



RAY VALDES
SEMINOLE COUNTY TAX COLLECTOR

P.O. Box 630 • Sanford, Florida 32772-0630 • 407-665-1000 • www.seminoletax.org

Memorandum

TO: All Seminole County Commercial Vehicle Dealers
FROM: Ray Valdes
DATE: March 17, 2008
RE: Payment of DHSMV Fees for Vehicle Transactions Processed

The office of the Seminole County Tax Collector takes pride in the attention and individual customer service we offer to our commercial vehicle dealers.

Within the timeline of our commitment to process dealer work as County Agent for the DHSMV, we have attempted a number of payment arrangements for our dealers for state fees due on vehicles sold. Cash, cashier checks, debit and credit cards, or business checks used to pay for the DHSMV fees due at the time the work is processed are all acceptable. However, when a dealer is "dropping" their work to be processed by any one of our branch offices within 24 to 48 hours, the dealer is unaware of the exact amount of the fees due. In the past we have encouraged commercial dealers to either present us with a signed blank check or create an escrow account from which we would take payment as the work is processed.

Seven of our franchise dealers are reluctant to give us a blank check to pay for their dealer work dropped, and instead ask our office to call them back after our review and computer entry work is completed with a quote of the amount of DHSMV fees due. If we received a dealer business check in payment the same day, that system would work. Unfortunately, this is not the case, and interruptions are occurring with our real time computer processing on the State DHSMV computer system. We are unable to process the work through the computer, create an amount due, and then withhold sending through the paperwork 48 hours or more later when we finally get the check payment from the dealer.

We understand that each of our franchise dealers have a unique internal business process, which we respect. However, we too have procedures to follow and can only determine the exact fees due as we process the actual work. We are no more able to forecast, or guess at the fee amount due than the dealer title clerk. We are unable to accommodate 7 different dealer policies regarding contact to and how to receive payment from our dealers for DHSMV work being processed.

Therefore, effective April 1, 2008, our policy toward all commercial vehicle dealers will be as follows for any and all dealer work processed by any one of our branch offices:

1. The dealer may establish an escrow account with us for a minimum dollar amount equal to an average of five (5) days work processed by our office. We can set varying dollar amounts for each dealer. As work is processed, it will be deducted from the escrow account. At the end of each week a request for reimbursement of the escrow account to the agreed upon amount would be sent to the dealer and a check received the following Monday to take the escrow dollar amount back to full value.
2. The dealer can submit a blank business check with the dealer work, and our personnel will fill in the fee amount at the conclusion of processing the work through the computer, and notify the dealer by phone, email, or fax on the day the amount is filled in upon the check and processed.
3. We will establish a special "Dealer" section on our Seminole County Tax Collector website where dealers will be able to settle their account daily by E-Check at a cost of .50¢ per E-Check (for each or the total batch work completed that day). The operative word is "daily" pay for the work completed. (See Sample procedure pages attached.)
4. The dealer may wire transfer the batch amount due to our Accounting Department the same day that we call with a total amount due for work processed. More than likely, the dealer will experience a fee of \$15 to \$20 per wire transfer by their bank.

There are no other payment options acceptable for the overnight processing of franchise dealer work. We have attempted to work with the system of calling the dealership the day the work is processed and asking that they send a check that same day via a runner. Unfortunately, there is frequently no check signer available, or no individual is available to come back to our office that day or perhaps the next, or the next. We are left to cancel the work, and reprocess it on a future date when the check finally arrives. This is an unacceptable, labor intense procedure for our office.

If any dealership has an alternative suggestion whereby they can **guarantee** that we will receive the funds on the same day that we process the work and advise them of the amount due, we will entertain their option. We will no longer hold work for 48 hours after completion awaiting a check for payment.



DEALER BATCH TOTAL		Seminole County Tax Collector's Office	
To:		<input type="checkbox"/> Sanford 407-665-7922 (fax) 1101 E 1 st St Sanford, FL 32771	
From:		<input type="checkbox"/> Casselberry 407-665-7868 (fax) 384 Wilshire Blvd Casselberry, FL 32707	
Fax #:		<input type="checkbox"/> Altamonte 407-665-7895 (fax) 995 N SR 434 #505 Altamonte Springs, FL 32714	
Date:	No. of Pages:	<input type="checkbox"/> Oviedo 407-665-7839 (fax) 1490 Swanson Dr #100 Oviedo, FL 32765	
Comments:			
<p>The total due for the completed dealer work is listed below.</p> <p>Please go to our website, www.seminoletax.org, and click on the "Dealers" link on the left side of the page. The option bar "Pay Your Dealer Work Online" will bring you to the secure payment process for the transaction shown on this fax sheet.</p> <p>Dealer Name _____ Dealer Number _____</p> <p>Batch Number _____ Payment Amount _____</p> <p>We will receive confirmation of the transaction from our Vendor (ZMAX).</p> <p>Thank you.</p> <p>Dealer Section Representative</p> <p>_____</p> <p>407-665- _____</p> <p>Phone Number</p>			

MLOFQ104

BATCH NUM

BATCH HOLDER NAME

1466071

BATCH DATE

03/18/2008

REPORT NUMBER

2347

XYZ DEALER

CR#079272 PLC

CUSTOMER NAME

TRANSACTION

AMOUNT

STATUS

MALLARD, BEVERLY ANN	TRANSFER TITLE	31.75	PAID TRAN
MALLARD, BEVERLY ANN	ORIG REG REGIS	170.60	PAID TRAN
LEE, ALLAN DEWAYNE	TRANSFER TITLE	39.75	PAID TRAN
LEE, ALLAN DEWAYNE	ORIG REG REGIS	87.43	PAID TRAN
SAPP, ROBERT RAYMOND	ORIG USED TITLE	33.75	PAID TRAN
SAPP, ROBERT RAYMOND	ORIG REG REGIS	78.27	PAID TRAN
SMITH, WINSTON RUTLEDGE	TRANSFER TITLE	31.75	PAID TRAN
SMITH, WINSTON RUTLEDGE	TRANSFER REG REGIS	84.93	PAID TRAN
SMITH, SHELLEY MARIE	SOLD TITLE	0.00	PAID TRAN
HAWKINS, SHERYL ADAMS	TRANSFER TITLE	31.75	PAID TRAN
HAWKINS, SHERYL ADAMS	TRANSFER REG REGIS	60.97	PAID TRAN
HAWKINS, SHERYL ADAMS	SOLD TITLE	0.00	PAID TRAN
STARLING, BILLY JOE	TRANSFER TITLE	31.75	PAID TRAN
STARLING, BILLY JOE	TRANSFER REG REGIS	63.68	PAID TRAN
STARLING, BILLY JOE	SOLD TITLE	0.00	PAID TRAN
CONERLY, ALLEN DOUGLAS	TRANSFER TITLE	31.75	PAID TRAN
CONERLY, ALLEN DOUGLAS	TRANSFER REG REGIS	54.52	PAID TRAN

TOTAL BATCH AMOUNT

832.65

PAYMENT TYPE

CHECK NUMBER

PAYMENT AMOUNT

Check	079272	832.65
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Seminole County Tax Collector

Honorable Ray Valdes, Tax Collector

[Home](#) | [Contact Us](#) | [Site Map](#) | 'Live' Customer Service Direct 407-665-1000

Online Payment of Dealer Work by eCheck

* required fields

Dealer Name *

Dealer Number *

Payment Amount *

Batch Number *

A .50¢ convenience fee will be added by our Secure Provider, Zmax Solutions, Inc.
** No part of this fee is imposed or retained by the office of the Seminole County Tax Collector

General Disclosure: Accuracy of the information provided on this web site is not guaranteed for legal purposes. Changes may occur daily. To get the most current information, contact the Seminole County Tax Collector's Office.

[Problems viewing the website?](#)

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Seminole County Tax Collector
 Honorable Ray Valdes, Tax Collector

1101 E. First Street, Sanford, FL 32771 * Phone 407-665-1000

**Welcome to the Seminole County Tax Collector's online
 payment processing system**

The following types of checks **cannot** be processed online:

- Brokerage or Money Market Checks
- Money Orders
- Cashier Checks
- Third Party Checks
- Home Equity Loan Checks
- Credit Card Courtesy Checks

A convenience fee of .50¢ will be applied to all eCheck transactions. This fee is added by our third party payment service provider to secure all transactions. No part of this fee is imposed or retained by the Office of the Seminole County Tax Collector.

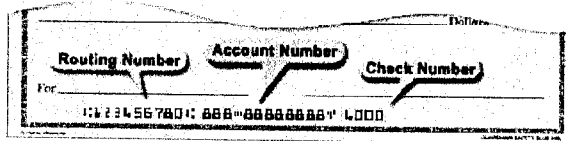
Dealer name: XYZ Dealer
 Dealer number: 1423424
 Batch number: 42341234

CHECK PAYMENT ENTRY:

Enter the information from your next available paper check. All fields are required.

Name exactly as printed on the check:	Your phone number:	Check number:
Street address exactly as printed on the check		
City, state and zip exactly as printed on the check:		
Pay To The Order Of: Ray Valdes, Seminole County Tax Collector		\$ 1,045.66
Bank Name:	Check type: <input type="checkbox"/> Business	
Bank Routing Number and Account Number Help		

Email address to send confirmation to : _____



The **routing number** is always 9 digits. It appears on the bottom of your check between the two symbols, as in the diagram above. The **account number** may appear before or after the routing number. If the account number has any spaces or dashes please omit them and only type in the digits. Be careful to *not* include the check number as part of the account number.



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Please confirm the following payment:

A .50¢ online convenience fee has been added to your payment amount.

Dealer name:	XYZ Dealer
Dealer number:	1423424
Batch number:	42341234
Payment amount:	\$3,978.72
Convenience Fee:	\$0.50
* TOTAL DEBIT:	\$3,979.22
Email address:	jqtaxpayer@zmaxsolutions.com

John Q. Taxpayer	(398) 610-1477	8639
1234 Any Street, apt. 250		
Casselberry, FL 22835-6337		
Pay To The Order Of: Ray Valdes, Seminole County Tax Collector		\$3,979.22
		* TOTAL DEBIT
DIGITAL FEDERAL CREDIT UNION		
❑ 211391825 ❑ 310923		



IMPORTANT: Do not press the "I agree" button until you have VERIFIED YOUR ROUTING AND ACCOUNT NUMBER and your email address above. To correct any of the above information, press the "EDIT" button below.

Check Payment Authorization: "I authorize a one-time total debit (as shown above *) to my account. I understand and agree that this deduction may be processed as an electronic funds transfer ("EFT") or paper draft against my account. If payment is returned for insufficient or uncollected funds, I authorize the returned check service fee amount allowed by state law to be charged to my account via EFT or draft. If an EFT or draft is returned unpaid a second time the item will be returned to the office of the Seminole County Tax Collector for further handling."

Please Note: This payment will not be credited to your account until it has cleared your financial institution.



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Thank you for paying online

Here are your payment details:

Transaction ID:	6369
Dealer name:	XYZ Dealer
Dealer number:	1423424
Batch number:	42341234
Check number:	8639
Check date:	2008-03-28
Payment amount:	\$3,978.72
Convenience Fee:	\$0.50
TOTAL DEBIT:	\$3,979.22

Click here to print a copy of this page for your records →

A confirming email will be sent to jqtaxpayer@zmaxsolutions.com within 24 hours.

Please be sure to make an entry in your checkbook so that you don't reuse this check number!

Finished

Electronic check processing provided by [Zmax Solutions, Inc.](#)



From: zpay@zmaxsolutions.com [mailto:zpay@zmaxsolutions.com]
Sent: Wednesday, March 19, 2008 1:27 PM
To: cclerk@xyzdealer.com
Subject: Seminole County Tax Collector payment acknowledgment

This is an acknowledgment that your payment to Ray Valdes, Seminole County Tax Collector via electronic check has been received, and processing has been initiated.

Please note that this debt is not paid until the payment has cleared.

Please retain this email for future reference.

Transaction reference number: 6114
Dealer Name: XYZ Dealer
Batch Number: 1466071
Payment for: Dealer Title Work
Check writer: Clara Clerk
Check writer's phone number: 123-456-7898
Check number: 079272
Date: 2008-03-19
Payment amount: \$832.65
Convenience fee: \$0.50
Total debit: \$833.15