



LOUISIANA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF MOTOR VEHICLES

Section: IV Motor Vehicle Registration Requirements **Effective:** 03/01/1982
Number: 61.00 **Revised:** 02/10/2017

METHOD OF PAYMENT AND CODING

POLICY:

AUTHORITY

Administrative
R.S. 32:414 N
R.S. 47:1604.2

DEFINITION

Credit cards, debit cards, cash, money orders, and electronic funds transfer and E-checks will be accepted as a method of payment.

REQUIREMENTS

- A company check may be accepted when processing a transaction for that company.
- A check may be accepted from an Office of Motor Vehicles associated business (i.e., dealers, lending institutions, auto title companies) when processing files for their customers.

FEES

- A transaction fee will be assessed for payments made with a credit/debit card as indicated below when the applicant visits an office:
- Credit/Debit = \$1.25 plus 1% of transaction total
- E-checks = \$1.00

PERSONAL CHECK ACCEPTANCE

- Personal checks, including out-of-state personal checks, MUST include a driver's license number and telephone number. Otherwise, the information must be requested from the applicant and written on the check. A cashier's check or certified funds will be considered as cash and a driver's license number is not required.
- Personal checks, including out-of-state personal checks, must indicate a street (physical) address or the address shown on the vehicle application form (DPSMV 1799) must be written on the check. A post office box is not acceptable as the only address. An out-of-state personal check should include a Louisiana address, if applicable.
- Personal checks drawn on a credit card account will not be accepted.
- Counter checks cannot be accepted without prior authorization from management.
- Company checks must indicate the driver's license number of the signer, owner, or manager. The person whose DL number appears on the check must be someone within the company who will be held accountable if the check is dishonored. The person whose DL number is used does not have to be present in the office as long as his driver's license number appears on the check. If available, the company's EIN should also be listed on the check.
- Out-of-state company checks must indicate a driver's license number of a local representative, if applicable.

The Office of Motor Vehicles will accept checks on behalf of applicants for a motor vehicle transaction for payment of taxes and/or fees from the following:

- Dealers.
- Automobile title companies (check must be drawn on an account in the same identical name as shown on the Auto Title Company License).
- Public tag agents (check must be drawn on an account in the same identical name as shown on the public tag agency contract).
- Lien holders perfecting and releasing liens.
- Attorneys perfecting titles transferred by law.
- Lessees registering vehicles leased to them.
- Leasing companies selling inventory or trade.
- MVI stations

A personal check will be accepted when submitted with a title company's, notary's, lien holder's, or dealer's work if:

- The check is for the exact amount or no more than \$1.00 over the amount of the transaction.
- The check is written by and is for the same person or company appearing on the application. One customer's check cannot be used to pay another customer's taxes or fees.
- Mail-in files written for an amount which exceeds a \$1.00 overage per transaction must be processed in accordance with Section IV, Policy/Procedure Statement #63.0, Overages and Shortages.