



September 19, 2013

**Registration and Title Bulletin # 034-13  
Policy and Procedure**

**TO:** All County Tax Assessor-Collectors

**SUBJECT: Mandatory Enrollment in Electronic Funds Transfer (EFT) and  
Internet Vehicle Title and Registration Service (IVTRS) Programs**

**PURPOSE**

The purpose of this bulletin is to assist counties who are enrolling in the Electronic Funds Transfer program, and the Internet Vehicle Title and Registration Service program. A new state law (HB 2741) requires all counties to participate in these programs effective September 1, 2013.

**DETAILS**

Offering online registration renewal through IVTRS will allow you to better serve your customers by offering them a convenient option to renew over the Internet. Customers statewide will now have the choice to register either online or in person. The required enrollment in the EFT program will streamline the process of how counties send fees to the TxDMV.

If your county is not enrolled, now is the time to submit the necessary paperwork. The process is easy to complete. This bulletin and attachments include the steps to follow, and we will assist you with whatever you need.

Please be sure to submit your EFT paperwork by October 21, 2013. After November 4, 2013, all funds must be transferred to the TxDMV through the EFT program. We will no longer be able to accept checks after that date.

IVTRS paperwork is due by October 15, 2013, and we anticipate the program to be fully functional for all counties by December 31, 2013.

**COUNTY ACTION**

Here is a convenient step-by-step guide for enrolling in EFT and IVTRS.

**EFT Enrollment (Note: for RTS Transfers only)**

- Complete the attached *Payor Information Form* and return it to the Texas Comptroller of Public Accounts by fax or mail. The fax number and address are listed at the bottom of the form. This one-page form is easy to complete, but please be aware that you will need your bank account and transit/routing numbers available.
- Return the form by October 21, 2013. If you have questions about the form, please contact the Comptroller's office at 1-800-531-5441, extension 33010.

## **IVTRS Enrollment**

- The first thing you should do is determine which of your employees will receive reports and processing inquiries (outside RTS). Complete the attached *Administrative Access Form* for each employee. It is important to complete a separate form for each employee so they will have their own login.
- Review and complete the attached *Onboarding Guide*. You will also need your banking information handy for this form, as well as a copy of a legible **W-9**, and a bank letter. Note that the bank letter must be on your bank's letterhead and signed by hand. A sample is included to assist you.
- Return the *Administrative Access Form* and *Onboarding Guide* by October 15, 2013, to the Texas Service Desk by fax to (512) 651-9337, or email to [txservicedesk@egov.com](mailto:txservicedesk@egov.com).
- Send copies of the two forms to the RTS Help Desk by fax to (512) 465-3772, or email to [VTR\\_RTS-HelpDesk@TxDMV.gov](mailto:VTR_RTS-HelpDesk@TxDMV.gov). If faxing, please call during business hours to alert staff that confidential information is on its way.
- The RTS Help Desk will coordinate the implementation with your county.

## **CONTACT**

We understand that this is a significant change for counties that do not currently participate in the EFT and IVTRS programs, and the enrollment period is short. The TxDMV is here to help you. We want to make sure this change is as smooth and seamless as possible. If you have any questions, please contact the RTS Help Desk at (877) 933-2020.

Thank you for your cooperation.

Sincerely,



Randy Elliston, Director  
Vehicle Titles and Registration Division

Attachments