Accepting Fees On Deposit

Issue Date: May 10, 2016

Clarifying RDF Policy
This memo clarifies report of deposit fees (RDF) policies and procedures. Nonresident or original vehicle registration applications presented without ownership documentation or out-of-state registration may be started. Accept fees on deposit and RDF for requirements. A temporary operating permit (TOP) may be issued (if applicable) upon payment of fees.

Procedures
To post fees, the applicant must:
- Be a California resident or the vehicle must be located in California (see Section 5 on the Application for Title or Registration [REG 343] form).
- Present a completed REG 343.
- Present at least one of the following:
  — A completed Verification of Vehicle (REG 31) form.
  — A document showing the applicant is connected to the vehicle.
  — A Statement of Construction (REG 5036) form, if the vehicle is a homemade trailer.

**NOTE:** Documents include, but are not limited to, the documents listed in the VR 2015-23 Out-of-State Temporary Permits memo (out-of-state one trip, drive out, or temporary permit, dealer purchase order, invoice, or bill of sale).

Distribution
Notification that this memo is available online, at [www.dmv.ca.gov](http://www.dmv.ca.gov) under Publications was made via California DMV’s Automated Email Alert System in May 2016.

Background
An RDF is the transaction used to collect fees on an incomplete application. Some nonresident and original vehicle applications have been completed without the required proof of out-of-state registration or customers were refused the opportunity to post fees and receive a TOP when presenting an out-of-state one trip, drive out, or temporary permit, dealer purchase order, invoice, or bill of sale.

References
*California Vehicle Code §§4151, 4152, and 4300*
*Vehicle Industry Registration Procedures Manual, Chapter 12*
*VIN 2015-23 Out-of-State Temporary Permits*

Contact
Call the DMV Customer Communications Section, at (916) 657-6560 for further clarification of this memo. Upon request, this document can be produced in Braille or large print.

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