

Minnesota Management & Budget, System
Compliance
Issued: August 23, 1995
Number 0603-02
Revised: April 26, 2005

Payment of State Vehicle Registration Fees and Sales Taxes (MAPS Accounting Component)

Objective

To deposit state agency motor vehicle registration fees and motor vehicle sales taxes with the Department of Public Safety (DPS).

Policy

State agencies must remit the motor vehicle registration fee and motor vehicle sales tax to DPS for all tax-exempt vehicles ([Minnesota Statutes section 168.012](#)). State agencies must make interdepartmental payments (PV2 or PV3 vouchers) and submit the vehicle registration payment form to the DPS Driver & Vehicle Services Division.

Forms

[\(No Number\) Department of Public Safety Driver & Vehicle Services Interagency Payment form PS-2000 Application to Title/Register a Motor Vehicle](#)

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Obtain the Interagency Payment form from Appendix C of this manual or the DPS Driver and Vehicle Services (DVS). This can be done prior to the actual purchase of the vehicle.	Paying Agency
2.	Complete all the necessary PV2 or PV3 accounting information according to the instructions on the back of the form. In the INVOICE NO. field, enter the Vehicle Identification Number (VIN) for one of the vehicles being titled and/or registered. One PV2 or PV3 is required for each revenue source code that is used. In the AMOUNT field, enter the total amount for all vehicles listed on the form.	Paying Agency

3.	Enter VINs for other vehicles being titled and/or registered on the lines provided.	Paying Agency
4.	Enter the PV2 or PV3 system-assigned Document ID Number.	Paying Agency
5.	<p>Submit two copies of the Interagency Payment form, the completed Application to Title/Register a Motor Vehicle (PS-2000), and ownership papers to DVS for issuance of registration license plates, license tabs, and/or title to the following address:</p> <p>Minnesota Department of Public Safety Motor Vehicle Division 445 Minnesota St., Suite 160 St. Paul, MN 55101</p>	Paying Agency
6.	Verify information provided on the application against VINs listed on the Interagency Payment form.	Department of Public Safety
7.	Check for signature and system-assigned Document ID Number.	Department of Public Safety
8.	Issue plates and/or tabs. License plates are typically issued within two (2) days of receipt of all necessary forms. You may legally operate the vehicle for 21 days using the temporary permit issued by the dealer.	Department of Public Safety

See Also

[MAPS Operating Policy and Procedure 0807-03 - Excise Tax on Gasoline](#)