

## How to Use Fee Calculation

1. From the **Services Home page**, click the **Fee Calculation** link.

### Select Type of Calculation

2. Answer the question, “**Would you like to determine the fees for the vehicle being purchased?**”
  - The question **automatically defaults** to the “**No**” option
  - Click the “**Yes**” button to proceed with figuring fees
3. Answer the question, “**Would you like to determine your plate credit?**”
  - The question **automatically defaults** to the “**No**” option
  - Click the “**Yes**” button to determine the credit available on the plate being applied

**Note:** Processors can opt to process a plate credit amount without determining the fees for a vehicle by selecting the #3 radio button, “**Would you like to determine your plate credit?**” and changing the default answer from “**No**” to “**Yes**”. This process will give the remaining balance on a customer’s plate without showing the cost of registration. You will need the Credit Plate Number, the Credit Effective Date, and the Customer’s-Customer/AZ Driver License Number to process and view any remaining “**Plate Credit Available**”. To process a plate credit **only, skip forward to page 7 - #27.**

4. Click the “**Continue**” button to proceed.

### Enter Information to Calculate Fees

5. Type the **Vehicle Identification Number (VIN)** in the VIN field. The VIN can be found on the title and/or registration.
6. Click the “**Continue**” button to proceed.

**Note:** Click the “**What if I don’t know or wish to use the VIN?**” link to skip entering a Vehicle Identification Number (VIN).

### Enter Information for Vehicle Being Purchased

7. When available, the **VIN** will automatically display from the previous screen.
8. The **Factory List Price** will automatically populate. This information is taken directly from the vehicle record stored on the MVD database. If this information does not display or needs to be changed, highlight the field and **type in the correct amount** (do not use dollar signs or include cents, commas or decimals).

## Enter Information for Vehicle Being Purchased – Continued

9. The **Month/Year First Registered (MM/YYYY)** will automatically populate. This information is taken directly from the vehicle record stored on the MVD database. If this information does not display or needs to be changed, highlight the field and **type in the correct information**. Use the following formula:
- The first box/field represents the **month** first registered. The month is calculated **one month forward** from the date of sale
  - The second box/field represents the **year** first registered. In most cases, the year would be the year of the vehicle.

**Example:** The vehicle has a purchase date of **April 20, 2008**. The purchased vehicle has an Arizona title and is a **2002** Ford Explorer. The expiration date is Dec. 2005. Using the formula above, the correct way to type in the information would be **05 / 2002**.

10. The **Registration Effective Date (MM/YYYY)** is calculated using the following formula:
- The first box/field represents the **month**. The month is calculated **one month forward** from the date of sale
  - The second box/field represents the **year**. The year would be the year we are in or the year the vehicle was bought.

**Example:** Same scenario as above:  
The vehicle has a purchase date of **April 20, 2008**. The purchased vehicle has an Arizona title and is a 2002 Ford Explorer. The expiration date is Dec. 2005. Using the formula above, the correct way to type in the information would be **05 / 2008**.

## Enter Information for Vehicle Being Purchased – Continued

11. The **Registration Expiration Date (MM/YYYY)** will automatically populate. This is the month and year the registration expires. This information is taken directly from the vehicle record stored on the MVD database. If the newly purchased vehicle is from an **Arizona Title**:

- The expiration **month will stay the same**. DO NOT change the month that automatically populated.
- The **year** will go forward either one or two years, depending on if the vehicle qualifies **i.e.** emissions, funds, etc.

If the vehicle is being purchased from either a **Manufacturers Certificate of Origin (MCO) or Out-of-state Title**:

- The expiration **month** is calculated the **same month** as the date of sale
- The **year** is calculated forward either one or two years depending on if the vehicle qualifies **i.e.** emissions, funds, etc.

**Example:** The vehicle has a purchase date of **April 20, 2008**. The purchased vehicle has an out of state title or MCO and is a 2008 Ford Explorer. The expiration date is **April 30, 2009 or 2010**, the correct way to type in the information would be **4 / 2009 or 2010**.

12. **Skip forward to page 6 - #26** if the vehicle is **NOT**

- Commercial
- Qualifies for an exemption, or
- Qualifies for a reduction in fees

Use the fields below to calculate commercial vehicles, vehicles that qualify for an exemption or reduced fees and/or an individual who qualifies for either an exemption or reduction in fees.

13. Type the vehicle's **Gross Vehicle Weight (GVW)**, in the GVW field. The customer determines this weight, which is calculated by the weight of the vehicle or trailer **plus** the vehicle or trailer's load.

14. Click the "**Yes**" option, if the vehicle **qualifies** for a **Motor Carrier Reduced fee**. An owner, who has **pre-qualified** for the reduced motor carrier fee before registering their trailer or vehicle, may apply for a reduction of Motor Carrier Fees (MCF). This fee will allow the customer a reduction of 30%. Vehicles that qualify are:

- One-Way Haul
- Route Trucks
- Agricultural Product

## Enter Information for Vehicle Being Purchased - Continued

15. Click the “**Yes**” option, if the vehicle qualifies for a **Motor Carrier Exemption**.

Examples of vehicles that qualify for the exemption:

- A school bus
- A motor vehicle used in the production of:
  - a. Motion pictures, including films to be shown in theaters and on television
  - b. Industrial, training, and educational films
  - c. Commercials for television
  - d. Video discs

16. Click the “**Yes**” option, if the vehicle qualifies as a **Vehicle For Hire** reduction. An owner who uses their vehicle to transport “**for hire**” persons, freight or property will qualify for a 30% reduction in Motor Carrier Fees (MCF).

17. Click the “**Yes**” option, if the vehicle qualifies as a **Farm Vehicle**. A Farm vehicle must meet **all** of the following requirements to qualify for a 50% reduction in Weight Fees (WGT):

- Used for commercial farming or raising of commercial stock
- Controlled and operated by the farm vehicle owner, the owner’s family, or an employee
- Used to transport agricultural products, machinery, or supplies to or from a commercial farming or a commercial stock raising operation
- Is **not** used in the operations of a common or contract motor carrier (for hire)
- Is **not** exempt from registration (implements of husbandry)

18. Click the “**Yes**” option, if the vehicle qualifies for **Alternative Fuel**. An Alternative Fuel vehicle is defined as any fuel, other than gas or diesel, determined and certified by the Environmental Protection Agency (EPA).

## Enter Information for Vehicle Being Purchased - Continued

### **Permanent Trailers**

19. Click the “**Yes**” option, if the customer is titling and/or registering a Permanent (Perm) Trailer. Permanent registration means the fees are paid only once as long as use and ownership remain the same.

There are two types of trailers that qualify for **Permanent** registration, click the **drop down arrow** to select one of the following:

- Category **F** – a trailer not being used in a business with a declared GVW **under 6000 lbs**
- Category **G** – a trailer being used in a business with a declared GVW **over 10,001 lbs**

20. Click the scenario that applies to the trailer being titled and/or registered:

- The “**New**” button to title and/or register a brand new trailer (MCO) or
- The “**Used**” button to title and/or register a trailer which is **not** of the current year **i.e. 2008**

21. Type the **Model Year** of the trailer being titled and/or registered in Arizona in the “**Model Year**” field.

22. Click the “**Yes**” option, if the trailer qualifies as a **Non-Permanent Trailer**. There are two types of trailers that qualify for **Non-Permanent** registrations. They are as follows:

- A **non-commercial** trailer with a declared GVW of **6,000 to 10,000 lbs**
- A **commercial** trailer with a declared GVW of **0 to 10,000 lbs**

## Enter Information for Vehicle Being Purchased – Continued

### Exemptions

23. Click the **drop down arrow**, to **select the exemption**, which applies to the customer titling and/or registering the vehicle. The exemptions are as follows:

- **Non-Government Emergency Vehicle** – An emergency vehicle that is used solely for firefighting or rescue services
- **Tribal Member** – Individuals defined as Native American, enrolled as a member of a recognized tribe and residing on a reservation
- **Vets 100** – Is a disabled veteran with a 100% service connected disability
- **Church** – A church that is qualified as non-profit
- **Non-Resident Military** – Is an individual stationed in Arizona but declares residency in a different state.
- **Non-Profit** – Is an organization that is not conducted or maintained for the purpose of making a profit
- **Non-Profit School** – Is a school that is non-profit
- **Public Health** – A vehicle owned by a nonresident military member or officer of Public Health Services
- **Social Security** – An individual who qualifies for Social Security benefits because of a disability or illness. Must have a letter from the Social Security Department
- **Leased School Bus** – A privately owned bus leased to a school district
- **V.A. Grant** – Is a veteran who receives financial aid from the Veterans Administration

**Note:** Some exemptions require proof of exempt status to be submitted with the title & registration documents.

24. Type the number of owners that will appear on the new title and registration in the **Number of Owners** field.

25. Type the **Number of Owners Eligible for the Exemption**, in the **Number of Owners Eligible for the Exemption** field.

26. Click the “**Continue**” button to proceed.

**Note:** Click the “**Clear Form**” button to clear all fields and start the calculation again.

## Plate Credit

If a plate credit is being applied and the “**Yes**” button was selected on the “**Select type of calculation**” screen, the “**Enter Information to Calculate Credit**” screen will automatically appear.

If **no** plate credit is being applied, the “**View Fees/Credit**” screen will appear.

### **Enter Information to Calculate Credit**

27. Under the **Plate Credit Information** section, type the **Plate Number** that is being used for credit in the **Plate Credit** field.

28. **Credit Eff Date (MM/YYYY)** is calculated using the following formula:

- The first box/field represents the **month**. The month is calculated **one month forward** from the date the credit plate is being applied
- The second box/field represents the **year**. The year would be the current year.

**Example:** The customer is applying their plate credit **April 20, 2008**. The correct way to type in the information would be **05 / 2008**.

29. Type the **Customer/Driver License Number**, in the **Customer/ Driver License Number** field. This number can be found on the customer’s Arizona driver license.

30. Click the “**Continue**” button to proceed.

**Note:** Click the “**Clear Form**” button to clear all fields to start the calculation again.

### **View Fees/Credit**

31. The Vehicle License Tax (VLT), Registration Fees (REG), and Plate Credit Available (if applicable) will display. However, these are **not all of the fees charged** on a title and registration transfer. Go to **page 8** for a **complete list of basic fees** charged on a vehicle transfer, including fees for commercial vehicles, exemptions, trailers, reduction in fees, etc.

32. Click the “**Print**” button to print a copy of the vehicle fees, and/or,  
Click the “**Go Back**” button to return to the prior page to change any information, or  
Click the “**Calculate Another**” button to start the process over for a different vehicle  
or,  
Click the “**Continue**” button to proceed.

33. A “**Thank You**” page will appear, click the “**X**” in the corner to close the page.

**Note:** Clicking on the “**Back to ServiceArizona Home**” link on the “**Thank You**” page will connect you to the ServiceArizona website (this is **not** the **Dealer Services Home Page**)

## Basic Title and Registration Fees

Basic Title and Registration Fees are charged when titling and/or registering a vehicle/trailer. These fees are in addition to the VLT and REG fees that populated when using the **Fee Calc** service. Depending on the type of vehicle/trailer and its usage, there will be additional fees that **MUST** be charged on each transaction submitted to MVD. Below is a complete list of these Fees. **Read each Fee carefully.**

### Vehicle License Tax (VLT)

- This fee varies based on the factory list price and the year of the vehicle. It depreciates 16.25% with every consecutive renewal.
- Fees on Arizona title transfers are prorated from the date of sale to the vehicle's expiration date
- The minimum amount of VLT charged is \$10.00 per year
- The minimum amount of VLT charged for an Alternative Fuel Vehicle is \$5.00
- Perm Trailers - GVW under 6,000 lbs:
  - \$105.00 Initial fee (1st time in Arizona) or Status change
  - \$70.00 if the trailer has been registered in Arizona before as a non-perm trailer
- Perm Trailers - GVW over 10,000 lbs:
  - \$555.00 Initial transaction fee for an MCO or homemade trailer (considered brand new first time titled or registered)
  - \$355.00 for the first 5 model years and newer (current year minus 4)
  - \$100.00 for model years over 5 years old

### Registration Fee (REG)

- Vehicles/Trailers (Travel/Tent and commercial trailers only)
  - \$8.00
- Perm Trailers - GVW under 5,999 lbs:
  - \$20.00 Initial fee (1st time in Arizona) or Status change
  - \$5.00 if the trailer has been registered in Arizona before as a non-perm trailer
- Perm Trailers - GVW over 10,000 lbs:
  - \$245.00 Initial transaction fee for an MCO or homemade trailer (considered brand new first time titled or registered)
  - \$145.00 for the first 5 model years and newer (current year minus 4)
  - \$95.00 for model years over 5 years old
- Motorcycles
  - \$9.00
- Mopeds
  - \$5.00



## Basic Title and Registration Fees – Continued

### **Air Quality Compliance Fee (AQCF)**

- Charged on **all motorized vehicles** in a non-attainment area (Maricopa, Pinal and parts of Yavapai counties) or those vehicles that commute into a non-attainment area
- The fee charged is \$0.25 (25 cents) per registration cycle (annual or biennial)

### **Air Quality Fee (AQF)**

- Charged on all motorized vehicles, except electric vehicles
- The fee charged for a **one-year registration cycle** is \$1.50
- The fee charged for a **two-year registration cycle** is \$3.00

### **Transfer Fee (TRN)**

- Special Plate transfer  
\$12.00 to transfer a special or personalized plate from one vehicle to another
- Perm Trailer - GVW under 5,999  
\$12.00 to transfer a trailer to a new purchaser
- Plate credit transfer  
\$12.00 to transfer the plate and associated credit

### **Title Fee (TTL)**

- Vehicles and Trailers  
\$4.00 title fee is charged to transfer ownership
- Mobile Home  
\$7.00 title fee is charged to transfer ownership for **each section**

### **Postage (PST)**

- \$0.49 (41 cents) for the registration renewal notice to be mailed to the owner
- \$4.26 for two special plates or a shelf plate that has two plates that are mailed to the owner
- \$3.30 for one trailer plate or shelf plate that is mailed to the owner
- \$3.08 for a motorcycle, ATC/ATV or Moped plate to be mailed to the owner

## Basic Title and Registration Fees – Continued

### **Penalty (PEN)**

- After the allotted **15 business days to transfer the title** expires, **or**
- After the expiration of a 30-Day General Use Permit **or** after the expiration of a Temporary Registration Plate (TRP) issued by a dealer
- If the transfer is completed **before** the expiration of the permit/plate, no penalty fees will be assessed
- If the transfer is completed **after** the expiration of the permit/plate, penalty fees will be assessed from the date of sale beginning when the allotted 15 business days to transfer the title has expired
- Penalties accrue \$8.00 the first month late and \$4.00 each month thereafter. A maximum of \$100 can be charged