



SOUTH CAROLINA DEPARTMENT OF MOTOR VEHICLES DEALER TRANSACTION ACCOUNT FREQUENTLY ASKED QUESTIONS AND ANSWERS

Q1. How will a dealer account benefit my business?

A1. Having an account with SCDMV will allow a dealer to pay for business transactions monthly, rather than providing payment each time the dealer visits a SCDMV office.

Q2. How do I know if my business is eligible for a dealer account?

A2. To be eligible, you must have a dealer license in good standing (active status) to participate in the program. You must also have and maintain a minimum of 15 transactions per month, based on SCDMV activity records for the previous 12-month period. New dealers will be considered for participation if they demonstrate the ability to meet this monthly transaction figure.

Q3. How can I set up an account with SCDMV?

A3. To set up an account, you may download the [Dealer Transaction Account Memorandum of Agreement](#), complete, and submit (see #4 below).

Q4. Where should I mail my completed dealer account contract?

A4. S.C. Department of Motor Vehicles
Business License Unit
P.O. Box 1498
Blythewood, South Carolina 29016

Q5. Will the dealer account number be the same as the dealer license or customer number?

A5. No. The dealer account number is a separate number. Because it will be used much like a bank account number, SCDMV will keep this number confidential.

Q6. How has the dealer account option changed the dealer transaction process?

A6. When a dealership representative delivers work to SCDMV, he must include a [Form DLA-12, Dealer Payment Transmittal](#). Dealers must indicate their preferred method of payment by listing the account or check number. They must also list each customer's name and indicate whether the transaction is a new plate purchase or transferred plate.

(Note: Form DLA-12 is required to process ALL dealer transactions.)

Q7. Once I have established a dealer billing account, how should I prepare and submit transactions for processing?

A7. Complete [Form DLA-12, Dealer Payment Transmittal](#) for each account number used.

- Fill in the date, dealership name, dealer license number, dealer billing account number or check number.
- Provide the name of each customer included in the batch and indicate whether the customer chooses to purchase new plates or transfers plates from another vehicle. Indicate other types of transactions, such as a title only or duplicate title, in the "Other" column.

Q8. If I set up a dealer account, can I continue to leave a check with my dealer folder if I choose to do so?

A8. Yes. However, any check left with SCDMV must be completed. Failure to complete the check will result in processing delays. Checks must be written for the exact amount of fees owed. You must also include a completed [Form DLA-12, Dealer Payment Transmittal](#).

Q9. Can I pay for part of my transactions by check and charge the remainder to my account?

A9. No. Only one method of payment is allowed per dealer folder.



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Q10. Can multiple dealerships share an account number?

A10. No. Each individual dealership must apply for their own billing account number.

Q11. Can out-of-state dealerships participate in this program?

A11. No. Only South Carolina dealerships are eligible for this service.

Q12. Can other business entities other than auto dealerships participate in this program?

A12. No. This service is limited to auto dealerships only.