

NEWS BULLETIN

Maine Automobile Dealers Association

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2023-12

DISTRIBUTION

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NEW I-9 FORM RELEASED

The U.S. Citizenship and Immigration Services (USCIS) has published a new version of the I-9 Form and guidelines for employer use. This 8/31/23 version is available for use by employers at any time, **BUT** must be utilized starting November 1, 2023. The new I-9 incorporates multiple changes, one of which is a checkbox allowing qualifying employers to indicate the use of the Department of Homeland Security's (DHS) new "alternative procedure" for verifying I-9 documents remotely. The new I-9 is also able to be completed on a tablet or other mobile devices.

The I-9 is **applicable to all employers** regardless of employee count. Both employers and employees must still print the completed sections of the I-9 and sign with a pen, or, alternatively, can upload completed sections to their electronic signature system for the signature. Employers are not required to submit the executed I-9 Forms, but they are required to retain copies and present them within three business days in the event of a DHS/Immigration and Customs Enforcement (ICE) audit. Employers are required to maintain copies of the I-9 Form for all active employees hired after November 6, 1986. For terminated employees, the I-9 must be retained for 3 years after the date of hire or 1 year after the date of termination, whichever is later.

DHS now permits employers **that are enrolled in the E-Verify program** the option to have employees present copies of their documentation within three business days of their first day of employment. Employers must inspect those documents over a live video followed by checking the new "Check here if you used an alternative procedure authorized by DHS to examine documents" box which is now included on the new I-9 Form. An employer's system for I-9 completion and inspection must be consistent, with limited exception for off-premises employees, so as to avoid discrimination charges,

Employers should review their current I-9 practices and advise human resources and managers on implementing the necessary changes. The new form and related material is available online at <https://www.uscis.gov/i-9>

IRS EXPECTS TO REIMBURSE DEALERS FOR EV CREDITS WITHIN 72 HOURS (from NADA 60-Second Email)

The U.S. Internal Revenue Service (IRS) expects to reimburse dealers who transfer payments for clean vehicle tax credits "on the hood" within 72 hours of submission via electronic payments, the U.S. Department of the Treasury announced September 29, 2023.

Importantly, Treasury said that consumers – as opposed to dealers – will be responsible for attesting to their income for the purpose of determining eligibility for clean vehicle tax credits.

These are positive developments and aligned with two major priorities that NADA stressed to Treasury as necessary for successful implementation of the clean vehicle tax credit program in the showroom. The information Treasury released Friday should allay the biggest dealer concerns with their role in facilitating advanced clean vehicle tax credits to consumers at the point of sale starting in January 2024.

The information regarding the EV tax credit advance payments was part of the announcement Friday from the Treasury Department, and is available by clicking **“here”** on the copy of the NADA notice emailed to you by NADA on October 6, and also attached to the emailed MADA News Bulletin. The announcement contained other information regarding the implementation of the EV tax credits, including details about how dealers will register with the IRS via the portal.

NADA will be communicating regarding the full announcement in the near future. NADA will also continue to engage with Treasury regularly as the regulations are completed and Treasury releases additional information related to the clean vehicle tax credit program.

ELECTRONIC TITLING PROGRAM (repeat from September)

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 BMW 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.

IMPORTANT DEALER WEBINAR ON OCTOBER 26

On October 26, MADA will present a webinar regarding the three citizen-initiated referenda of importance to dealers which appear on this year’s election day ballot. Tuesday, November 7, is the 2023 Election Day. The statewide ballot contains eight (8) referendum questions. Two of the questions (#1 and #3) pertain to the creation of an electric utility, a quasi-state agency which would purchase Central Maine Power, Versant and smaller independent electric utilities into one organization. The other referendum question (#4) is the so-called Right-To-Repair question. The real issue is **NOT** the ability of independent motor vehicle service businesses to access training, tools and equipment to assist them in maintaining or repairing motor vehicles. The independents already have that ability, as stated in a Memorandum of Understanding which was signed in 2014 and updated this year. Please Vote. Information on the webinar has been sent to dealer principals.



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 to RSVP.

For more information:

elt.bmv@maine.gov | www.maine.gov/sos/bmv/titles/elt

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

THIS IS NOT A CERTIFICATE OF TITLE

TTY users call Maine relay 711

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 _____		
If more than one owner, common ownership will be assumed unless joint ownership box checked.	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 \$ _____			
	6. Legal residence, if other than mailing address _____	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.			
	7. If a leased vehicle, name and address of lessee _____				
VEHICLE INFORMATION	8. Year _____	9. Make _____	10. Model _____	11. Vehicle identification number _____	12. Body type _____
	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 _____	17. Other data BMV USE _____
	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
LIEN INFORMATION 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.	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 DATE _____ INITIAL _____ FEE PD. \$ _____ BMV USE: DO NOT WRITE IN THIS SPACE R _____ _____ _____ D <input type="checkbox"/> L <input type="checkbox"/> O <input type="checkbox"/> DATE _____		
27. Name and address of seller _____		28. Plate #, if a Maine licensed dealer <input type="checkbox"/> D <input type="checkbox"/> UC <input type="checkbox"/> MC <input type="checkbox"/>			
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.				
	Signature of dealer's representative _____ Official title _____ Date _____				
SIGNATURE(S) OF OWNER(S) Authorized person may sign for a company	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.				
	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 _____				
READ PENALTY BEFORE SIGNING	If owner is a company, authorized representative sign here. _____ Official title _____ Date _____				
	PENALTY 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#

Distribution Instructions