

# NEWS BULLETIN

## Maine Automobile Dealers Association

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2023-8

### DISTRIBUTION

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## ELECTRONIC TITLING PROGRAM

On Tuesday, September 5, we emailed all dealerships with a memo and attachments which provided up-to-date information on the status of Maine's Bureau of Motor Vehicles (BMV) transition to PHASE 1 of electronic titling. In reality, this PHASE 1 is two-way electronic transfer (ELT) of lien and title information between BMV and lienholders who participate in this program. Dealerships will still have to complete title applications and submit that paper along with any related documents to BMV in the current manner – i.e. in the mail or overnight delivery service.

**HOWEVER**, the Title Application form (MVT-2) is now revised to incorporate a Lienholder Identification Number on the same line 21 on which the dealership names any lienholder. Essentially, the space for the lienholder name has been shortened to allow room for the lienholder ID number.

Attached to our September 5 email to dealerships was a Dealer Bulletin prepared by BMV which provides information about the ELT transition and also includes a sample copy of the revised MVT-2. We have included both the BMV Bulletin and the front page of the revised MVT-2 with this News Bulletin.

Also, please be mindful of your opportunity to participate in 30-minute training sessions on the titling process to be offered by BMV in October, November and December – that information is incorporated in the BMV Dealer Bulletin. Please register for the session(s) which work for you and your personnel.

As additional information becomes available, we and BMV will be sending additional bulletins.

## PERSONNEL WORKSHOP

As previously announced in our August News Bulletin, MADA will offer to dealerships a personnel issues workshop via ZOOM on Wednesday – September 27. An email with registration information will be sent to all MADA dealerships next week – please watch for it and register.

Among the topics we will cover are new labor laws enacted or under consideration at this Session of the Maine Legislature as well as developments from the federal government --- paid leave mandate, overtime exemption reductions, personnel advance-scheduling mandates, review of rules applicable to Maine's current annual 5-day PTO mandate, new employee on-boarding issues, liability for harassment violations, complete record-keeping of hours worked for **ALL** personnel, and severance pay obligations. We will also welcome and address any questions posed by the participants. MADA labor law attorney Matt Lamourie will lead this presentation.

## OSHA 300 Reporting Changes

The federal OSHA office has recently announced changes to the year-end workplace accident reporting requirements applicable to heavy-duty truck dealerships. Some dealerships will be required to submit this report electronically in the early part of 2024. The threshold for electronic reporting is the number of employees at specific facilities. MADA will be providing affected dealerships with the OSHA reporting requirements as we get closer to the end of calendar year 2023, and can assist dealerships which participate in your MADA Workers Compensation Trust with the information necessary to complete the report.

## MADA MEETS WITH MEMBERS OF CONGRESS

Each September the National Automobile Dealers Association hosts all State and large Metro dealer associations at the Washington Conference. Educational workshops are held on the issues currently before Congress and federal regulatory agencies, and meetings with Members of Congress are scheduled. MADA will be visiting the offices of Senators Collins and King as well as Representative Golden. The major issues are the FTC's "Vehicle Shopping Rule", EV sales mandates, and LIFO. We will provide details on these issues and our Congressional visits in our next News Bulletin.

## I-9 FORM TO CHANGE OCTOBER 31

Employers are required to complete an I-9 form with all new employees. From time to time, the content and instruction related to the I-9 are changed by the U.S. Citizenship and Immigration Services (USCIS) – October 31, 2023 is one of these times. The revised Form I-9 offers some reduction in data and potential efficiencies with the process, but employers must still examine employee documents which establish proof of identity and proof of employment authorization. Employers have been subject to I-9 rules since 1986, but only have to retain the I-9 information for three (3) years after an employee's date of hire or one (1) year after date of termination, whichever is later.

The new I-9 Form and instructions are now available from USCIS at <https://www.uscis.gov/i-9>. Employers are able to utilize the new I-9 immediately, and **MUST** begin using it no later than November 1, 2023.

## MEMBERSHIP GOLF TOURNEY = 103 SURVIVORS

On an extraordinarily hot and humid day, teams representing 23 MADA dealerships were scheduled to tee off at High Noon to navigate The Links at Poland Spring. 103 individuals survived the weather conditions in traversing the historic golf course. Thanks to the generosity of our sponsors, MADA's ADTECH (Auto Dealers for Technical Education) program has additional funds to help Maine's 17 high schools and 5 community colleges which offer automotive education. In our next News Bulletin, we will provide information on tourney prize winners as well as thank our sponsors.



# Dealer Bulletin: Changes to Maine BMV's Title Application Process

## Changes to form MVT-2

BMV has made the following changes to form MVT-2 in anticipation of launching the Electronic Lien Titling Program (ELT) on January 31, 2024:

### ***New blocks***

BMV has added blocks 21a and 24a to form MVT-2 to collect Lienholder Identification Numbers.

### ***New information***

BMV will issue a Lienholder Identification Number to any lender participating in the ELT. It will be crucial for your staff to enter the correct name of record and identification number on title applications for participating lenders. You will not, however, need to include an identification number for lenders who elect not to participate in the program.

When ELT launches in January, BMV will host a list of lenders' names of record and identification numbers on the website below. Lenders with whom you do business will also provide you with their identification number.

### ***New carbon copies***

The owner, lienholder, and dealer carbon copies are no longer color coded on form MVT-2. Instead, each page is printed on white carbon paper with bold, red ink indicating to whom you should distribute each copy.

Please see the next page for a preview of the new MVT-2.

## Tell your IT department or vendor

If you use software to print the MVT-2, please make your IT department/ vendor aware of the new blocks so they can update your software. For their reference, the ID number will be in the format ME-FEIN-### (where FEIN is the lender's 9-digit Federal Employee Identification Number).

## How to get the new form

You may continue using your existing stock of form MVT-2 until January 1, 2024. BMV will start fulfilling form requests with the new form in September 2023. Please plan to order the new form accordingly.

## Pre-validated MVT-2A

Dealerships with existing stock of pre-validated form MVT-2A may continue to use them as payment even after January 1. Please submit title applications using the new form and attach a voided, pre-validated MVT-2a as payment.

## Online ELT training this fall

Join us for a half-hour online training session on changes to the titling process:

**Wednesday 10/11, 11/8, & 12/13 at 3PM**

**Thursday 10/12, 11/9, & 12/14 at 10AM**

Email us at [elt.bmv@maine.gov](mailto:elt.bmv@maine.gov) to RSVP.

Copy not to scale

Forward the original Motor Vehicle copy plus supporting documents to the Bureau of Motor Vehicles

PLEASE TYPESET OR PRINT LEGIBLY. DISTRIBUTE COPIES AS INDICATED  
IF PRINTING USE BALL POINT PEN OR HARD SURFACE AND BEAR DOWN HARD.

SECRETARY OF STATE  
BUREAU OF MOTOR VEHICLES  
DIVISION OF TITLE SERVICES  
29 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0029  
207-624-9000 EXT. 52138



APPLICATION FOR CERTIFICATE OF TITLE (MVT-2)

Check if rush is requested - (Additional \$10.00 fee required)

CTA BH [Sample]

TTY users call Maine relay 711

THIS IS NOT A CERTIFICATE OF TITLE

INSTRUCTIONS: Typewrite or print legibly on hard surface. Distribute copies as indicated at bottom of form. If vehicle is new, attach a manufacturer's certificate of origin to original copy; for used vehicle, attach last previous certificate of title.  
CHECKS SHOULD BE MADE PAYABLE TO "SECRETARY OF STATE".  
FEE \$33.00

OWNER INFORMATION	1 Name(s): Last, First, Middle Initial (conjunctive "or" not permitted) a. _____ Joint ownership <input type="checkbox"/> b. _____				2 Date(s) of birth MM/DD/YYYY a. _____ b. _____		3 Telephone _____	
	4 Mailing address-No & Street (if P.O. Box, # 6 must be completed) City _____ State _____ Zip Code _____				5 MSRP <input type="checkbox"/> New Recorded on Monroney Label <input type="checkbox"/> Used Recorded on prior title <input type="checkbox"/> Not required MSRP Amount \$ _____		MSRP INSTRUCTIONS MSRP equals the total vehicle price minus the destination charge on new vehicles requiring the Monroney label. If the vehicle is used, list the MSRP if recorded on previous Maine title. DO NOT attach Monroney label to application.	
VEHICLE INFORMATION	6 Legal residence, if other than mailing address _____		7 If a leased vehicle, name and address of lessee _____		8 Year _____ 9 Make _____ 10 Model _____ 11 Vehicle identification number _____ 12 Body type _____		SENT TO SECRETARY OF STATE	
	13 New <input type="checkbox"/> Used <input type="checkbox"/> Rebuilt <input type="checkbox"/>		14 Purchase date Mo./Day/Year _____		15 Title number _____		16 State of origin _____	
18 Current odometer reading _____ <input type="checkbox"/> MI. <input type="checkbox"/> KM. DO NOT ESTIMATE - NO TENTHS		19 Mileage stated is <input type="checkbox"/> Actual mileage <input type="checkbox"/> In excess of mechanical limits <input type="checkbox"/> Not actual - odometer discrepancy		20 If not actual <input type="checkbox"/> Odometer changed <input type="checkbox"/> Odometer broken MUST FILE MVT-32		DATE _____ INITIAL _____		
LIEN INFORMATION	21 First lien holder's name if vehicle financed _____				21a Lien holder ID# _____		22 Date of lien MM/DD/YYYY _____	
	23 Address-No. & Street _____ City _____ State _____ Zip Code _____				24a Lien holder ID# _____		25 Date of lien MM/DD/YYYY _____	
	24 Second lien holder's name _____				26 Address-No. & Street _____ City _____ State _____ Zip Code _____		MUNICIPAL AGENT VALIDATION	
Title will be mailed to the first lien holder, otherwise it will be mailed to the vehicle owner. If lien holder ID# is listed, title will be sent electronically.		27 Name and address of seller _____		28 Plate #, if a Maine licensed dealer D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>		FEE PD. \$ _____		
SIGNATURE OF SELLER IF A DEALER		29. The undersigned hereby certifies that the vehicle described was sold to the owner(s) named and further certifies that the information shown is true and correct to the best of my knowledge, information and belief				BMV USE: DO NOT WRITE IN THIS SPACE		
SIGNATURE(S) OF OWNER(S)		30. The undersigned hereby certify that all liens against the vehicle described are listed above and that information contained herein is true and correct to the best of my / our knowledge and belief. If representing a company, I further certify that I have been authorized by the company to sign on their behalf.				R _____ _____		
Authorized person may sign for a company		Signature of dealer's representative _____ Official title _____ Date _____				D <input type="checkbox"/> L <input type="checkbox"/> O <input type="checkbox"/>		
READ PENALTY BEFORE SIGNING		Signature(s) of owner(s) as named in block # 1. All owners must sign. Power(s) of attorney must accompany this form. If under age 18 parent or guardian must also sign				DATE _____		
PENALTY		If owner is a company, authorized representative sign here. _____ Official title _____ Date _____						
A person who uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other fact in an application for certificate of title is guilty of a Class D crime.								

Leinholder ID#

FEE PD. \$ \_\_\_\_\_

R \_\_\_\_\_  
\_\_\_\_\_

D  L  O

DATE \_\_\_\_\_

Distribution Instructions