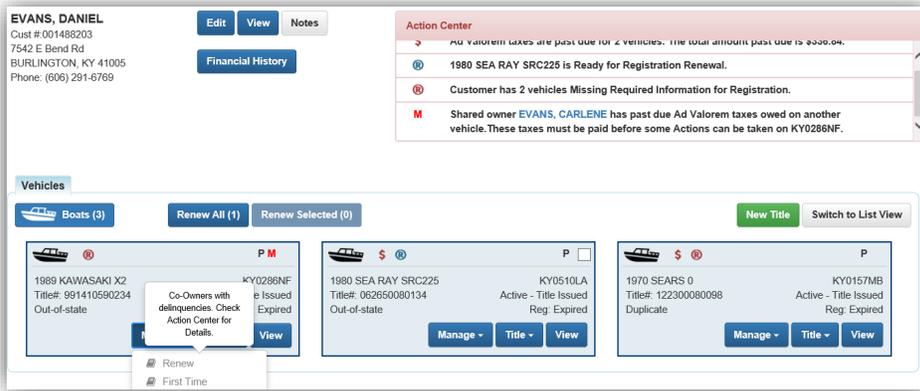
- Customer has 2 vehicles ready for Registration Renewal.
- 1989 KAWASAKI X2 is Missing Required Information for Registration.
- Shared owner EVANS, DANIEL has past due Ad Valorem taxes owed on another vehicle. These taxes must be paid before some Actions can be taken on KY0286NF.

Vehicles

Boats (3) Renew All (2) Renew Selected (0) New Title Switch to List View

Vehicle	Status	Actions
1989 KAWASAKI X2 Title#: 991410590234 Out-of-state	Co-Owners with delinquencies. Check Action Center for Details.	Renew (greyed out), First Time
1982 HYDRASPORTS NONE Title#: 112430080129 Transfer	Active - Title Issued Reg. Expired	Manage, Title, View
1980 THUNDERCRAFT RUNABOUT Title#: 991410590065 Transfer	Active - Title Issued Reg. Expired	Manage, Title, View

3. In this example, Carlene and Daniel share ownership of 1 boat, and have 2 other boats they each own either separately.
 - a. To renew the boat they share, ad valorem on all boats owned by both must be paid.



4. To renew the shared boat, either Carlene or Daniel's delinquent ad valorem must be added to the Shopping Cart and checked out. The registration can then be checked out with the other owner's delinquent ad valorem.

Paying Delinquent Ad Valorem with a Title Application

Payment of delinquent ad valorem can be done either beforehand in a separate transaction or in the same transaction as the application and/or registration fees.

Vehicles with Ad Valorem Due

To process a title application (except a Dealer Assignment), the vehicle's past due ad valorem must be paid.

- Sellers in the application are not required to pay ad valorem on other vehicles they own.
- Dealer Assignments, Lienholder Repossessions, and Salvage applications with Lienholders as the Buyer do not require delinquencies to be paid for the boat being transferred.
 - The delinquent ad valorem will remain unpaid on the Seller's account.

1. From the Vehicle Information Page of the Title Application Process, click [here](#) to pay the vehicle's past due ad valorem.
 - a. \$30.30 is only the delinquent ad valorem.

The screenshot displays the Title Application Process interface. At the top, a progress bar shows eight steps: 1. Title Information, 2. Vehicle Information (highlighted in blue), 3. Seller Information, 4. Buyer Information, 5. Lien Information, 6. Registration, 7. Additional Information, and 8. Finalize. Below the progress bar are buttons for "Place On Hold" and "Continue".

A warning message is displayed in a red box: "1. Delinquent taxes are owed on this vehicle. Click [here](#) to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of \$30.30 to complete this transaction." A red arrow points from the number "1." to the "here" link. Another red arrow points from the amount "\$30.30" to the letter "a." below it.

The "Total Due: \$9.00" is shown in the top right corner. Below the warning message is the "Boat Details" section, which includes a dropdown menu for "County of Dockage", a checkbox for "Vehicle has a Situs Address", and input fields for "Year" (2002), "Make" (GAME FISHER), "Length Ft" (10), and "Length In" (3).

2. If the ad valorem is to be paid in a separate transaction from the application fees, select **Pay Now**.
 - a. Current year ad valorem that is not delinquent can be deselected.
 - b. **Cancel** will take you back to the Vehicle Information Step of the application.
 - c. **Pay With Application** will add the ad valorem with the application fees and include them in the 'Total Due' amount (see step 4).

Info: Manage AdValorem Taxes

All Delinquent taxes must be paid now or with the Title Transaction. Pay with Application will display all taxes under the Primary Buyer. Choose Pay Now to create a separate receipt for the Seller.

1 Title Information 2 **Vehicle Information** 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

BARKER, CHRISTOPHER
Cust #: 1145154
3721 Jonathan Dr
HEBRON, KY41048-8275
 Select All Items (4 of 4)

Vehicle	Title #	KY #	Days Past Due	Delinquent Date	Amount
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP	992		\$11.54
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP	627		\$10.04
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP	262		\$8.72
<input checked="" type="checkbox"/> 2002 GAME FISHER	112380080175	KY0634WP			

Ad valorem Tax 2020 \$55.25
Penalty \$0.00
Interest \$0.00
Lien Fee \$0.00
Sub Total: \$55.25

Selected Total: \$35.55

Total Due: \$35.55

3. Selecting **Pay With Application** will add the ad val to the application fees displayed in the Total Due.
 - a. Click **Delinquent Taxes** to change return to the above Manage Page if the customer would like to 'Pay Now'.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 **Additional Information** 8 Finalize

Total Due: \$44.55

Delinquent Taxes \$35.55 owed and paying with application

Boat Details

County of Dockage: * Vehicle has a Situs Address

Year: * Length Ft: *

Make: * Length In: *

Buyers with Ad Valorem Due

To be a Buyer on a title application, Individuals and Organizations cannot have delinquent ad valorem on any vehicle they own.

The following are exceptions to this rule.

- Duplicate and Update Title Applications do not have to include delinquencies for any other vehicle owned by the Customer.
- Lienholder Repossessions and Salvage titles with Lienholders as the Buyer do not include delinquencies for other vehicles owned by the Lienholder.

Payment of delinquent ad valorem can be done either beforehand in a separate transaction or with the application's payment.

1. On the Buyer Information Step of a title application, the red Shopping Cart Icon appears when the Customer's ad valorem is currently in the Shopping Cart.
2. The red 'Yes' in the Delinquency column means that the Buyer owes ad valorem on at least 1 other boat.
 - a. A Customer can have both the red 'Yes' and the Shopping Cart Icon. This occurs when some, but not all, of the required ad valorem is in the Shopping Cart.
 - b. Select **\$ Pay All**.

Title: Out-of-state Transfer

Resume Transaction \$407.89

1. 2. 2b. 1.

1. Title Information 2. Vehicle Information 3. Seller Information 4. Buyer Information 5. Lien Information 6. Registration 7. Additional Information 8. Finalize

Place On Hold Continue

Total Due: \$9.00

Buyer Information

Ownership Connector: OR *

Pay Delinquency: \$ Pay All

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001358575	BRENDA A Jennings	Yes
+	✓	001343910	OR ADAM HILL	
+	+	001294020	OR AMY ELIZABETH CHAPMAN	None

Buyer Notary Date: 01/09/2020 *

Add a Buyer

Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application

3. **Pay With Application** will add all ad val due to the Total Due to be paid with the title application fee.
 - a. If a Buyer wants to pay the ad val separately from the title application fees, select **Pay Now**.
 - If there are multiple Buyers with ad val due, they can be paid separately from each other by deselecting the checkboxes next to their name.
 - In this example, deselecting Amy's checkbox and clicking **Pay Now** will put only Adam's ad val in the Shopping Cart to check out in a separated transaction.
 - b. **Cancel** will return you to the Buyer Information Step.

Info: Manage AdValorem Taxes

All Delinquent taxes must be paid now or with the Title Transaction. Pay with Application will display all taxes under the Primary Buyer. Choose Pay Now to create a separate receipt for the Seller.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

a. **CHAPMAN, AMY**
 Cust #: 1091393
 10065 Duncan Dr
 FLORENCE, KY41042-3148
 Select All Items (1 of 1)

2005 SEA DOO Title #: 071861000036 KY #: KY0472ML Days Past Due: 66 Delinquent Date: Amount

Selected Total: \$41.16

HILL, ADAM
 Cust #: 1375789
 216 Mikkelsen Dr
 FLORENCE, KY41042-3212
 Select All Items (2 of 2)

1999 FOUR WINNS Title #: 101820080167 KY #: KY0504XU Days Past Due: 431 Amount

1999 FOUR WINNS Title #: 101820080167 KY #: KY0504XU Days Past Due: 66 Delinquent Date: Amount

Ad valorem Tax	2019	\$92.13	
Penalty		\$9.22	<input checked="" type="checkbox"/> Waive
Interest		\$2.74	<input checked="" type="checkbox"/> Waive
Lien Fee		\$2.00	
Sub Total:		\$106.09	

Selected Total: \$233.69

Total Due: \$233.69

b. **Cancel** 3. **Pay With Application** a. **Pay Now**

4. After checking out a Buyer's ad val from the Shopping Cart, you will be brought back to the Buyer Information Step.
 - a. Select **\$ Pay All** to repeat the previous step and pay the remaining Buyer's Ad Valorem.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

Place On Hold Continue

Total Due: \$621.20

Buyer Information

Ownership Connector: AND *

Pay Delinquency: **\$ Pay All** a.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001375789	ADAM HILL	None
ⓘ	✓	001091393	AND AMY CHAPMAN	Yes

Buyer Notary Date: 07/04/2019 *

Add a Buyer

Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application

5. If a Buyer has chosen to pay their Ad Valorem with the application but changes their mind, return to this step and select **\$ Edit Pay All**.
 - a. This will return you to the Manage page where the **\$ Pay All** button is available to pay the ad valorem separately from the application fees.
 - b. Click **Continue** to continue with the title application.

1 Title Information 2 Vehicle Information 3 Seller Information 4 Buyer Information 5 Lien Information 6 Registration 7 Additional Information 8 Finalize

Place On Hold Continue

b. Due: \$662.36

Buyer Information

Ownership Connector: AND *

Pay Delinquency: **\$ Edit Pay All** 5.

Primary	Secondary	Customer ID	Customer Name	Delinquency
✓		001375789	ADAM HILL	None
ⓘ	✓	001091393	AND AMY CHAPMAN	Paying w/A

Buyer Notary Date: 07/04/2019 *

Add a Buyer

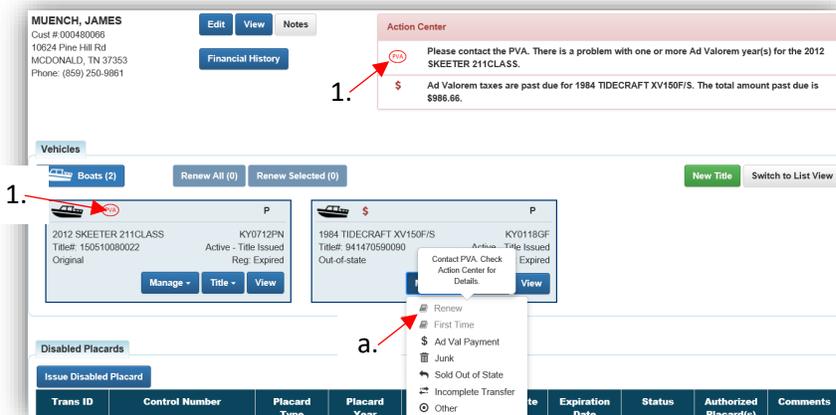
Key
✓ = The first two Buyers listed on the Title Application will be printed on the title.

Cancel Title Application

Working With Your PVA

PVA Issues not Allowing Registrations

- The **PVA** icon is attached to boats that need a PVA to adjust at least 1 year of ad valorem.
 - It might be missing a tax segment entirely, or there is an existing tax segment that is missing either the tax district, value, and/or the tax district.
 - PVAs have their own KAVIS accounts with which they can add or change tax segments. This means you may call any county's PVA office while the customer stays with you and the PVA issues are resolved.
 - To be able to register any of a customer's boats, they cannot have a **PVA** icon on any of their other boats.
1. On the Customer Account Page, the Action Center will let you know the specific boat that needs the attention of the PVA. Also, the boat's tile will have the icon.
 - a. You will not be able to renew other boats until the PVA has entered the missing information and any unpaid ad val can be included with the registration renewal.



2. Once the PVA has finished their adjustments, refresh your screen and you will be able to take actions on the title or registration of any boat they own.

