

## MNLARS Workarounds

Updated June 24, 2019

### Low/High Registration

Refer to [Renew Low/High Registration](#) job aid.

### OS Deficiency Preventing Registration Renewal

There has been a work around created for handling an Out of State deficiency on a record. Follow the below steps to process a registration renewal for a record with an Out of State deficiency listed.

1. Once record is being viewed - Print the record with deficiency out
2. Barcode that document
3. Write on barcoded document "No Title was Submitted, Cleared to Issue Reg"
4. Use that document to clear the deficiency
5. Once deficiency is cleared process registration renewal transaction

The barcoded document will be used to add the Out of State deficiency back on the record once it is received in St. Paul. Please call the Deputy Liaisons with any questions, 651-296-2038.

### Partial Pay Offline Process

Refer to [Partial Pay Registration](#) job aid.

### Plate Impound Deficiency and Renewing Registration

For handling a record with a plate impound deficiency and all the customer wants to do is renew registration for that vehicle. Follow the below steps to process a registration renewal for a record with an Impound Deficiency.

1. Once record is being viewed - Print the record with deficiency out
2. Barcode that document
3. Write on barcoded document **"No Title was Submitted, Cleared to Issue Reg"**
4. Use that document to clear the deficiency
5. Once deficiency is cleared process registration renewal transaction

The barcoded document will be used to add the Plate Impound deficiency back on the record once it is received in St. Paul.

## Prorate (IRP) Power Units (Trucks/Truck-Tractors)

Deputy registrars may accept title only transactions from dealers for trucks sold to motor carriers who use the vehicle for interstate commerce.

- Write the IRP account number in section D (sales tax exemption area) of the application for title (PS2000).
- Using the data entry ticket function in MNLARS, in the data entry value box, type “IRP transaction, move to IRP queue.” The DVS Prorate unit will ensure the correct amount of sales tax due is collected.

Deputy registrars that are unfamiliar with the data entry ticket function should review the [Submit Data Entry Ticket](#) job aid. The alternative is to instruct the dealership to send the transaction directly to DVS, suite 188.

**For other Prorate title situations, dealerships** will need to go to the DVS Central office in St. Paul or mail the application and fees to DVS, 445 Minnesota Street, Suite 188, St. Paul, MN 55101, for trucks/truck-tractors sold to an IRP carrier.

## Registration Tax Calculation Error

If MNLARS calculates registration tax for less than the amount shown on the registration renewal notice, the renewal notice is the correct amount due.

To process the renewal:

1. Collect correct amount of tax as shown on the renewal notice.
2. In MNLARS, process renewal using the amount calculated by MNLARS.
3. Enter the difference between the renewal notice and MNLARS as an overage at closeout.
4. On the closeout sheet that goes to Deputy Audit (Katie Mancuso), list the vehicle’s license plate number, last three digits of the VIN, amount of the overate and note that it’s additional registration tax.

## Title or Residence Address

Do not use the mailing address and the alternate mailing address. This functionality does not work at this time and the customer will **not** get their title or registration.

The screenshot shows a form titled "TITLE ADDRESS" with two main sections: "Title Certificate Address" and "Title Mailing Address". The "Title Mailing Address" section is crossed out with a large red "X". Both sections contain fields for Country, Address Line 1, Address Line 2 (optional), State/Territory, County, City, ZIP Code, and Ext (optional). The "Title Mailing Address" section also includes a checkbox for "Temporary Mailing Address". A "Remove mailing address" link is located at the bottom left of the form.

The combination of address line 1 and address line 2 is limited to 32 characters, which includes spaces.

To send a duplicate title to an address other than the owner's permanent address, follow these instructions.

- Always use C/O instead of entering "in care of."
- If the C/O name and street address meet the 32-character limit, enter the information in address line 1.
- If over the 32-character limit, omit the C/O name and enter just the C/O street address.
- Do not use address line 2

**Request to send duplicate title to dealer:**

1. Enter owner's name
2. Enter C/O dealer name and dealer address in address line 1.  
If combination is more than 32 characters, omit dealer name
3. Enter the dealer's city, state and Zip Code

Example

John Smith  
Jane Smith  
C/O Fantastic Ford 54 Henry Way  
Hometown, MN 55555

**Owner's address must include a PO Box number:**

1. Enter the owner's name
2. Enter the owner's street address and PO Box in  
address line 1
3. Enter owner's city, state and Zip Code

Example

John Smith  
Jane Smith  
123 Card Rd PO Box 999  
Hometown, MN 55555

**Title sent to owner at an address other than  
the permanent address:**

1. Enter the owner's name
2. Enter C/O and temporary address in address line 1
3. Enter the city, state and Zip Code
4. The following day perform a Change Registration Address  
transaction and change the address to the permanent  
address.

Example

John Smith  
Jane Smith  
C/O 123 Card Rd  
Hometown, MN 55555

## Semi-Trailer Plates – Sales Tax for Motor Carriers

1. Use the Prorate sales tax calculator on ESupport to determine the correct sales tax due.
2. Enter the purchase price for the trailer into MNLARS.
3. Subtract the ESupport sales tax due from the MNLARS sales tax due.
4. Enter the difference in MNLARS as Sales Tax Paid to Another State.

**Example:**           \$150.00 (Amount of sales tax calculated by MNLARS)  
                            -25.00 (Amount of sales tax calculated by ESupport)  
                      \$125.00 (Amount of credit paid to another state)

## Unmarked Squad Car Renewal

Please send registration renewals for unmarked squad cars to DVS, attention Jane or put in an envelope with the word “Unmarked” printed on it.

## Transaction Cart-Edit This Item

Deputy registrars should not use the “Edit This Item” in the Registration Renewal transaction cart. Instead, you will need to cancel the transaction and start again.