



Dealer Guidelines

A **dealer license number** and **pin number** are always required for dealer transactions. If the pin number is not provided, we cannot process.

All paperwork must be complete and ready for processing at the time of submission.

Work submitted for processing over the counter or through the drop-off service with errors or omissions will be returned. Please ensure that all work is correct and ready for processing.

If work is returned for missing items or corrections, an instruction sheet or "sendaway" will be provided by the representative who originally processed the work. After making corrections and obtaining required documentation, the "sendaway" should be submitted with the paperwork.

Work dropped off for processing that is returned three times will be required to be processed over-the-counter in one of our branch offices. Refer to "In-Office Transactions" for more information.

Dealerships with returned checks will be subject to "Cash Only" or "Certified Funds" status and will be required to process their work in office (only available for Dealerships located in Pasco County).



Dealer Guidelines

Drop-Off

Available for all dealers/title companies. Work can be dropped off at the designated location inside our offices Monday thru Friday, 8:30am – 4pm.

The turnaround time for work dropped off is approximately 72 hours, this excludes weekends and days that our office is closed.

Note: Turnaround time is something that we diligently strive for, but it is not guaranteed. Certain factors that are out of our control can delay processing.

All paperwork must be placed in a file/folder that can be securely closed.

A properly endorsed or blank, **signed** check must be enclosed – Endorsed checks may be written out to Mike Fasano, Tax Collector. No more than 10 transactions should be submitted per check. Dealerships with Returned checks will be subject to “Certified Funds Only” status.

Each time work is dropped off, a completed dealer processing sheet should be completed.

All paperwork must be complete and ready for processing at the time of drop off.



Dealer Guidelines

In-Office Transactions

The time window for Pasco dealers/title companies to have their transactions processed over the counter will be Monday thru Friday, from 8:30 am- 4:00 pm. We will not process dealer work after 4:00 pm. No Dealer Work will be processed on Saturdays.

The maximum number of dealer transactions processed over the counter is 2 transactions per dealer, per day. This limit includes all Pasco County Tax Collector office locations. Processing 2 transactions at one office and processing additional transactions at another location is not permitted.

Dealerships with returned checks will be subject to "Cash Only" or "Certified Funds" status. Dealers on "Cash Only" or "Certified Funds" status will not be able to participate in the Dealer Drop-Off service.

All paperwork must be complete and ready for processing at the time of submission. Completing or correcting paperwork at the counter will not be permitted.



Dealer Guidelines

Towing & Storage Transactions

All transactions involving Towing & Storage, Labor & Storage and Bonded titles must be dropped off. Due to the complexities of the paperwork, we will not process over the counter.

The turn around time for these transactions may be up to 30 days.





Dealer Guidelines

Additional Information

Clearly mark all documents with any special requests. Example: fast title, 2-year registration, plate replacement, specialty license plate request, title only, etc.

If a dealer license is revoked, cancelled, or suspended, transactions cannot be processed.