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 O Other.
 - a. 'Other' should be chosen if there is a Court Order to cancel the registration, or if the Owner is requesting that it be cancelled.

SMITH, ALBERT D O Cust #: 000619699	Edit View Notes	Action	Center			
401 W CLINTON ST GEORGETOWN, KY 40324	Financial History	1	Customer record contains fields the ID 014402324 to begin the Merge p	hat match another Customer. Cl process.	lick the matching Customer	
			The Physical address not verifed b	by USPS		
		\$	Ad Valorem taxes are past due for	2005 CHRY PTCRUIS. The total	l amount past due is \$17.90.	
		м	Shared owner SMITH ANITA C has	s a nrohlem with a tax segment	on another vehicle. This	
Vehicles (5)						
Renew All (0) Renew Selec	ted (0) Select By Type -			New Title Pers. Plates 1	Temp. Tags Go to List View	
Filter Dur, Alerte	0					
Filter By: Alerts -						
, 19 . \$	M 🗌 🚗	0	M 🗌	e •	Р 🗌	
2005 CHRY PTCRUIS	722JWG 1995 H	OND CIVIC	DLH221	1982 CHEV 1JD69	NG4399	
Title #: 171171050060 Active - Title Issued	Cancelled - No Proof of Active -	61630340300 Title Issued	Unbridled Spint Reg: Expired	Active - Title Issued	Reg: Expired	
Mar	nage - Title Mour		Manage - Title - View		Aanage - Title - View	
	Renew 1					
· • •	First Time	0	Р 🗌			
1982 CHEV 1JD69 \$	Ad Valorem Payment 377 1976 Po	ONT 2M27	NG4356			
Active - Inte Issued	Cancel pint Title #. 0 ired Active -	1894015C Title Issued	Reg: Expired			
	Sold Out of State		Manage - Title - View			
	Incomplete Transfer					
•	Other					
Disabled Placards	- a.					
						-

OR

- 2. From the **Customer Account Page**, in the list view.
 - a. Select the checkbox for the specific vehicle the owner wishes the registration cancelled.

 - c. Checking the 'Dup. Fee' will add a \$3. Duplicate Registration Fee-it will not print the previous registration receipt.

	Cust	#: 000619	IERT D 🛛		Edit	View Notes	A	ction Cent	er					
	401 GE0	N CLINTO RGETOW	N ST N, KY 4032	4	Financ	ial History		× Cι ID	stomer record contains fields the 014402324 to begin the Merge pr	at match another Customer. Click the rocess.	e matching	Customer	î	
								D Th	e Physical address not verifed by	y USPS				
								\$ Ad	Valorem taxes are past due for 2	2005 CHRY PTCRUIS. The total amou	int past du	e is \$17.90.	•	
								M Sh	ared owner SMITH ANITA G has	a problem with a tax segment on an	other vehic	le This	*	
	16	blalas (F												
	Ve	hicles (5												
	R	enew All (0) Rene	ew Selected (0) Mar	nage Title - V	iew Select	By Type -		New Title Pers. Plates Temp.	Tags G	o to Tile View		
	Tota	I Selected	: 1	0 0		Renew								
	Filt	r By: A	lerts - 📻		8	First Time								
		_			- \$	Ad Valorem Payment		-/	b					
	Sh	owing 1 to	5 of 5 entri	es	×	Cancel				Filter:				
a.	St	iow 10	 ✓ entr 	ies	Ŭ	Junk							C	
\		Туре	Year 1	Make Jà		Sold Out of State	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee	с.	
		2	2005	CHRY	PT O	Other	722JWG	м	Duplicate / Active - Title Issued	Cancelled - No Proof of Insurance	ŝ			
			1995	HOND	CIVIC	961630340300	DLH221	м	Transfer / Active - Title Issued	Expired	•			
		-	1982	CHEV	1JD69	0927505C	NG4399	Р	Original / Active - Title Issued	Expired	•			
			1982	CHEV	1JD69	0912016C	FNZ377	Р	Original / Active - Title Issued	Expired	•			
		-	1976	PONT	2M27	0894015C	NG4356	Р	Original / Active - Title Issued	Expired	•			

OR

From the Vehicle Summary page, click the Manage → dropdown menu and select ^m Junk,
 Sold Out of State, ^m Incomplete Transfer, or ^O Other.

Previous			Viewing 2 c	of 2 Titles		Next
❤ Owner(s)	Chain of Ownershi	p			Reactivatio	on Reversal -
Ownersh Customer ID	nip Connector: OR Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
002327776		SMITH, ANITA G 🕑 🙉 \$	<u>xxx-xx-5871</u>	141 Salem Ct, GEORGETOWN, KY 40324-2519	SCOTT	
000619699	S92383071	SMITH, ALBERT D	<u>xxx-xx-0812</u>	401 W CLINTON ST, GEORGETOWN, KY 40324-1266	SCOTT	
✓ Title				✓ Registration Information	3.	
Type: Title #: Prior Title #:	Duplicate 171171050060 090750340032	State Fee: \$4.00 Clerk Fee: \$2.00 Usage Tax: \$588.00 Usage Tax Description:		Type: Ad Valorem County: Reg. Date: 09/02/2021 Plate Type: Exp. Date: 08/31/2022 Plate #/ Reg. Exemption: Plate Action: Benarks: CCB Gross Wainh	SCOTT Unbridled S 722JWG Issue	Pirit Renew First Time \$ Ad Valorem Payment Cancel Junk
 Purchase Inf 	ormation			Comments: NO RESPONSE 08/10/22		 ➡ Sold Out of State ➡ Incomplete Transfer
Date Trad	of Purchase: e-in Amount: \$0.00	Purchase Price: \$9,8 Usage Tax Credit: \$0.0	00.00 0	State Vehicle Registration Fee: \$0.00 KYTC Vehicle Registration Fee: \$0.00		Other

- 4. In the Manage section, the user 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 **Owner moves out of state**, choose Customer Request, and add the comment 'Owner moved out of state'. This will keep the title active and once MVL has received the proper documentation, they will surrender the title.

> Owner(s)	
❤ Title	✓ Registration
Title Status: Active - Title Issued Title Number: 203090010029 Title Type: Transfer	Registration Status: Active Last Registration Date: 06/30/2023 Registration Action: Cancellation Add Duplicate: No
✓ License Plate	Reason: Customer Request, Voluntary Return V *

b. For Incomplete Transfers, the Date of Sale is required.

> Owner(s)	
▼ Title	Registration
Title Status: Active - Title Issued	Registration Status: Active Last Registration Date: 06/30/2023
Title Type: Transfer	Registration Action: Cancellation
ine des lasses	Add Duplicate: No V
✓ License Plate	Reason: Incomplete Transfer
Plate Type: In God We Trust	Comments: Incomplete transfer
Plate #: 508LXJ Plate Year: 08	Ø.
WHEELER, TIMOTHY B Cust #: 1101042	
Select All Items (1 of 1)	
▼ 🛃 🚗 2008 CHEV IMPALA Title #: 20301	90010029 Plate #: 508UXJ Amount:
Ad valorem Tax 2023	\$27.50
Penalty	\$0.00
	\$0.00
Interest	50.00
Interest Lien Fee	
Interest Lien Fee	Sub Total: \$27.50

c. You may choose from the Add duplicate dropdown options to charge a \$3 Duplicate Registration Fee and/or reprint the registration receipt.

▼ Title ▼ Registration	
Title Status: Active - Title Issued Registration Status: Active Title Number: 20090010029 Registration Action: Cancellation v) * Title Type: Transfer Add Duplicate: Fee Only v	Last Registration Date: 06/30/2023 Date of Sale: 12/21/2023
License Plate Plate Plate Plate Type: In God We Trust Plate #: 500(X) Plate Year: 00	<u> </u>
> Ad Valorem	
	Incomplete Transfer: \$0,00 Duplicate Registration Fee: \$3,00 Total Ad Valorem Due: \$27,50
	Total Due: \$30.50

d. See step 5 of the 'Single Vehicle Registration' section of this manual for more options in the Ad Valorem Section.

> Title	✓ Registration
	Registration Status: Active Last Registration Date: 06/30/2023
> License Plate	Registration Action: Cancellation
	Add Duplicate: No V
	Reason: Junk
Ь	Comments:
u.	
WHEELER, TIMOTHY B Cust #: 1101042	
WHEELER, TIMOTHY B Cust #: 1101042 Select All Items (1 of 1) ✓	Title #: 2010/0010029 Plate #: 508U/J Amount:
WHEELER, TIMOTHY B Cust #: 1101042 Select All Items (1 of 1) ✓ ✓ ✓ ▲ 2008 CHEV IMPALA Ad valorem Tax 2023	Title #: 203090010029 Plate #: 508LXJ Amount: 527.50
WHEELER, TIMOTHY B Cust #: 1101042 Select All Items (1 of 1) Cust #: 2008 CHEV IMPALA Ad valorem Tax 2023 Penalty	Title #: 203090010029 Plate #: 508LXJ Amount: 527.50 \$0.00
WHEELER, TIMOTHY B Cust #: 1101042 Select All Items (1 of 1) Cust #: 2008 CHEV IMPALA Ad valorem Tax 2023 Penalty Interest	Title #: 203090010029 Plate #: 508LXJ Amount: 527.50 50.00 50.00 50.00
 WHEELER, TIMOTHY B Cust #: 1101042 ☑ Select All Items (1 of 1) ☑ ▲ 2008 CHEV IMPALA Ad valorem Tax 2023 Penalty Interest Lien Fee 	Title #: 203090010029 Plate #: 508LXJ Amount: 527.50 50.00 50.00 50.00 50.00 50.00
WHEELER, TIMOTHY B Cust #: 1101042 Select All Items (1 of 1) ■ 2008 CHEV IMPALA Ad valorem Tax 2023 Penaity Interest Lien Fee	Title #: 203000010029 Plate #: 508LXJ Amount: 527.50 50.00 50.00 50.00 50.00 50.00 50.00 50.00 Sub Total: \$27.50

- 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.