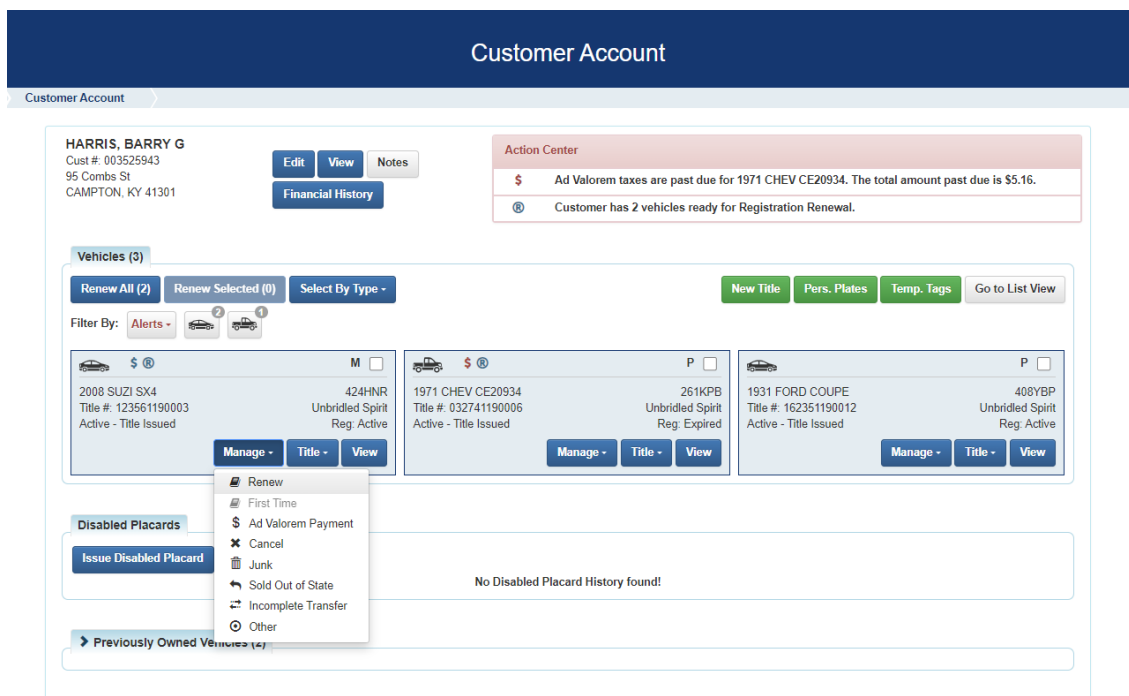


Order of Operations: Paying Delinquent Taxes with a Manage or Title Action

This guide demonstrates how to pay delinquent taxes for a customer when they also need to take another action, such as a Renewal or Title Action. Currently in AVIS and as a business process, Clerks check for delinquencies before performing other actions, but this additional step is not required in KAVIS.

Paying Delinquencies with a Renewal for another Owned Vehicle

1. When a customer needs to renew a vehicle, and has delinquent taxes owed on another vehicle, KAVIS detects which taxes are required, and the taxes can be paid through one single action.
2. In the example below, the Customer needs to renew the 2008 Suzuki, and there past due taxes owed on the 1971 Chevrolet.
 - a. When the Clerk selects “Renewal” from the dropdown and navigates to the Manage page, KAVIS displays the current year taxes for the 2008 Suzuki and the past due taxes for the 1971 Chevrolet that are also required. The Clerk does not need to put the delinquent taxes into the Shopping Cart for the 1971 Chevrolet separately.



3. All required taxes for the Owner(s) display on the Manage page and cannot be deselected. If there are optional taxes, i.e., not current year taxes owed for the vehicle being renewed or delinquent taxes owed for other vehicles owned, the checkboxes next to the tax years could be unchecked.

<input checked="" type="checkbox"/>	2008 SUZI SX4	Title #: 123561190003	Plate #: 424HNR	Amount:		
Ad valorem Tax 2023				\$11.75		
Penalty				\$0.00		
Interest				\$0.00		
Lien Fee				\$0.00		
Sub Total:				\$11.75		
Selected Total: \$11.75						
<input checked="" type="checkbox"/>	HARRIS, BARRY G	Cust #: 3525943				
<input checked="" type="checkbox"/> Select All Items (2 of 2)						
<input checked="" type="checkbox"/>	1971 CHEV CE20934	Title #: 032741190006	Plate #: 261KPB	Days Past Due: 129	Delinquent Date: <input type="text"/>	Amount:
Ad valorem Tax 2023						\$2.72
Penalty						\$0.27 <input checked="" type="checkbox"/> Waive
Interest						\$0.17 <input checked="" type="checkbox"/> Waive
Lien Fee						\$2.00
Sub Total:						\$5.16
<input checked="" type="checkbox"/>	2008 SUZI SX4	Title #: 123561190003	Plate #: 424HNR	Amount:		
Ad valorem Tax 2023						\$11.75
Penalty						\$0.00
Interest						\$0.00
Lien Fee						\$0.00
Sub Total:						\$11.75
Selected Total: \$5.16						
State Vehicle Registration Fee: \$11.50 KYTC Vehicle Registration Fee: \$3.50 Clerk Vehicle Registration Fee: \$6.00 Total Ad Valorem Due: \$16.91						
Total Due: \$37.91						
<input type="button" value="Cancel"/> <input type="button" value="Add To Cart"/>						

- The Clerk can checkout the renewal fees, taxes for the vehicle being renewed, and the required delinquencies for the other vehicle owned through one transaction, without multiple steps.

Paying Delinquencies with a Title Action for another Owned Vehicle

- When a customer titles a vehicle they have purchased, KAVIS notifies the Clerk of required delinquent taxes for other vehicles owned by any of the Buyers. In the following example, a customer purchased a camping trailer from out of state and has delinquent taxes owed on other vehicles.
- When the Clerk navigates to Step 4 – Buyer Information and searches for the Buyer in the system, KAVIS checks if taxes are owed by the Buyer.
- In the below example, the Customer owes taxes on two other vehicles. The Delinquency column is populated with a “Yes” (a. below).

4. The Clerk can select the “Pay All” button (b. below) to view and pay the taxes owed either separately or with the transaction.

Title: Out-of-state Transfer

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

Total Due: \$9.00 Place On Hold Check PVA Continue >

Buyer Information

Invalid Data: One or more Buyers contain errors.

Pay Delinquency: Pay All

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	014657368	MARLENE HAMILTON	03/02/1952	Yes	61 Tom Henson Rd, CAMPTON, KY 41301-9781	<input checked="" type="checkbox"/> Remove

Buyer Notary Date: *

Add a Buyer Add Lessee

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

Cancel Title Application Check PVA Continue >

5. When the Clerk selects the “Pay All” button they are navigated to a Manage Ad Valorem screen while remaining within the titling flow. All taxes that are required for payment are displayed.

Manage Ad Valorem

Info: Manage Ad Valorem 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 — 2 — 3 — 4 — 5 — 6 — 7 — 8
 Title Information — Vehicle Information — Seller Information — Buyer Information — Lien Information — Registration — Additional Information — Finalize

HAMILTON, MARLENE
 Cust #: 14657368
 61 Tom Henson Rd
 CAMPTON, KY 41301-9781
 Select All Items (2 of 2)

<input checked="" type="checkbox"/> 2016 TOYT CAMRY	Title #: 220261190001	Plate #: 825VNR	Days Past Due: 11	Delinquent Date: <input type="text"/>	Amount:
Ad valorem Tax - 2023					\$122.10
Penalty					\$3.66 <input checked="" type="checkbox"/> Waive
Interest					\$0.57 <input checked="" type="checkbox"/> Waive
Lien Fee					\$2.00
				Sub Total:	\$128.33
<input checked="" type="checkbox"/> 2022 TOYT RAV4	Title #: 220531190005	Plate #: 83J361	Days Past Due: 11	Delinquent Date: <input type="text"/>	Amount:
Ad valorem Tax - 2023					\$360.91
Penalty					\$10.83 <input checked="" type="checkbox"/> Waive
Interest					\$1.68 <input checked="" type="checkbox"/> Waive
Lien Fee					\$2.00
				Sub Total:	\$375.42

Selected Total: \$503.75

Total Due: \$503.75

Cancel Pay With Application Pay Now

6. The customer can choose to “Pay Now” to checkout all of the taxes separately, or selecting “Pay with Application” allows all of the taxes to be added to the transaction for one checkout and one payment.
7. In this example, the customer selects to “Pay with Application”.
 - a. The taxes display as part of the total.
 - b. The option is noted in the Delinquency column as “Paying w/A” below.

Title: Out-of-state Transfer

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

Total Due: \$512.75 Place On Hold Continue >

Buyer Information

Pay Delinquency: \$ Edit Pay All

Primary	Secondary	Designated Owner	Customer ID	Customer Name	Birth Date	Delinquency	Physical Address	Alerts	
✓		✓	014657368	MARLENE HAMILTON	03/02/1952	Paying w/A	61 Tom Henson Rd, CAMPTON, KY 41301-9781		✖ Remove

Buyer Notary Date: *

Add a Buyer Add Lessee

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

⊖ Cancel Title Application
Continue >

8. When the Clerk adds the title application to the Shopping Cart, the taxes display underneath the vehicle for which they are owed.

Shopping Cart Summary

\$ Payoff Debits Send Items

Current Department: Motor Vehicles

Collapse All / Expand All

Select All Items (0 of 1 Selected)

HAMILTON, MARLENE + Add Miscellaneous Item
Customer ID: 014657368 (Items: 6)

Item	Description	Qty	Price	Amount	
KAVIS Camping Trailer, 2018 Test Trailer Test					✎ ✕
<small>Action: Title (Out-of-state Transfer)</small>					
	Clerk Title Fee	1	6.00	\$6.00	
	State Title Fee	1	3.00	\$3.00	
<small>Passenger Auto, 2016 TOYT CAHRY Title #: 220261190001 KY/Plate #: 825VNR</small>					
	Ad Valorem Tax, 2023	1	126.33	\$126.33	
	Clerk Lien Fee	1	2.00	\$2.00	
<small>Passenger Auto, 2022 TOYT RAV4 Title #: 220531190005 KY/Plate #: 83J261</small>					
	Ad Valorem Tax, 2023	1	373.42	\$373.42	
	Clerk Lien Fee	1	2.00	\$2.00	
				Customer Total:	\$512.75
<small>GUEST CUSTOMER (Items: 0)</small>					
	No Miscellaneous Items have been added				
				Sub Total:	\$512.75
				Total:	\$512.75

+ Force AVIS Items
✕ Cancel
⬇ Suspend Items
✓ Continue Shopping
🛒 Checkout