



TEMPORARY OPERATING PERMIT DEALER FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is a Temporary Operating Permit (TOP)?

A TOP is a temporary registration document recorded on the state vehicle registration computer system (GRATIS) and affixed to the vehicle purchased from the dealer. Like dealer drive out tags, TOPs are valid for 30 days.

2. Who can issue TOPs?

Georgia registered dealers must issue TOPs at the time of purchase and prior to a customer operating a vehicle. In the case of casual sales, a County Tax Commissioner may issue TOPs.

3. When must dealers begin using TOPs?

Dealers must transition to using the TOPs by December 31, 2011. After that date, any vehicle bearing an "old" temp tag with a holographic strip with an expiration date after January 31, 2012 will be subject to fines.

4. What is the Electronic Titling and Registration (ETR)?

ETR is a VOLUNTARY program that will allow dealers to submit title and registration information electronically to the DOR. ETR will allow dealers to offer customers a seamless, convenient title and registration process. Unlike the TOP service, ETR will be provided by third party vendors as licensees of DOR.

5. Are dealers required to participate in ETR by December 1 in order to issue TOPs?

NO. Transitioning to the new TOPs between December 1 and December 31, 2011 is mandatory but participation in and contracting with any ETR vendor is VOLUNTARY. While dealers may choose to tackle both TOP and ETR at the same time, contracting with an ETR vendor is NOT required in order to process and print TOPs.

If, a dealer chooses to enter into a contract with an ETR vendor licensee, then DOR has indicated that both TOP and ETR transactions should be performed. If a dealer chooses to wait to sign up for ETR, GADA, as a licensee to DOR, can provide the TOP processing service to dealers.

6. Where can dealers obtain TOPs?

Dealers can purchase blank TOPs from GADA or GIADA. GADA and GIADA are the only authorized vendors to sell blank TOPs. Dealers may continue to use advertising drive out tags to affix the TOP. In order to purchase TOPs, dealers must set up special TOP account with GADA by going to www.gada.com and clicking on the "TOP REGISTER NOW" link. Creating an account is required to enable the dealer to place TOP orders using GADA's TOP web service.

Even if a dealer will not use GADA's web service for processing TOP transactions, an account must be created to order TOPs.

7. When will TOPs be available for purchase?

GADA is awaiting delivery of its supply of TOPs. Once available, TOPs can be ordered through a special GADA website dedicated solely to TOPs. Dealers will be notified as soon as GADA



can process and fulfill online orders for TOPs. As mentioned above, there is a 30 day transition period in which dealers can continue to use current holographic strip inventory, however, dealers must transition to use of the TOPs by December 31, 2011.

8. What is the cost of the TOPs?

A dealer will be charged \$3 per blank TOP.

9. Why has the cost increased from \$1 per holographic strip to \$3 per TOP?

GADA and GIADA, as the only authorized sellers of the blank TOPs, are required to purchase blank TOPs from the Georgia Department of Revenue (DOR). The increased cost reflects an increase in GADA's cost to purchase the materials from DOR.

10. How will the TOP process work?

As licensees of DOR, GADA, GIADA or an ETR vendor, will provide a web service in which a dealer will enter customer information. Once information is entered, a TOP will be generated for the dealer to print and affix to the customer's vehicle. Generally, dealers will be able to import vehicle information from the DMS into the GADA application. In the case of a courtesy delivery where the vehicle is not in the dealer's DMS, information will be manually entered in the web application.

11. Is there a fee for using GADA's integrated web service?

Yes. GADA will be charging \$3 per transaction. Again, this reflects increased costs absorbed by GADA in developing integrated software to meet the DOR's requirements, hiring personnel and obtaining supplies to support the program, and securing the TOPs.

12. Can a dealer add the \$6 total cost to official fees for title and registration?

No, based on information from DOR, only statutory costs for title, registration, and special tag fees may be collected from a customer for TOPs.

13. Can a dealer issue a second TOP to the same customer to extend the expiration date?

No, the law has not changed with regard to extensions of TOPs. As before, only the County tag agent can issue a second TOP to the same customer.

14. What happens to a TOP if a deal is unwound?

According to information from the DOR, there will be mechanism to cancel a TOP and issue another TOP when a deal has been unwound and the vehicle is sold to a different customer.

15. Can a TOP be printed if GRATIS system is down?

Yes, according to information from the DOR, dealers will be able to issue TOPs in the event GRATIS is down.

16. Are dealers required to maintain records of TOP transactions?

Yes, dealer records of TOP transactions will be subject to review and audit and should be maintained for 3 years. It is recommended practice that dealers make a hard copy of the customer receipt for each TOP to keep in the deal jacket.