

DMV for Assessors

This course will include the following topics:

- Internal Control - Log-ons/passwords; refunds - allowable reasons (per vehicle type) and transaction types; what happens when a cancellation card is sent to ITD; monitoring deputy transactions/watching for fraud or problems; understanding Datapoint reconciliation reports; controlled document inventory control; submitting backup documents to DMV Internal Control
- Fiscal Responsibility - Cash till procedures; money transfers; money due dates; separation of duties - deposit/reconcile; on-line transaction reconciliation
- Title Transactions - The who's, what's, when's, and where's of titling; title process overview; title transaction basics.
- Registrations - Overview of registration basics; license plate programs; Internet applications
- Sales/Use Tax - Overview of basic principles; expectations for county motor vehicle staff
- Customer Service - How this applies to motor vehicles

Instructor: Idaho Transportation Department (ITD) staff

Date: Tuesday, July 26

Location: Executive Dining Room in Central Plaza– Washington Group Complex

Hours: 7