



DOR & PVA KAVIS MANUAL

Updated December 2023



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Home Page Navigation

1. Clicking **kavis** from any page will return you to the Home Page.
2. **HELP ?** will open the Clerk Resource Site in a new tab with links to all KAVIS training materials.
3. **Contact the KAVIS Team** will open a dialog box for you to send KAVIS Support an email at kavis@ky.gov. Please be specific with your comments and concerns so we can best assist you.
 - a. You can also call KAVIS Support at 502-782-1018.

The other buttons/tiles in the middle of the screen are explained in greater detail in the following pages of this manual.

The screenshot shows the KAVIS Home Page interface. At the top left, the 'kavis' logo is highlighted with a blue dashed arrow and the number '1.'. At the top right, the 'HELP ?' button is highlighted with a blue dashed arrow and the number '2.'. The main content area contains several tiles: 'Customer Search' (blue), 'Vehicle Search' (red), and 'Tax Assignment Queue' (green). Below these are smaller tiles for 'User Settings', 'Employee Management', 'Override Report', 'Reports', and 'NMVTIS Inquiries'. At the bottom left, the Kentucky Transportation Cabinet logo and address are shown. At the bottom right, the 'Suggestions / Questions? Contact the KAVIS Team' link is highlighted with a blue dashed arrow and the number '3.'.

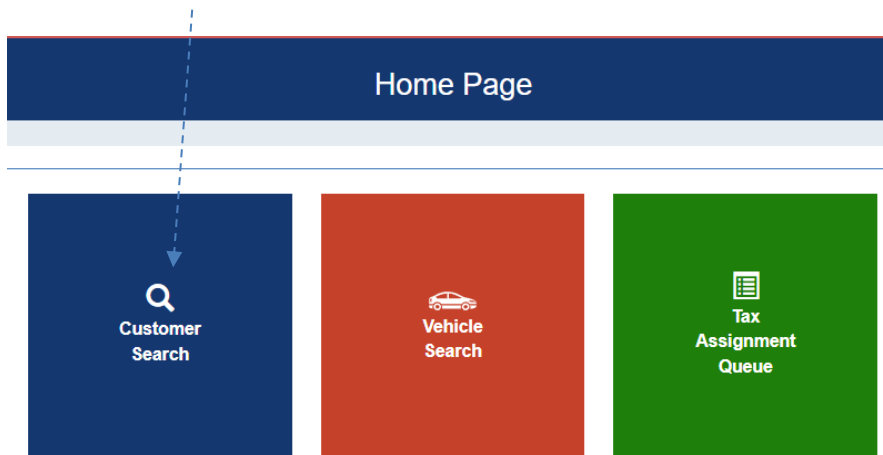
4. If you have a KAVIS account, you are referred to as a User. County Clerks, DOR and MVL employees with KAVIS accounts are also called Users.
 - a. The User Management section of this manual is referring to your personal KAVIS account and the accounts of your coworkers.

Customer Account Page

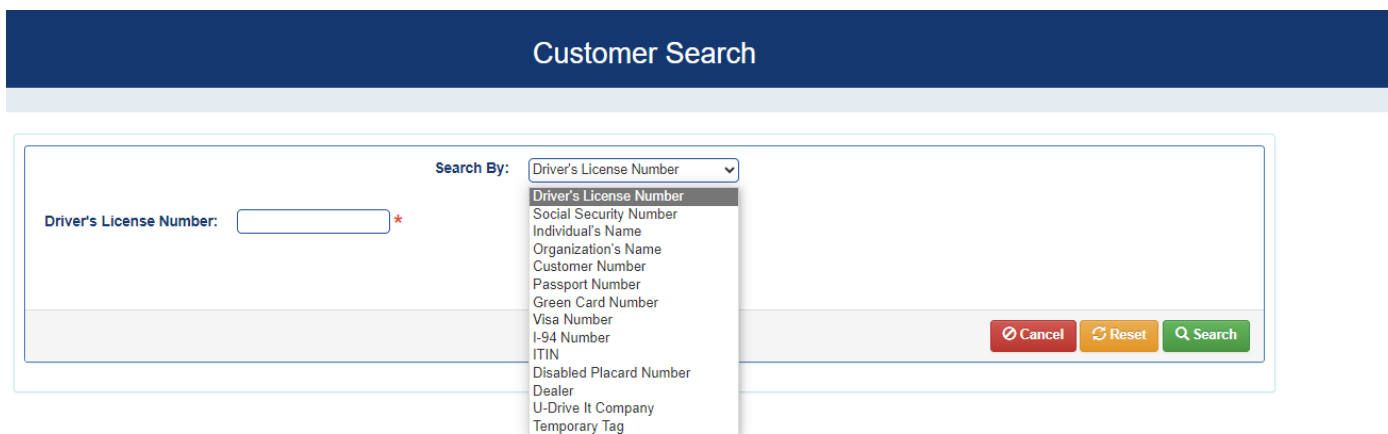
The Customer Account Page is a centralized location that holds a single customer's personal information, all current and previously owned vehicles, and disabled placard information.

Searching for a Customer

1. From the Home Page, click the blue 'Customer Search' tile.



2. Choose from the dropdown menu how you would like to search for the customer, enter the requested info, and click **Search**.



The image shows a screenshot of the "Customer Search" form. The form has a dark blue header with the text "Customer Search". Below the header is a search form with a "Search By:" dropdown menu. The dropdown menu is open, showing a list of search criteria: Driver's License Number, Social Security Number, Individual's Name, Organization's Name, Customer Number, Passport Number, Green Card Number, Visa Number, I-94 Number, ITIN, Disabled Placard Number, Dealer, U-Drive It Company, and Temporary Tag. To the left of the dropdown menu is a text input field labeled "Driver's License Number:" with a red asterisk. To the right of the dropdown menu are three buttons: "Cancel", "Reset", and "Search".

3. From the search results, click **Select** to be taken to their Customer Account Page. If you do not see the Customer you are looking for, select **Display Search Criteria** to open the Search Results and enter additional information.
 - a. The green customer accounts have been Driver's License verified.
 - b. If there are multiple customer accounts for the same person, the County Clerk's Office will need to merge the accounts. If you encounter more than one account for the one individual, choose the green highlighted account first. However, if you do not see the vehicle you need in that account, come back to this step, and check the

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other customer accounts.

[Display Search Criteria](#)

Customer ID	Driver's License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	
008079171		SMALLEY	JALEN				xxx-xx-5531		187 McGowan Ave, BARDSTOWN, KY, 40004	NELSON		Select
008228393		SMALLEY	JALEN	R			xxx-xx-5531		187 McGowan Ave, BARDSTOWN, KY, 40004	NELSON		Select
003242947	S16810314	SMALLEY	JALEN	RISHARD		12/28/1998	xxx-xx-5531		323 N 1st St, BARDSTOWN, KY, 40004	NELSON		Select

■ Indicates Customer record has been verified with Driver's License

4. From the Customer Search Results, if you encounter more than one account for an individual, you can click on the blue Customer ID number to open a pop-over that will allow you to preview the customer account information.
 - a. If it is the correct customer account, click [Select](#).
 - b. If it is not the correct customer account, click [Cancel](#).
 - c. The [View](#) button in the vehicle's tile will take you to its Vehicle Summary page.

Customer Data

Personal Information

Last Name: SMALLEY	Phone	Identification
First Name: JALEN	No phone data.	Driver's License: KY S16810314 SSN: xxx-xx-5531
Middle Name: RISHARD		
Suffix: RISHARD		
Birth Date: 12/28/1998		
Preferred Name:		
Gender: M		
Citizenship:		
Deaf or Hard of Hearing: No		
Deceased: No		

Address

County of Residence: NELSON
Physical
323 N 1st St
BARDSTOWN, KY 40004-1529

Alias

No Alias data.

[Select](#) [Cancel](#)

Vehicles (1)

Filter By: [Alerts](#)

P

2007 BUIC LUCERN 438YAL

Title # 181520900067 Unbridled Spirit

Active - Title Issued Reg: Expired

[View](#)


Customer Account Page Details

1. On the Customer Account Page
 - a. The **View** button next to the Customer's name will expand the page to show more of the Customer's personal information.
 - b. The Action Center will give you information on PVA Issues, including the specific years each boat has missing information, and any boat that has past due taxes.
 - c. The **View** button in each vehicle's tile will take you to its Vehicle Summary page.




Customer Account

Customer Account

SMALLEY, JALEN RISHARD **View** **Notes**


 Cust # : 003242947
323 N 1st St
BARDSTOWN, KY 40004



Action Center

-  Customer record contains fields that match another Customer. Click the matching Customer ID **008079171** to begin the Merge process.
-  Customer record contains fields that match another Customer. Click the matching Customer ID **008228393** to begin the Merge process.
-  Please contact the PVA. There is a problem with one or more Ad Valorem year(s) for the 2007 **PVA** **UNBRIDLED SPIRIT**

Vehicles (1)

Select By Type Go to List View


Filter By: **Alerts** 

  <input type="checkbox"/> P	<input type="checkbox"/>
2007 BUIC LUCERN Title # : 181520900067 Active - Title Issued	438YAL Unbridled Spirit Reg. Expired
View	

Disabled Placards

No Disabled Placard History found!

Previously Owned Vehicles (0)

2. The List View will automatically occur if there are 12 or more vehicles.
 - a. The  symbol will appear in the Alerts column.
 - b. To go to a Vehicle Summary Page, select the checkbox next to the vehicle and click **View**.

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Customer Account

Customer Account

RISK, MICHAEL
 Cust #: 001484875
 1142 Lewis Ferry Rd
 FRANKFORT, KY 40601
 Phone: (000) 000-0000

[View](#) [Notes](#)

Action Center

- ✖ Customer record contains fields that match a Driver's License verified Customer. Click the matching Customer ID **015209090** to begin the Merge process.
- \$ Ad Valorem taxes are past due for 5 vehicles. The total amount past due is \$199.59.
- Ⓜ Customer has 2 vehicles ready for Registration Renewal.
- 📧 Customer does not have Birth Date or Incorporation Date on record. This date is required to

Vehicles (5)

[View](#) [Select By Type](#) Total Selected: 1

[Go to Tile View](#)

Filter By: [Alerts](#)  

Showing 1 to 5 of 5 entries

Filter:

Show entries

	Type	Year	Make	Model	Title #	KY / Plate #	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
<input checked="" type="checkbox"/>		1999	FORD	F250	120090370052	409846	P	Transfer / Active - Title Issued	Expired	\$ Ⓜ	<input type="checkbox"/>
<input type="checkbox"/>		1981	FORD	E153	081830370050		P	Transfer / Active - Title Issued	Title Only	\$	<input type="checkbox"/>
<input type="checkbox"/>		1979	CHEV	C30	081830370052		P	Transfer / Active - Title Issued	Title Only	\$	<input type="checkbox"/>
<input type="checkbox"/>		1978	JAMESTOWN	UTL	072010370049	KY0493JY	P	Transfer / Active - Title Issued	Expired	\$ Ⓜ	<input type="checkbox"/>
<input type="checkbox"/>		1971	INTL	1600	081830370047		P	Transfer / Active - Title Issued	Title Only	\$	<input type="checkbox"/>

1

- Clicking [Previously Owned Vehicles \(7\)](#) at the bottom of the Customer Account Page will open the section to show the Customer's previously owned vehicles.
- Selecting View will navigate to the Vehicle Summary page.

Previously Owned Vehicles (7)

Showing 1 to 7 of 7 entries

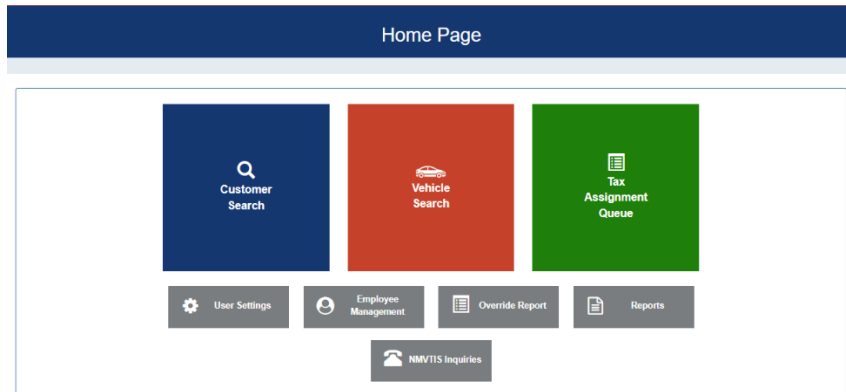
Filter:

Status Date	Type	Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Alerts	
07/15/2020		2005	PONT	SUNFIR	162670900103		M	Surrendered - Transferred	Cancelled - Junked		View
12/30/2013		2005	PONT	SUNFIR	100840900062		M	Surrendered - Transferred	Cancelled		View
07/06/2009		1989	CHEV	ASTROVA	050641090008		M	Surrendered - Transferred	Cancelled		View
04/28/2005		1991	FORD	TEMPO	022540900055		M	Surrendered - Transferred	Cancelled		View
07/08/2002		1991	FORD	ESCORT	930200561016		M	Surrendered - Transferred	Cancelled - Junked		View
05/20/1995		1977	MERC	COUGAR	903510900020		M	Surrendered - Transferred	Cancelled - Junked		View
12/21/1994		1977	CHEV	NOVA	922790900008		M	Surrendered - Transferred	Cancelled		View

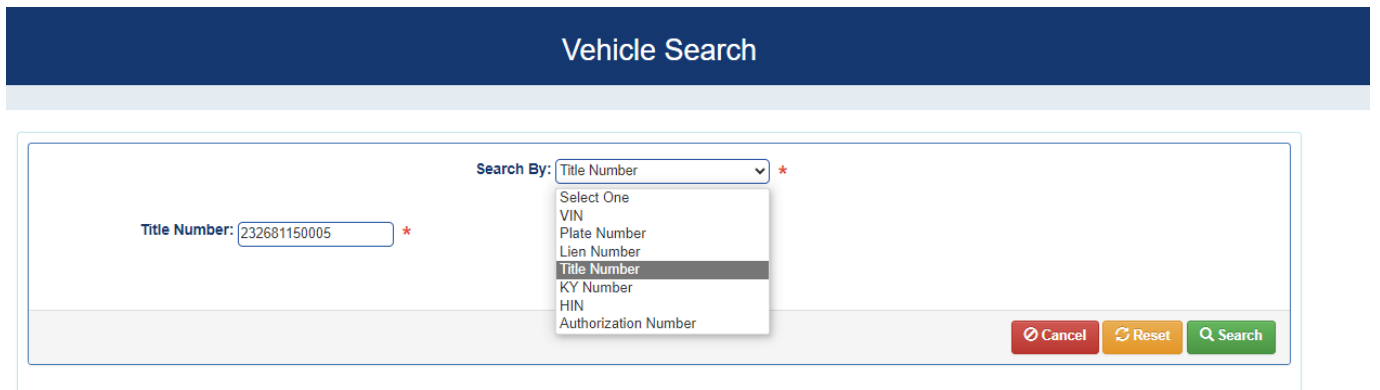
Vehicle Summary Page

Searching for a Title Number

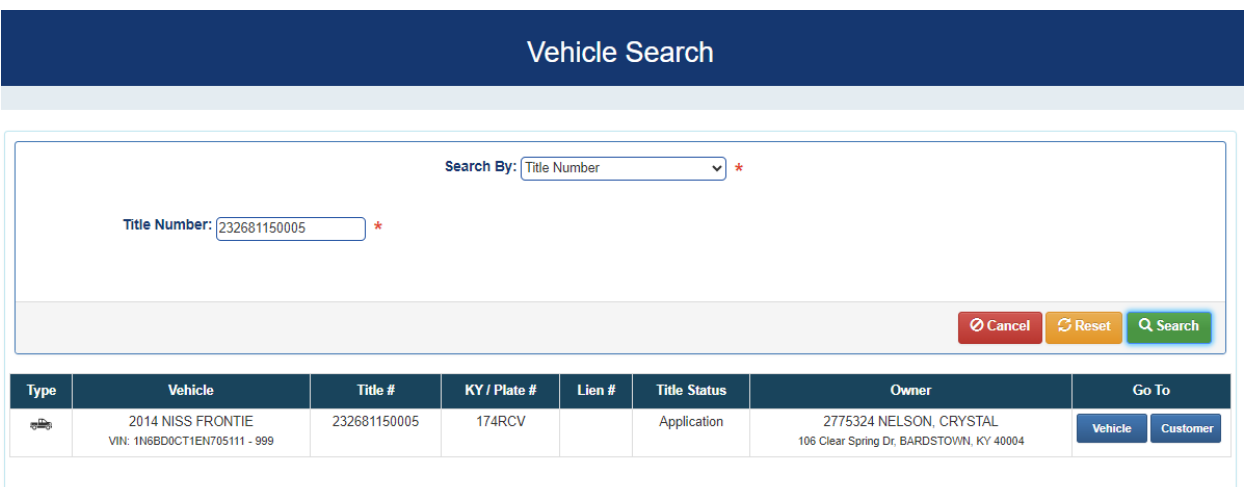
1. From the Home Page, click the Vehicle Search tile.



2. Choose from the dropdown menu how you would like to search for the vehicle, enter the requested info, and click **Search**.



3. From the Search Results, select the **Vehicle** button to navigate to the Vehicle Summary page.



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Vehicle Summary Page Details

1. At the very top are green 'Previous' and 'Next' buttons that will take you to other titles that have been issued on this vehicle.

The screenshot shows the 'Property Valuation Administrator' interface. At the top, there is a navigation bar with 'Home', 'Customer Search', 'Customer Account', and 'Vehicle Summary'. Below this, a header indicates 'Viewing 6 of 6 Titles' for a '2013 FORD EXPLORE'. A 'Chain of Ownership' table is displayed with the following data:

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
014036431		NELSON, BELINDA	xxx-xx-8572	221 Redbud Dr, NEW HAVEN, KY 40051-6133	NELSON	

2. The Owner(s) section displays information for the owners of each title.
3. Clicking the Customer IDs hyperlink will open a pop-over that will allow you to see all boats they currently own
 - a. Clicking **View** will take you to that specific Vehicle's Summary Screen.
 - b. **Select** will take you to their Customer Account page.
 - c. **Cancel** will return you to the Vehicle Summary Page.

The 'Customer Data' pop-over window displays the following information:

Personal Information

- Last Name: NELSON
- First Name: BELINDA
- Middle Name:
- Suffix:
- Birth Date:
- Preferred Name:
- Gender:
- Citizenship:
- Deaf or Hard of Hearing: No
- Deceased: No

Phone: No phone data.

Identification: SSN: xxx-xx-8572

Address: County of Residence: NELSON
Physical
221 Redbud Dr
NEW HAVEN, KY 40051-6133

Alias: No Alias data.

Buttons: **Select**, **Cancel**

Vehicles (3)

Filter By: Alerts - 1 2

<p>2013 FORD EXPLORE Title #: 223430970011 Active - Title Issued</p> <p>ESX708 Unbridled Spirit Reg: Active</p> <p>View</p>	<p>2007 CHEV 2DOOR Title #: 160060900053 Active - Title Issued</p> <p>218VFH Unbridled Spirit Reg: Expired</p> <p>View</p>	<p>2004 GMC ENVOY Title #: 150700900017 Active - Title Issued</p> <p>379TFA Unbridled Spirit Reg: Cancelled - No Proof of Insurance</p> <p>View</p>
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4. Back on the Vehicle Summary Page, nested behind the Owners tab is the Chain of Ownership. This contains information for all past titles for this vehicle.
 - a. The yellow text is the title you are currently viewing.
 - b. You may click on a Title Number to view that specific title.

Owner(s) Chain of Ownership

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
6	223430970011	NELSON, BELINDA	221 Redbud Dr, NEW HAVEN, KY 40051	Active - Title Issued	12/22/2022	12/22/2022
5	223430970010	TIM, SHORT FORD	109 Rockwood Ln, HAZARD, KY 41701	Surrendered - Dealer Assignment	12/09/2022	12/09/2022
4	171730970023	STIDHAM, CHARLES	616 Barwick Rd, JACKSON, KY 41339	Surrendered - Transferred	06/22/2017	12/09/2022
3	171730970022	TIM SHORT CHRYSLER, LLC.	270 Fitz Gilbert Rd, HAZARD, KY 41701	Surrendered - Dealer Assignment	06/22/2017	06/22/2017
2	171430970017	TIM, SHORT FORD	109 Rockwood Ln, HAZARD, KY 41701	Surrendered - Dealer Assignment	05/23/2017	06/22/2017
1	121370970014	FIELDS, CRAIG	38 Kalena Ln, VIPER, KY 41774	Surrendered - Transferred	05/16/2012	05/23/2017

5. Below the Owner Section is the Title and Registration Information sections, which will give you current information on the status of the title and registration.

Title

Status: Active - Title Issued

Type: Transfer State Fee: \$6.00

Title #: 223430970011 Clerk Fee: \$3.00

Prior Title #: 223430970010 Usage Tax: \$0.00

Usage Tax Description: Tax Credit Given

Purchase Information

Date of Purchase: Purchase Price: \$5,495.00

Trade-in Amount: \$0.00 Usage Tax Credit: \$329.70

Registration Information

Status: Active ⓘ

Type: Renewal County: MERCER

Reg. Date: 09/01/2023 Plate Type: Unbridled Spirit

Exp. Date: 08/31/2024 Plate #: E6X708

Reg. Exemption: Plate Action: Issue

Remarks: Gross Weight: PC

Comments:

State Vehicle Registration Fee: \$15.00

KYTC Vehicle Registration Fee: \$0.00

Clerk Vehicle Registration Fee: \$6.00

6. The Ad Valorem section is where you will do your adjustments.
 - a. Details on this section can be found below in the Editing an Ad Valorem Segment' and 'Adding a New Ad Valorem Segment' sections of this manual.

Total Tax Due: \$0.00 ⓘ

Ad Valorem 2023 Add New Ad Valorem Segment

Transaction ID: _____

County Collected: _____ Situs: NELSON

Tax Status: Taxable Tax District: 88 ⚠

Vehicle Assessed Value: \$1,665.00 Due Date: 05/31/2023

Vehicle Override Value: _____ Paid Date: _____

Total Taxable Value: \$1,665.00

Ad Valorem Due: \$0.00

Penalty Due: \$0.00

Interest Due: \$0.00

Clerk Fee: \$0.00

Total Due: \$0.00

Comments: _____

Recalculate Cancel Save

7. The Lien Information and Vehicle Information Section display just below the Ad Valorem section. By default, the Lien Information section is collapsed, but it can be expanded for viewing.

▼ Lien Information
Click the chevron (▶) above to expand this section.

▼ Vehicle Information

VIN: 1FMZU63KX4UA08905	Color: SIL - Silver
Vehicle Type: Truck	2nd Color:
Style: Sport Utility Vehicle	Motor Type:
Year: 2004	Cylinders: 06
Make: FORD	Odometer: 140341
Model: EXPLORE	Brand:
Model #:	
VIN Sequence #: 999	


8. The Vehicle History section at the bottom displays transaction history on this title.
- You can select from the years since the title was issued to see all transactions from that year.
 - If a transaction includes documents that were scanned into the PODD Archive, a Cntrl Number will be present. Clicking it will open a pop-over with hyper-links to PODD Archive, if you are on the state network.

▼ History

2023 ▼

Trans Number	Cntrl Number	Action Date	Action Description	Amount	User
888591519	22-0-03-04153	11/02/2023 3:41:53 PM	Registration Expiration - Batch Process	\$16.00	Registration Expiration Monitor
861990793		01/01/2023 12:00:00 AM	Annual Property Tax Record Created	\$0.00	VehicleImport

- Clicking the Transaction Number will highlight the transaction selected. The title will be shown as it was at the time of the transaction selected.
- A highlighted message will appear at the top of the page, click 'Reset' to go back to the most current version of the title.

 2004 FORD EXPLORE

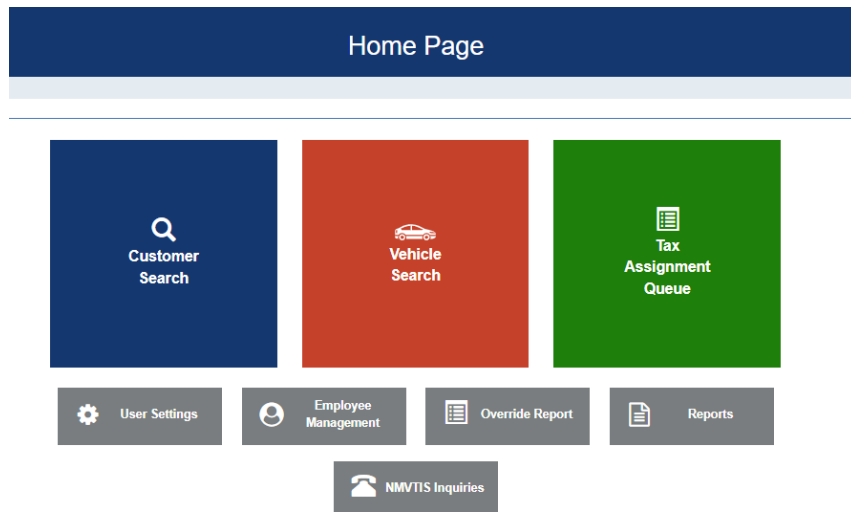
Viewing Vehicle state as of 11/02/2023 3:41:53 PM Reset

Tax Assignment Queue

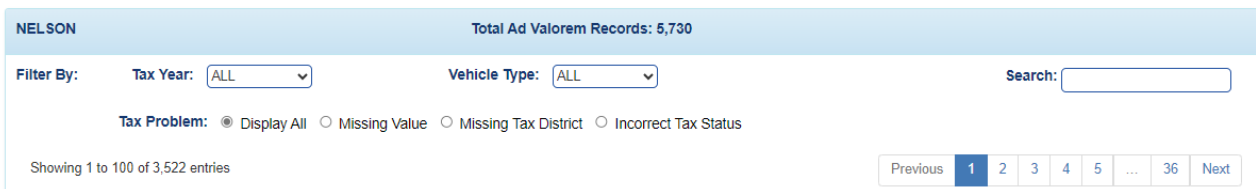
This queue in KAVIS replaces your current '88' and '\$0 value' reports.

It will be continuously updating as necessary, so you can work this at a time that is convenient for your office.

1. From the Home Page, click 'Tax Assignment Queue'.



2. If you are looking for a particular Owner or Vehicle, you can enter a name, title number, year, make or model into the Search field to narrow your list (even partial searches such as 'Yama' instead of 'Yamaha' will yield results).
3. There are several options for filtering out the results. Filters can be used in combination or separately.
 - 'Tax Year' displays only vehicles with issues for a selected year.
 - 'Vehicle Type' displays only a selected vehicle type.
 - 'Display All' will show all records in queue.
 - 'Missing Value' will only show records that have missing values.
 - 'Missing Tax District' will only show records that have missing tax districts.
 - 'Incorrect Tax Status' displays vehicles that have a Taxable status and a 'Junked' or 'Sold out of State' Registration status.
4. Navigate through multiple pages of results.





5. Clicking on the Title Number will take you to the Vehicle Summary Screen where you can edit the Ad Valorem section as needed.
 - a. Reference the 'Editing an Ad Valorem Segment' section of this manual for more details on how to do this.

NELSON Total Ad Valorem Records: 2

Filter By: Tax Year: Vehicle Type: Search:

Tax Problem: Display All Missing Value Missing Tax District Incorrect Tax Status

Showing 1 to 2 of 2 entries Previous 1 Next

Title Number	KY/Plate #	Tax Years	Primary Owner	Year Make Model
232410340017	BCG559	2024	PETTUS, JULIA	 2021 HOND PILOT
982990470113	04308M	2024	PETTIT, JUSTIN B	 1999 HD FLSTF

Showing 1 to 2 of 2 entries Previous 1 Next

6. When you successfully save the assignment of a value and Tax District to the title for every year that is missing, the title will no longer appear in the queue.

Updating an Ad Valorem Segment

- In the Ad valorem section of a Vehicle Summary Page, you can change the Tax Status, Tax District, Override Value(s), and/or the Situs County.
- An assessed value is one that has been created by the annual valuation process.
- A PVA or DOR User can:
 - a. Add an override value
 - b. Change the tax status
 - c. Change the tax district
 - d. Update the Situs County
 - e. Enter Comments
- The ability to edit a paid tax segment is determined by the county in which the taxes were paid.

Ad Valorem
2023
Add New Ad Valorem Segment

Transaction ID: _____

County Collected: _____

Tax Status: Taxable

Vehicle Assessed Value: \$0.00

Vehicle Override Value: 1356

Total Taxable Value: \$1,356.00

Situs: NELSON

Tax District: 02

Due Date: 12/31/2023

Paid Date: _____

Ad Valorem Due: \$19.44

Penalty Due: \$0.00

Interest Due: \$0.00

Clerk Fee: \$0.00

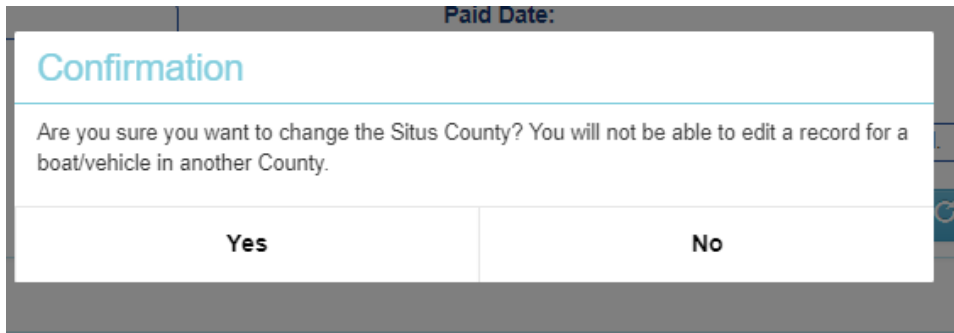
Total Due: \$19.44

TAX CODE	JURISDICTION	RATE	TAX DUE	INTEREST	PENALTY	TOTAL AMOUNT DUE
State Tax	State Tax	0.45	\$6.10	\$0.00	\$0.00	\$6.10
001	GENERAL	0.161	\$2.18	\$0.00	\$0.00	\$2.18
002	LIBRARY	0.0145	\$0.20	\$0.00	\$0.00	\$0.20
004	EXT SERVICE	0.01	\$0.14	\$0.00	\$0.00	\$0.14
SC	CO SCHOOL	0.548	\$7.43	\$0.00	\$0.00	\$7.43
C3	C-NEW HAVEN	0.25	\$3.39	\$0.00	\$0.00	\$3.39

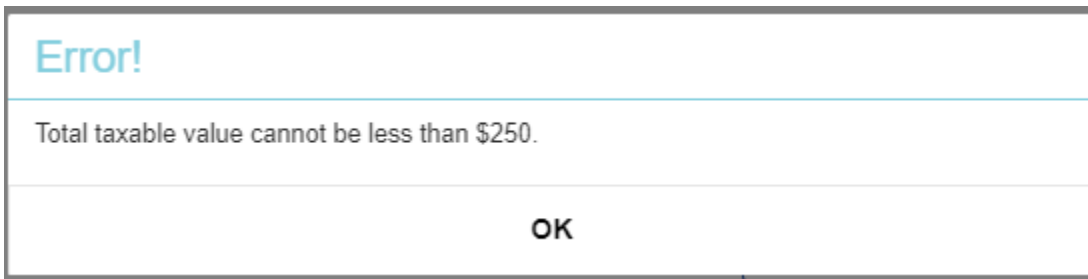
Comments: Owner lives in Nelson. Verified.

Recalculate
Cancel
Save

1. The year dropdown will allow you to view the Tax Years this title has with Ad Valorem segments created.
2. If you change the Situs County to one outside of your county and click 'Save', the Tax District will automatically change to '88', or to the default district for that County, and you will no longer be able to edit this title's ad valorem for the year chosen.
 - a. KAVIS will prompt you before the change is made.



3. KAVIS enforces minimum values per vehicle type and will prompt you if you have entered a value below the minimum.



4. If the Ad Valorem has been paid in your County, there is an **Edit** button that will allow you to change the information up to 2 years after it has been paid, creating a refund for the Customer at the County Clerk's office.

Total Tax Due: \$0.00 ⓘ

▼ Ad Valorem

2022 ▼ **Edit** **Add New Ad Valorem Segment**

Transaction ID:		Situs: NELSON ▼		Ad Valorem Due: \$570.69
County Collected: NELSON		Tax Status: Taxable ▼	Tax District: 04 ▼	Penalty Due: \$0.00
Vehicle Assessed Value: \$40,575.00		Due Date: 04/30/2022		Interest Due: \$0.00
Vehicle Override Value: <input type="text"/>		Paid Date: 03/22/2022		Clerk Fee: \$0.00
Total Taxable Value: \$40,575.00				Total Paid: \$570.69

TAX CODE	JURISDICTION	RATE	TAX DUE	INTEREST	PENALTY	TOTAL AMOUNT DUE
No Jurisdiction data.						

Comments:

Recalculate
Cancel
Save

5. When editing a paid segment and changing the to Tax Status to a value other than Taxable, the Tax District changes to '99'.
 - a. **Cancel** will undo all changes. In KAVIS, nothing is permanent until you click **Save**.

Ad Valorem

2022 * 2022 tax segment has been adjusted and is pending Clerk action

Transaction ID: 946844712

County Collected: NELSON

Tax Status: Taxable

Vehicle Assessed Value: \$40,575.00

Vehicle Override Value:

Total Taxable Value: \$40,575.00

Situs: NELSON

Tax District: 04

Due Date: 04/30/2022

Paid Date: 03/22/2022

Ad Valorem Due: \$0.00

Penalty Due: \$0.00

Interest Due: \$0.00

Clerk Fee: \$0.00

Total Paid: \$0.00

TAX CODE	JURISDICTION	RATE	TAX DUE	INTEREST	PENALTY	TOTAL AMOUNT DUE
No Jurisdiction data.						

Comments:

Undo Pending Changes Recalculate Cancel Save

6. After clicking Save, a red message will appear communicating a change with the specific year.
 - a. An **Undo Pending Changes** button will allow you to remove your changes and the segment will return to how it was before your changes. This button will be available until the Owner goes to the County Clerk's Office and has the change processed (either a refund or paying more ad Val, depending on your changes).
7. The Tax Status of 'Taxable' will allow you to choose the Tax District
 - a. The Tax District options will be the districts in your county.
 - b. Enter an Override value for the Vehicle.
 - c. Click **Recalculate** to see the changes in the Total Amount Due (this is optional)
 - d. Clicking **Cancel** will undo all changes. Click **Save** to commit to these changes.
8. KAVIS displays a Total Tax Due for the Title, that displays all amounts owed, not reflective of those years requiring districting or valuation.

Ad Valorem

2023

Add New Ad Valorem Segment

Transaction ID:

County Collected:

Tax Status: Taxable

Vehicle Assessed Value: \$250.00

Vehicle Override Value:

Total Taxable Value: \$250.00

Situs: NELSON

Tax District: 04

Due Date: 12/31/2023

Paid Date:

Ad Valorem Due: \$0.00

Penalty Due: \$0.00

Interest Due: \$0.00

Clerk Fee: \$0.00

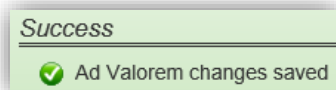
Total Due: \$0.00

TAX CODE	JURISDICTION	RATE	TAX DUE	INTEREST	PENALTY	TOTAL AMOUNT DUE
No Jurisdiction data.						

Comments:

Please click Recalculate when you are done making changes. Recalculate Cancel Save

9. Once Saved, a 'Success' message will display at the top of the Vehicle Summary Screen.



10. If the PVA icon is still there after editing the segment then you will need to press F5 on your keyboard to refresh your page.

Adding a New Ad Valorem Segment

In the Ad Valorem Section of a Vehicle Summary Page.

- To add a new segment, click **Add New Ad Valorem Segment**.

Total Tax Due: \$3.53 ⓘ

▼ Ad Valorem

2023 ▼ Add New Ad Valorem Segment

Transaction ID: 946844716 Ad Valorem Due: \$0.00

County Collected: Penalty Due: \$0.00

Situs: NELSON ▼ Interest Due: \$0.00

Tax Status: Taxable ▼ Clerk Fee: \$0.00

Tax District: 04 ▼ Total Due: **\$3.53**

Vehicle Assessed Value: \$250.00 Due Date: 12/31/2023

Vehicle Override Value: Paid Date:

Total Taxable Value: \$250.00

TAX CODE	JURISDICTION	RATE	TAX DUE	INTEREST	PENALTY	TOTAL AMOUNT DUE
State Tax	State Tax	0.45	\$1.13	\$0.00	\$0.00	\$1.13
001	GENERAL	0.161	\$0.40	\$0.00	\$0.00	\$0.40
002	LIBRARY	0.0145	\$0.04	\$0.00	\$0.00	\$0.04
004	EXT SERVICE	0.01	\$0.03	\$0.00	\$0.00	\$0.03
IB	BARDSTWN IND	0.531	\$1.33	\$0.00	\$0.00	\$1.33
C1	C-BARDSTOWN	0.24	\$0.60	\$0.00	\$0.00	\$0.60

Comments:

Recalculate
Cancel
Save

- KAVIS allows a range of years to be created, back to the earliest eligible year.
 - This dropdown menu will offer only the years that this title is eligible to have a tax segment created, excluding years that are marked Taxable or paid on another title.
- When a tax segment on a title is currently Taxable, but a different Owner is responsible for the taxes for that Tax Year, the Taxable segment must be changed to a Non-Taxable status and saved before the new Taxable segment can be created on the correct title. KAVIS does not allow two Taxable segments for the same year for the same vehicle across titles.

▼ Ad Valorem

2024 ▼

Transaction ID: Ad Valorem Due: \$0.00

County Collected: Penalty Due: \$0.00

Situs: NELSON ▼ Interest Due: \$0.00

Tax Status: Exempted- No Tax Due ▼ Clerk Fee: \$0.00

Tax District: 99 ▼ Total Due: **\$0.00**

Assessed Value: \$0.00 Due Date: 12/31/2024

Vehicle Override Value: Paid Date:

Total Taxable Value: \$0.00

Cancel
Save

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Working With your County Clerk

If a County Clerk Employee contacts you about a customer in their office needing your assistance, it will show on their screen as 'PVA Issues'.

PVA Issues mean the vehicle is missing the current year's tax segment, the Tax District is 88, there is a \$0 Assessed Value, or there is a Tax Mismatch.

Having PVA Issues on any of the Customer's vehicles will stop the clerk from performing actions on any of the titles and registration renewals for any of their vehicles.

A **Seller** in a title application, does not need all their vehicles to be cleared of 'PVA Issues' in order for the title application to be completed, just the vehicle that is being transferred.

A **Buyer** in a title application must have **all** boats clear of 'PVA Issues' to be able to submit the application.

- A quick way to check that you've cleared the boat and/or Customer of all 'PVA Issues' is to click on the Owner's Customer ID at the top of the Vehicle Summary Page. This will open a pop-over in which you can check the Vehicles tiles.
 - a. If the Customer has another vehicle needing your attention, you can click [View](#) to go to that Vehicle Summary Page.

Customer Data

Personal Information

Last Name: HARDIN First Name: TAMATHA Middle Name: Suffix: Birth Date: Preferred Name: Gender: Citizenship: Deaf or Hard of Hearing: No Deceased: No	Phone No phone data.	Identification The Customer record contains fields that match a Driver's License verified Customer. SSN: xxx-xx-8321 ▲
---	--------------------------------	---

Address

County of Residence: WASHINGTON
Physical
2462 Hardesty Rd
SPRINGFIELD, KY 40069-9524

Alias

No Alias data.

[Select](#) [Cancel](#)

Vehicles (2)

Filter By: Alerts -

2017 JEEP RENEGAD Title #: 232550900058 Active - Title Issued	P M HOX214 Unbridled Spirit Reg Expired View	2001 CHRY PT CRUI Title #: 190810900070 Active - Title Issued	P M 229CND Unbridled Spirit Reg Expired View
---	---	---	---

Marking a Vehicle or Boat with a Tax Status of 'Junked' Or 'Sold out of State'

KAVIS requires a Clerk to mark a vehicle as 'Junked' or 'Sold out of State' before a PVA can update the Tax Status with the corresponding value. This is to keep these two statuses in-sync, so that tax mismatches do not occur.

1. When a PVA selects a Tax Status of 'Non-taxable Junked' or 'Non-Taxable Sold or Transferred out of State' and the County Clerk has not completed the junking action, the PVA will receive a message.


Based upon the current Registration status or the collected Date of Junk, this vehicle is not eligible for the selected Tax Status. Contact the County Clerk to make the required updates.

2. The PVA should contact the County Clerk to perform the Registration action first.
3. The 'Date of Junk' or 'Date of Sale' entered by the Clerk, from the Customer's documentation, determines the Tax Years that can be marked with the corresponding Tax Status.
 - a. For example: the Clerk enters the Date of Junk as 11/18/2022. The Tax Years available to be marked as 'Junked' by the PVA are 2023, 2024.
4. When the Clerk has performed the action of marking a vehicle as 'Incomplete Transfer', 'Sold out of State' or 'Junked' then the PVA can mark the corresponding tax segments as 'Non-taxable Sold or Transferred out of State' or 'Non-taxable Junked'.

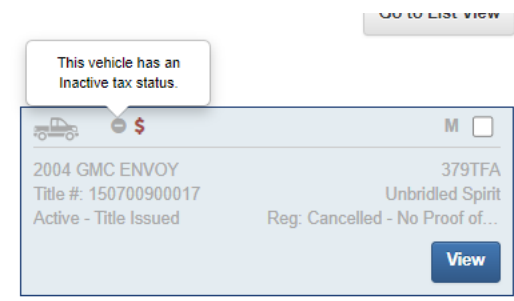
Inactive Vehicles

KAVIS has added a new Tax Status of 'Inactive' intended to be used for vehicles that still have an Active title but have not had Registration or Ad Valorem activity for three or more years. Because KAVIS expects a tax segment for all vehicles with an Active title, if valuation did not create a tax segment, KAVIS flags a vehicle for 'missing' a current year tax segment. Clerks will notify you if a vehicle has been marked 'Inactive', but a title or registration action needs to be taken on it.

Information

 This vehicle has an Inactive tax status. Available actions are limited. Contact PVA if you need to title or register this vehicle.

1. Search for the Customer with the 'Inactive' vehicle.
2. Select 'View' to navigate to the Vehicle Summary (PVA) screen.



3. When you navigate to the Ad Valorem section, select the Tax Status dropdown, and select a status other than 'Inactive', like Taxable, Non-taxable Exempt, Non-Taxable Current Year, etc. and select

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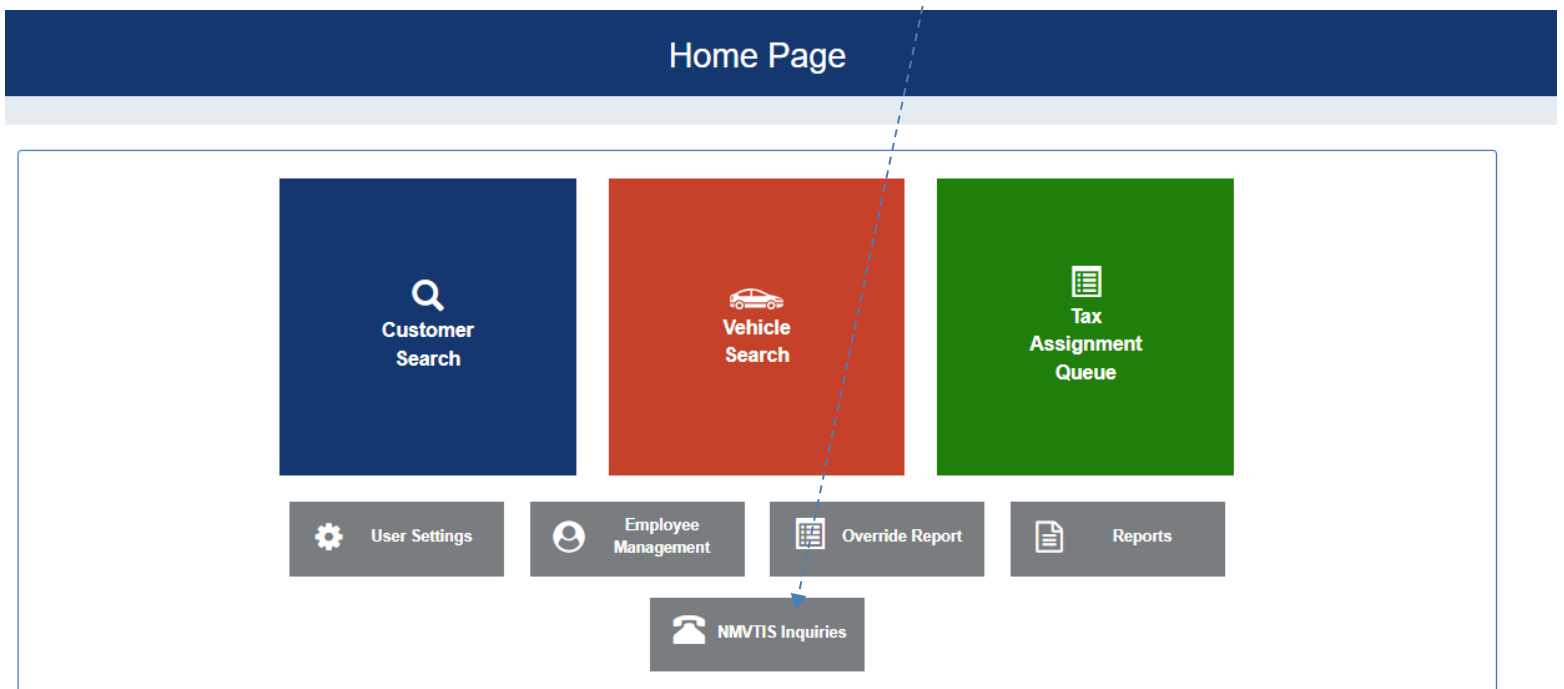
'Save'.

4. Once the most recent Tax Status is other than 'Inactive' the Clerk will be able to take Title and Registration actions on the vehicle.
5. Vehicles other than those created as 'Inactive' by the valuation program can be marked by the PVA with Tax Status 'Inactive' if they have had no activity for 3 or more years and the title remains Active.

NMVTIS Inquiries


PVAs and DOR can utilize NMVTIS inquiries to view ownership history for a vehicle.

1. From the home page, select the 'NMVTIS Inquiries' tile.



2. Select the inquiry you want to use, like 'NM14: Vehicle History'.

The screenshot shows the 'NMVTIS Inquiries' search form. It has a dark blue header with the text 'NMVTIS Inquiries'. Below the header is a search form with a 'VIN:' label and an input field. To the right of the input field is a dropdown menu labeled 'Option:' with a list of options: 'NM01: New Vehicle Inquiry', 'NM04: Used Vehicle Inquiry', 'NM08: Brand Inquiry', and 'NM14: Vehicle History'. The 'Option:' dropdown is currently set to 'NM01: New Vehicle Inquiry'. At the bottom right of the form are three buttons: 'Cancel', 'Reset', and 'Search'.

3. Input the VIN to search in the VIN field and select  Search .

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NMVTIS Inquiries

Option: *

VIN: *

Error and Warning Messages

21E: VIN NOT IN DB AND CK DIGIT FAILED

Results

VIN 3456567T56556GT56

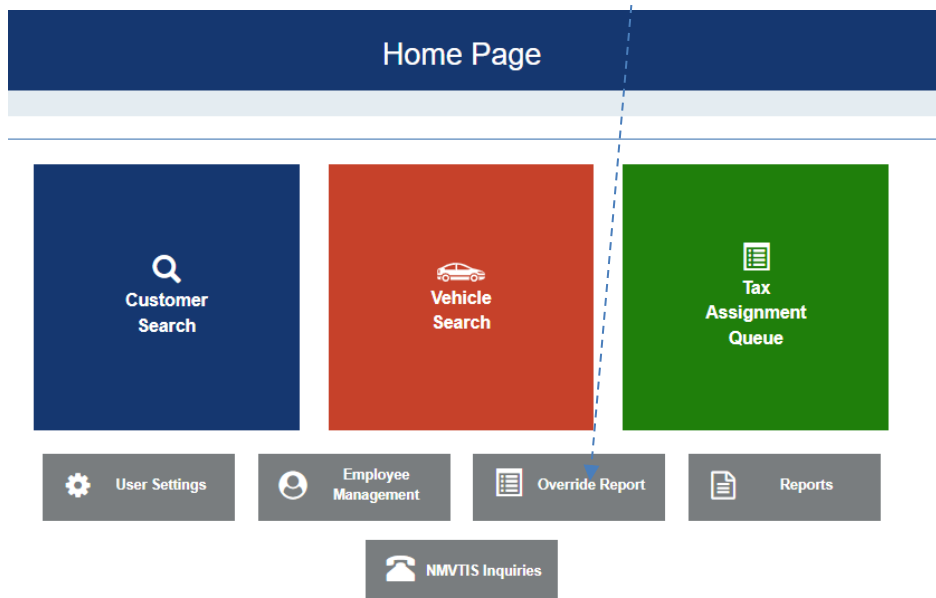
Seq.	Juris.	Title	Issue Date	Make	Year	Odometer	U/M	CSOT in Progress	Title Key	Vin Pointer Update	Transaction Type	Jurisdiction Data
01	KY	212250590001	08/13/2021	FORD	2015	000100000	M	N - No Change State of Title in progress	3456567T56556GT56999		UA - Interactive New Title	A

- The button can be used to clear out the results and search again.
- The button redirects you back to the homepage.

Override Report

An Override Report is available for PVAs and DOR to view the changes made to vehicles in their County within a specific timeframe.

- Select the 'Override Report' tile from the Home Page.



- By default, the 1st day of the current month displays as the start date, but the User can change this

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date.



3. Enter the 'to' date to view the results for a date range and select



Override Report

County: NELSON Select a Date Range to View: 12/01/2023 to: 12/21/2023

Cancel Reset Search

4. The  button can be used to clear out the results and search again.
5. The  button redirects you back to the homepage.

Override Report

[Hide Search Criteria](#)

County: NELSON Select a Date Range to View: 12/01/2023 to: 12/21/2023


Cancel Reset Search

Filter Export Results

User Name Date	Title Number Year Make Model	Primary Owner	County	Tax Status	Tax Year	Assessed Value	Override Value	Tax District	Comments
KYTC\abotulagriffith 12/21/2023 5:42:58 AM EST	223421150003 1954 CHEV UNK	NEWTON, JEREMY	NELSON NELSON	Taxable Taxable	2023	\$250.00	\$0.00 \$0.00	88 04	
KYTC\abotulagriffith 12/21/2023 5:36:18 AM EST	202200900033 2020 GMC SIERRA	NELSON, CHRISTOPHER	NELSON NELSON	Taxable Exempted- No Tax Due	2022	\$40,575.00	\$0.00 \$0.00	04 99	

Showing 1 to 2 of 2 entries Previous 1 Next

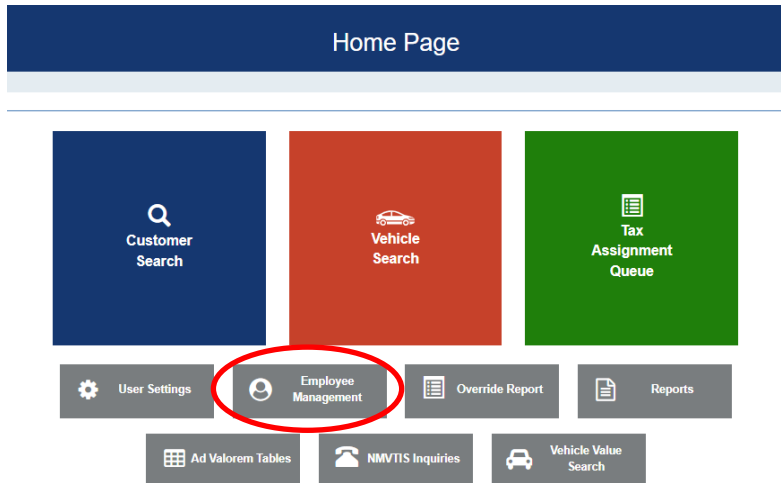
Indicates data change

6. KAVIS displays all the changes made to vehicles in the County for the selected timeframe.
 - a. You may also filter the results by keyword using the 'Filter' option.
 - b. The changes made by the User listed is highlighted in **yellow**.
7. The value before the change displays on top, and the 'changed to' value displays in the result set on the bottom.
8. The results can be exported into an Excel file by selecting .

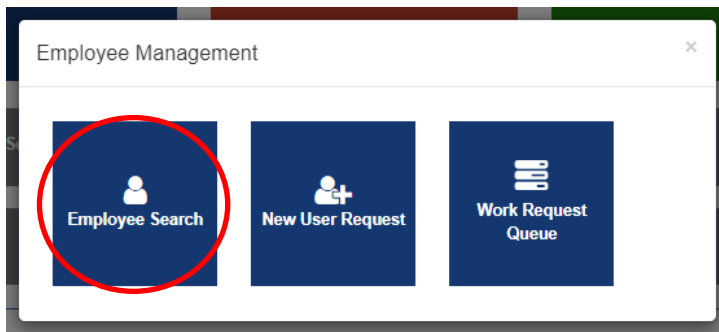
Further Actions for Department of Revenue

Searching for a User's Account

This is useful to check the Permissions granted to your account, or to change another User's Permissions or Name.



1. From the Home Page, click on 'Employee Management'.



2. In the pop-over, choose 'Employee Search'.
3. In the search field you must search for their User Name. This might be their name (firstname.lastname) or their PV number (pv49765).
 - a. If you aren't sure of their User Name, and they aren't in the results when you search their name, search for 'pv' and you will get a list of all Users with PV as their user name and you can search the list.

The screenshot shows the search field for Employee Search. It has a title bar with the text 'Employee Search' and a close button (X). Below the title bar, there is a search field with the text 'User Name:'. To the right of the search field is a red asterisk (*). Below the search field are two buttons: 'Search' (magnifying glass icon) and 'Reset' (refresh icon). In the top right corner, there is a button with a plus icon and the text 'Add New User Request'.

- b. **Reset** will clear the search field and results.
- c. If the User is not yet in KAVIS, click **Add New User Request** to go to the new user request form. Refer to the 'New User Request' section of this manual for more guidance on this.
- d. The blue buttons next to each User are explained in the next section of this manual, 'Editing a User's Account'.

Editing a User's Account

From the User Search results.

First Name	Last Name	User Name	User Initials	
Lara	Jebsen	kytclara.jebsen	LPJ	Edit Disable Name Change

1. If you choose [Edit](#), you will be taken to that User's Management Page
 - a. You can select or deselect the Permissions and Security Request Information, add a helpful comment, and click [Save](#)
 - b. Details on the Security Request options can be found in the 'New User Request' section of this manual.

2. If you chose [Disable](#) from the search results, you will be given the following prompt for comments.

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3. Choosing **Name Change** from the search results will allow you to request an official change to a User's account.
 - a. This is allowed only if you have the 'Submit User Request' Permission.

The screenshot shows a web form for submitting a user request. At the top, it says "Requestor: kytclara.jebesen". Below that is a section titled "Employee Information" with fields for "First Name" (Lara) and "Last Name" (Jebesen), both marked with an asterisk. It also shows "AD Account: kytclara.jebesen" and "Mainframe ID-CC/DT#: CC10101".

Below the employee information is a "Name Change Reason" dropdown menu with a red asterisk and a red arrow pointing to it, labeled with a "4.". The dropdown menu is open, showing options: "Select One...", "Marriage", "Divorce", "Legal Name Change", and "Correction". A red arrow points from the "4." to the "Legal Name Change" option.

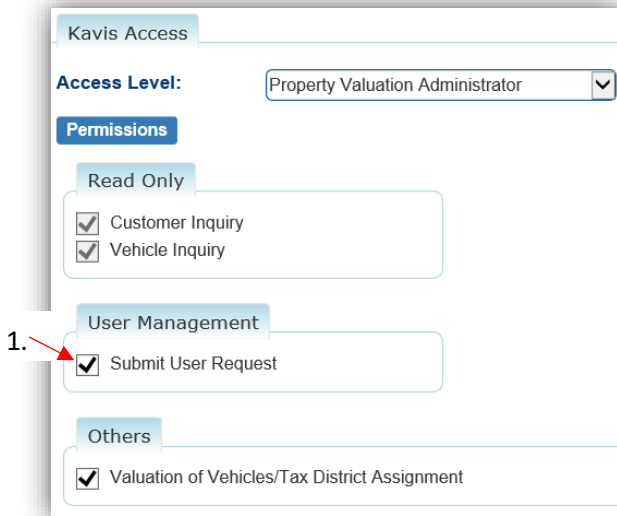
Below the dropdown is a "Comments:" text area with a red asterisk. At the bottom right of the form are two buttons: "Cancel" and "Save". The "Save" button is circled in red.

New User Request

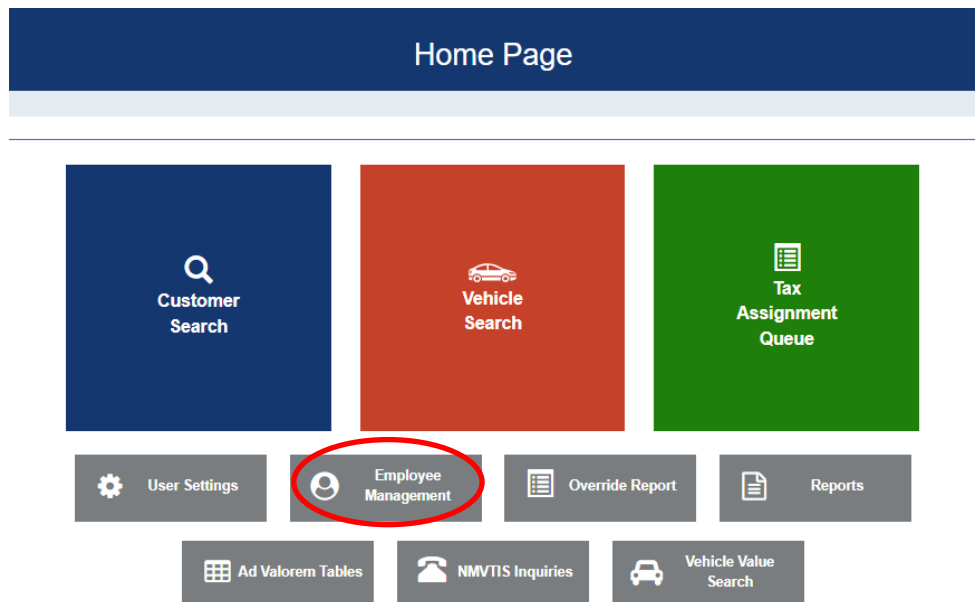
For new employees that need a KAVIS account, this is how you will get them a KAVIS account. Once you submit the request, it will be approved by MVL.

***Note: PVAs must make user requests through contacting DOR. DOR will need the PVA's account number and their first and last name.**

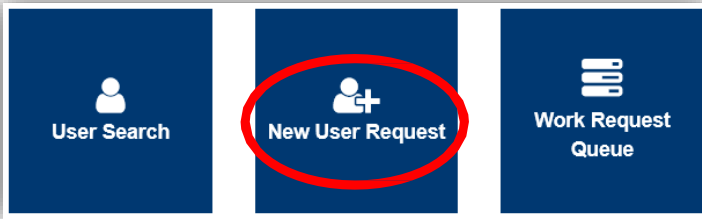
1. This feature is only available for those Users who have been granted access to the 'Submit User Request' option.



2. From the Home Page, click on 'Employee Management'.



3. In the pop-over, choose 'New User Request'.



4. Fill out the information, making sure to spell their name correctly.
 - a. The **AD Account is created by COT** (not KAVIS), contact them if you do not have one. **502-564-7576** (COT helpdesk)
 - b. The Employee Security Request Information Section will give the new User the following access.
 - i. **AD Accounts/Windows** – User identification number/letter combination for access.
 - ii. **Email Account** – User email generated.
 - iii. **PODD Archive** – Access to the PODD Archive.
 - c. Choose 'Property Valuation Administrator' from the Access Level dropdown menu.
 - d. In the Permissions section, choose whether you would like to give this employee access to the available options.

Requestor: KYTClabotulagriffith

Employee Information

First Name: * MI: Last Name: *

AD Account:

Employee Security Request Information

AD Account/Windows AVIS Mainframe
 Email Account Document Direct
 Reports to be accessed PODD Archive

Working Locations

County: PVA Branch

Kavis Access

Access Level:

Permissions

Read Only **Reports**

NMVTIS Inquiry PVA Reports
 Customer Inquiry
 Vehicle Inquiry

User Management

Submit User Request

Others

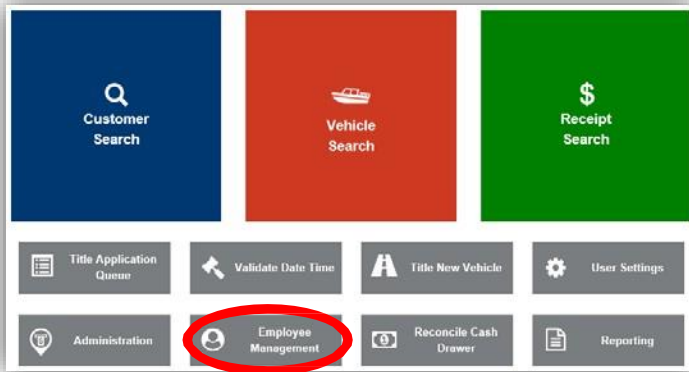
Valuation of Vehicles/Tax District Assignment


Comments:

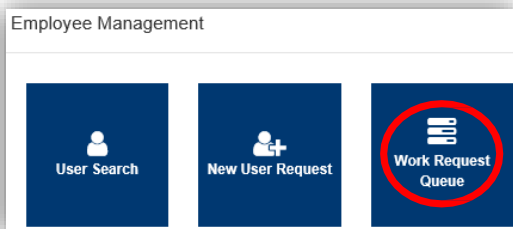
- e. Add any helpful comments and click  Save .


Check the Status of a New User Request


1. Click on  from the Home Screen.



2. Then  from the pop-over menu.



3. To view your submission, click the highlighted blue request number
 - a. The status of a request can be 1 of the following options.
 - **Submitted** – This status indicates the user’s request has been successfully submitted to MVL for review.
 - **In Progress** – This status indicates the user’s request is being reviewed by MVL
 - b. To cancel a request made in error, click the  button.

Request Number	Last Name	First Name	Requestor	Request Type	County	Status	Action
REQ181120426	Dwyer	Andy	kytclara.jebesen	New User	MVL	Submitted	

3. a.

Add a Tax-Exempt Date for an Owner

You may select a date for dropping responsibility of taxes for an Owner, this is available on any Vehicle Summary Page.

1. On the Vehicle Summary Page, select the 'Begin Tax Exempt Date' calendar icon for the Owner who is no longer responsible for taxes on a vehicle as of a certain date.

Owner(s)		Chain of Ownership					
Ownership Connector: OR							
Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date	
010925157		SPARKS, ADAM	xxx-xx-8648	2866 State Highway 773, GRAYSON, KY 41143	CARTER		
012925366		RATCLIFF, SUSIE	xxx-xx-0575	2866 State Highway 773, GRAYSON, KY 41143	CARTER		

2. A pop-over will allow you to enter the date for the start of the Tax Exemption and select **Save & Continue**.
 - a. You must choose a past or the current date, you cannot choose a future date.

Review Information

Per statute all persons owning a vehicle are to be held liable for ad valorem taxes, except as otherwise prescribed by a court ruling. If you are entering a date here please have necessary legal documents to back your input.

m/dd/yyyy

December 2023

Cancel Save & Continue


State Fee: Clerk Fee: Usage Tax: Type: Renewal Reg. Date: 12/27/2022 Exp. Date: 12/31/2023 County: CARTER Plate Type: Universit Plate #: 1711GZ

3. This will open a confirmation message, click 'Save'.

Confirmation!




Date after which customer is not responsible for taxes.

Save Cancel

4. The date will be added to the column.
 - a. Click  if it needs to be changed again.

Owner(s) Chain of Ownership

Ownership Connector: OR

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	County of Residence	Begin Tax Exempt Date
010925157		SPARKS, ADAM 	xxx-xx-8648	2866 State Highway 773, GRAYSON, KY 41143	CARTER	12/05/2023 
012925366		RATCLIFF, SUSIE	xxx-xx-0575	2866 State Highway 773, GRAYSON, KY 41143	CARTER	


5. Any penalty and interest on delinquent ad valorem due will stopped being calculated upon the date chosen in step 2.


View Tax Rates


Department of Revenue Users can currently View Tax Rates for each County within KAVIS. The ability to add, edit, and delete Tax Rates will come with a later release.


1. From the Home Page, select the 'Ad Valorem Tables' tile.


Home Page



 Customer Search



 Vehicle Search



 Tax Assignment Queue


 User Settings


 Employee Management


 Override Report

 Reports

 Ad Valorem Tables

 NMVTIS Inquiries

 Vehicle Value Search

2. Select the 'Tax District Rate' sub-tile.
3. Select the 'Tax Year', 'County' and 'District' you would like to view and select .

Tax District Rate

* User Note: Tax Year and County options must be selected before selecting a District.

Tax Year: 24 * County: JEFFERSON * District: 06 *

4. Currently the Tax Rates are View Only.



Tax District Rate

* User Note: Tax Year and County options must be selected before selecting a District.

Tax Year: 24 * County: JEFFERSON * District: 06 *

Tax Jurisdiction	Description	Tax Rate
001	GENERAL	0.166
SC	CO SCHOOL	0.585
F6	FD-OKOLONA	0.1

5. Selecting  resets the form to search again.
6. Selecting  navigates back to the Home Page.