



Excise Tax Business Portal Reference Guide

Municipalities

MassDOT – RMV Division
Commonwealth of Massachusetts
25 Newport Ave., Extension
North Quincy, MA 02171

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Overview

The following sections describe commonly processed Excise Tax transactions processed by Municipalities (e.g., Cities and Towns, State Authorities, etc.) in the Registry of Motor Vehicles (RMV) **ATLAS Business Portal**.

Program Information

For details regarding the Excise Tax Program, view the [Excise Tax Commitments Program](#).

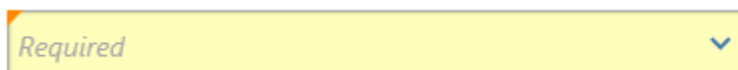
Prior to using the **ATLAS Business Portal** (also referred to the Business Portal), review the following:

[ATLAS Release 2 Business Portal Help Document](#)

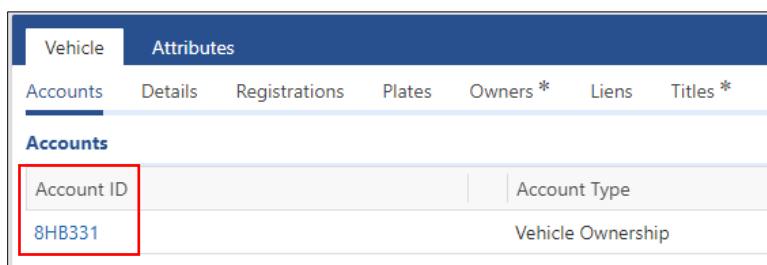
[ATLAS Training - Excise Program - Excise, Non-Renew, & Inquiry](#) (includes links to the Computer Based Training (CBT) Modules)

Business Portal Tips and Common Questions

- **Question: Are there fields that must be completed in the Business Portal?**
Answer: Yes, required fields are **yellow** and are noted with a “*Required*” watermark inside the field.



- **Q: What is a Vehicle Account ID?**
A: The Vehicle **Account ID** is the Registration/Plate Number.



- **Q: Where do I view previous registration periods?**
A: You will view the previous registration periods at the vehicle level. You will need to go to the **Vehicle** tab and then the **Registration** sub-tab, then click the **Show History** hyperlink.
- **Q: How do I view the previous vehicles that were associated to a registration?**
A: You will view the previous vehicles associated to a registration vehicle level. You will need to go to the **Vehicle** tab and then the **Plates** sub-tab, then click the **Show History** hyperlink.
- **Q: How do I view an Individual's Address History?**
A: You will view the address history at the individual (driver) level. You will need to click the **Entity** tab and then click the **Addresses** sub-tab. To view current and previous addresses click the **Show History** hyperlink.

NOTE: With **ATLAS**, users can view the vehicle's address history. The vehicle's address history will list any garage, mailing, residential, and/or Lessee addresses associated with the vehicle, including date that the address was changed.

- You can view the vehicle's address history at the vehicle level. Click the **Attributes** tab and then click the **Addresses** sub-tab. To view current and previous addresses, click the **Show History** hyperlink.

Vehicle

Attributes

Attributes

Names

Addresses

Addresses

Full History

Hide History

Address Type	Address	Profile	Account Type	Account		Active	Valid
Blank	Blank Address	001				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Garage	1 MAIN ST BOSTON MA 02129-3786	002	Vehicle Ownership	7EC938		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lessee	1 MAIN ST BOSTON MA 02129-3786	002	Vehicle Ownership	7EC938		<input type="checkbox"/>	<input type="checkbox"/>
Mailing	15 E MAIN ST BOSTON MA 02124-1660	002	Vehicle Ownership	7EC938		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4 Rows

- **Q: Do I need to enter a plate type when searching for a registration/plate?**
A: No, you do not need to enter the plate type when looking up a registration/plate. For additional details, view [Plate Prefix/License Plate Inquiries](#) and [Plate Type Chart](#).
- **Q: Can I view Plate Cancellations/Plate Statuses?**
A: Yes, the plate status is available to view.

- You can view the plate's status history at the vehicle level. Click the **Attributes** tab and then click the **Plates** sub-tab. To view current and previous plate history, click the **Show History** hyperlink.

Vehicle

Attributes

Accounts

Details

Registrations

Plates

Owners *

Liens

Titles *

Brands

Odometer *

Valuations *

Inspections

Plates

Show History

Plate ID	Type	Issue	Commence	Expire	Cease
----------	------	-------	----------	--------	-------

- To view further information, click the plate ID to view and the **History** tab displays.

Vehicle

Attributes

Accounts

Details

Registrations

Plates

Owners *

Liens

Titles *

Brands

Odometer *

Valuations *

Inspections

Plates

Hide History

Plate ID	Type	Issue	Commence	Expire	Cease
8E	Passenger Normal Red Plate	19-Dec-2016	19-Dec-2016	31-Oct-2018	18-Aug-2018
BA	Commercial Vanity Plate	30-Dec-2014			
BA	Commercial Vanity Plate	15-Aug-2013	01-Jan-2014	31-Dec-2014	30-Dec-2014
M1	Commercial Plate	11-Jul-2006	01-Jan-2012	31-Dec-2013	15-Aug-2013

4 Rows

- The status of the plate displays and the date of cancellation is provided under the **Cease** column.

History							
Plate History							
Operation	Plate Type	Vehicle ID	Account ID	Commence	Issue	Expire	Cease
New	Passenger Normal Red Plate	STF	8E	19-Dec-2016	19-Dec-2016	31-Oct-2018	18-Aug-2018

- **Q: Where can I see Excise information?**

A: This information is available at the vehicle level.

- From the **Vehicle Ownership Account** window, view the **Vehicle** tab, then **Excise Tax** sub-tab, to view the last few Excise Tax bills processed.

Vehicle	Service	Enforcement	Record	Attributes	CRM	Task	AAMVA	Financial	Web	Security	Other
Registrations	Plates	Owners *	Liens	Titles *	Brands	Odometer *	Acquisitions *	Valuations *	Excise Tax	Inspections	Insurance
Excise											
Registration Id	Excise Year	Make	Manufacturing Year	Garage Address	Calc Date	Depreciated Value	Excise Amount	Recom			
52287	2019	Tesla, Inc	2014	1 MAIN ST QUINCY, MA 02169	15-Aug-2019	6,800.00	70.83	N			

- **Q: Where can I see valuation information?**

A: This information is available at the vehicle level.

- From the **Vehicle Ownership Account** window, select the **Vehicle** tab, then **Valuations** sub-tab, to view the current vehicle valuations, including the Depreciated Value and the Manufacturer Suggested Retail Price (MSRP).

Vehicle

Service

Enforcement

Record

Attributes

CRM

Task

AAMVA

Financial

Web

Security

Other

Registrations

Plates

Owners *

Liens

Titles *

Brands

Odometer *

Acquisitions *

Valuations *

Excise Tax

Inspections

Insurance

Valuations

Add

Show History

Va

Valuation Type

Value

Reduction

Net Value

Age (Years)

Valuation

Current

Depreciated Value

Depreciated Value

24,500.00

22,050.00

2,450.00

9

15-Aug-2019

1 Rows

MSRP

MSRP

24,500.00

0.00

24,500.00

9

15-Aug-2019

1 Rows

Enforcement Services

City and Town Services

Excise Tax Methods of Access

The method of access for the Excise Tax Program is **Secure File Transfer Protocol (SFTP)**

Batch Files: This is used to send and receive what are commonly known as **Batch** files, using the managed file transfer solution called MOVEit™.

In addition, **ATLAS Business Portal** can be utilized to view and process certain transactions. This real-time service facilitates individual users logging into a web-based portal displaying native RMV screens.

The RMV system views input as a single consolidated set without regard to transaction code. This means that an input source (City, Town, or vendor) may consolidate all types of transactions (Inquiry, Marks, and Clears) into one electronic file.

A file may contain input from one processing vendor only. This input may, of course, be for multiple Towns for which the vendor is authorized to process.

SFTP Delivery Method

Effective July 2019, the RMV's Secure File Transfer Protocol (SFTP) is MOVEit™, which provides more secure, modern technology. Prior to submitting **Batch** files to the RMV, users must set up a MOVEit™ account and test for connectivity.

[MOVEit™ File Transfer Guide](#)
[MOVEit™ Manual User Guide](#)

For additional details, including the proper file formats to use, view the [Technical Information](#) page of the [ATLAS RMV Business Partner Communication Website](#).

How to Enroll in the Excise Tax Program

To participate in the Excise Tax Program, the RMV requires that all participants complete and sign an Agreement for Access to Records and Data (Access Agreement). The Access Agreement must be signed by an authorized signer of your business. The Access Agreement and other required documentation can be found in the [Documents](#) section of the [ATLAS RMV Business Partner Communications Website](#).

The following required documentation must be submitted to Atlas.municipalities@dot.state.ma.us to participate in the Excise Tax Program:

1. Access Agreement.
2. RMV Business Partner Contact Form.
3. [Authorization Letter](#) from City or Town.

All participants are required to submit the documentation (steps **1-3**) listed above, depending on the method(s) of access utilized. Refer to the table below for the additional required documentation:

	Business Portal	SFTP (Batch)
4.	RMV Business Partner User Request Form	MOVEit™ Access Form
5.		MOVEit™ End User Request Form *

*NOTE: [MOVEit™ End User Request Form](#) (needed for Manual Login ONLY).

Authorization Letter

An [Authorization Letter](#) is used to authorize a vendor or third party the ability to access RMV information on behalf of the municipality.

An authorization letter must be submitted to the RMV by a municipality (e.g., City, Town, college, or authority) in order for the vendor or third party to participate in the Excise Tax Program. This letter must be on the official letterhead of the municipality, signed by the appropriate signatory authority. The letter must include which system (Excise Tax, Parking

Ticket, Abandoned Vehicle) the users will be accessing. If the files are to be processed by a vendor, the letter must include the vendor information. The City or Town is responsible for ensuring the security of the data and that it is used only for the purpose of processing Excise Tax transactions.

The authority granted by this letter is in effect until the RMV is in receipt of a similar letter changing or cancelling the authority. Such a letter is required any time the City or Town changes the organization processing Excise Tax transactions. In the case where more than one (1) vendor is used for processing purposes (Vendor A for Parking and Vendor B for Excise Tax) multiple letters are required.

The last paragraph asks for named individuals who will be contacted on a day-to-day basis to resolve Customer Service problems. This is extremely important to the RMV. Any time the individual(s) named changes, the City or Town must notify the RMV.

Program Contact

All inquiries, both administrative and technical, concerning the Excise Tax Program should be directed to:

MassDOT - Registry Division
25 Newport Ave., Extension
North Quincy, MA 02171

Email: Atlas.municipalities@dot.state.ma.us

Once the required documentation has been submitted to the RMV and approved, you will be contacted by the RMV. Depending on the chosen Method(s) of Access, follow the steps chart below:

Step	ATLAS Business Portal	SFTP (Batch)
1.	Portal credentials will be sent to each End User via secured email.	Technical contact will be granted access to the Technical Information page of the RMV Business Partner Website . Technical area has the Batch file layouts and error code list.
2.	Each End User will receive a link to the Computer Based Training (CBT) on using the portal.	An email will be sent to the technical contact with login credentials for the Technical Information page.
3.	Log into the Business Portal using the secured link provided by the RMV.	Review the Technical Information page and create a test file.

4.		Download MOVEit™ documentation: MOVEit™ File Transfer Guide MOVEit™ Manual User Guide
5.		You will receive an email from the MOVEit Team with your MOVEit™ QA credentials.
6.		Testing: You will be required to upload a test request file into the MOVEit™ QA environment.
7.		You will receive a test response file from the RMV.
8.		After successful testing, the RMV requires that you an Attestation Form confirming successful testing.
9.		Once the RMV receives your Attestation Form, production access will be granted.
10.		You will receive an email from the MOVEit Team with your MOVEit™ Production credentials. Upon receipt, users can begin to exchange Excise Tax files with the RMV.

NOTE: New Excise Tax participants using SFTP are required to successfully test with the RMV prior to being granted access to the RMV's production environment.

ATLAS Business Portal Overview

This guide provides information and instructions on using the **ATLAS Business Portal** to process Excise Tax transactions. The Business Portal is a free and easy to use web-based portal. Prior to reviewing the information in this guide, you should complete the required Computer Based Training (CBT) for using the portal, found on the [ATLAS Training](#) page.

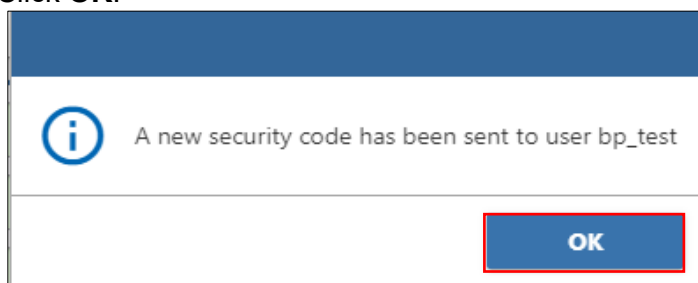
This guide is intended for Excise Tax End Users that have access to the Business Portal.

Logging in to the ATLAS Business Portal

Prior to first-time use of the **ATLAS Business Portal**, End Users will receive an email containing their Username and Temporary Password from the RMV with a link to the **Business Portal** log on page. Access the Business Portal as follows:

1. Click the link in the email to access the [Business Portal Login Screen](#).

2. Enter the **Username and Password** received from the RMV.
3. Click **Login**.
4. A pop-up window displays indicating that a security code has been sent via email.
5. Click **OK**.



6. The **Security Code** will be emailed to the email address of the End User. The email will be from the address: **RMV Do Not Reply**.
NOTE: The Security Code is a six-character code and is only good for one-time use.
7. Enter the code provided using one of the options below:
 - Select the **Click to login** hyperlink in the email. The **Business Portal** opens with the **Security Code** field pre-populated along with your Username, but you are required to re-enter your password.

- Return to the **Business Portal** window that you had opened and enter the code into the **Security Code** field.

8. Click the **Logon** button.

9. The **Business Portal** opens and the **New Manager Springboard** displays.

10. Proceed to the applicable section(s) below to perform the desired tasks.

Searching

You can search for an individual, business, or vehicle using a wide array of information, including name, license number, registration number, or Vehicle Identification Number (VIN).

Searching Best Practices

Searching by the registration number is the recommended method for Excise Tax Program End Users.

Vehicles:

Search for a vehicle by either Registration Number, Vehicle Identification Number (VIN), Partial VIN, or Title Number.

Individuals:

- Search for individuals by entering *Last Name*, *First Name*, and *Birth Date* in the **Search** bar.
- If the customer has multiple last names or a maiden name, search by all versions of the current and former name.

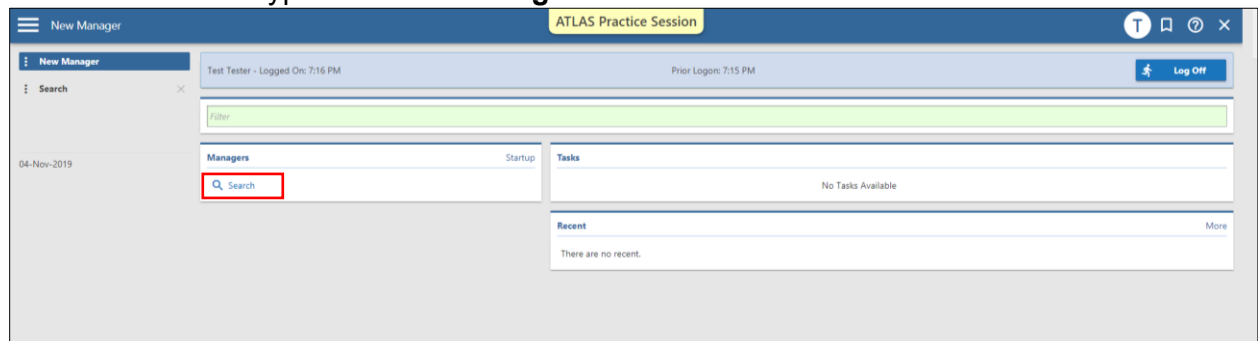
Businesses:

Search for a business by:

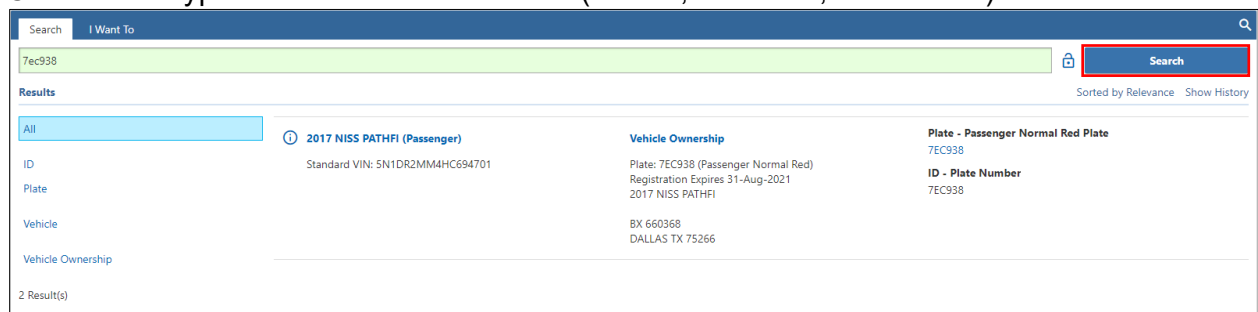
- Business Name, or
- Business Entity Number/Federal Identification Number (FEIN).

To Search

1. Select the **Search** hyperlink in the **Managers** window.



2. Enter the search criteria into the **Search** field.
3. Click the **Search** button. The search results display.
4. Click on the hyperlink for the desired record (vehicle, individual, or business) to view.

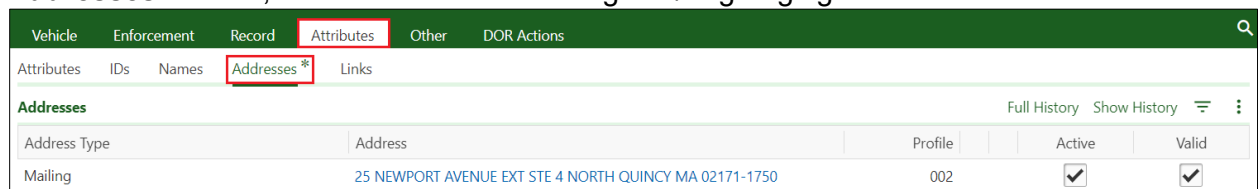


Garaging Address Update Processing

Effective with **ATLAS Release 2** on November 12, 2019, a **Garaging Address** is required to be maintained by the RMV for all registrations. An accurate garaging address is necessary to ensure correct and timely Excise Tax billing. Updating the **Garaging Address** is required before an Excise Tax Reccommitment can be processed.

Update the **Garaging Address** for a vehicle as follows:

1. Access and sign-in to the [ATLAS Business Portal](#).
2. From the **Search Manager**, locate the vehicle by plate number or Vehicle Identification Number (VIN).
3. From the **Vehicle Ownership Account** window, scroll down to the **Attributes** tab, then **Addresses** sub-tab, to view the current mailing and/or garaging addresses.



- Click the **City and Town Services** button.

Vehicle Enforcement Record **Attributes** Other DOR Actions

Attributes IDs Names **Addresses*** Links

Addresses Full History Show History

Address Type	Address	Profile	Active	Valid
Mailing	25 NEWPORT AVENUE EXT STE 4 NORTH QUINCY MA 02171-1750	002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enforcement Services DOR Transactions **City and Town Services**

- In the **City and Town Transactions Launchpad**, click the **Update Garaging Address** hyperlink in the **Vehicle Actions** window.

City and Town Transactions Launchpad ATLAS Practice Session

New Manager

Search

- ANNE M B
- 2012 NISSA ALTIMA *1785
- Vehicle Ownership *0011
- City and Town Transactions**

02-Oct-2019

Non Renew Actions

- Add a Parking Ticket
- EXT - Unpaid Excise Tax
- I60 - Abandoned vehicle
- Clear Non Renew

Excise

- Excise Tax Calculator
- Excise Recommit
- Excise Vehicle MSRP Valuation Update

Vehicle Actions

- Update Garaging Address**

- The **BP Update Garage Address Activity** window displays.

BP Update Garage Address ATLAS Practice Session

Activity

Attributes

Garage Address

Country USA Verify

Single Line Address Required

Attention

Garage Location Required

- Tab to the **Single Line Address** field to input the full address.
 - NOTE:** The **Garaging Address** may be within Massachusetts or Out-of-State (OOS).
- Complete the **Attention** field, if applicable.
- If the **Garage Location** field does not auto-populate, select the appropriate City or Town from the drop-down menu.

10. Upon leaving the **Single Line Address** field, a green **Verified** message and checkmark displays if the address automatically validates via United States Postal Service (USPS) standards.

The screenshot shows a web form titled 'Activity' with a sub-tab 'Attributes'. The form contains several fields: 'Country' (USA), 'Single Line Address' (25 NEWPORT AVENUE EXT FL 1 NORTH QUINCY MA 02171-1790), 'Attention' (JOHN DOE), and 'Garage Location' (Quincy). A green 'Verified' message with a checkmark is displayed in the top right corner of the form area.

11. If validation does not occur, click the **Verify** button to validate the address and update to USPS standards.

The screenshot shows the same web form as in step 10, but with a red 'Verify' button in the top right corner. The 'Single Line Address' field now contains '25 NEWPORT AVE EXT NORTH QUINCY MA 02171'. The 'Garage Location' field has a red information icon next to it.

12. The **Address Search** window displays, asking to confirm the address that was keyed. Select the hyperlink of the applicable address, then click the **Save** button.

The screenshot shows the 'Address Search' window. It displays a list of addresses under the 'Verified' section. The first address is '25 NEWPORT AVENUE EXT FL 1 NORTH QUINCY MA 02171-1790' with a 'Select this address' link. The second address is '25 NEWPORT AVENUE EXT NORTH QUINCY MA 02171-1796' with a 'Select this address' link. The third address is '25 NEWPORT AVENUE EXT NORTH QUINCY MA 02171-1748' with a 'Select this address' link and a warning message: 'Primary number confirms, missing secondary info, not currently receiving mail, location is vacant'. The fourth address is '25 NEWPORT AVENUE EXT STE [Required] NORTH QUINCY MA 02171' with a 'Select this address' link. The fifth address is '25 NEWPORT AVE EXT NORTH QUINCY MA 02171' under the 'As Entered' section with a 'Select this address' link. At the bottom right, there are 'Cancel' and 'Save' buttons.

13. Once all changes have been entered, click the **Save** button. To cancel the update, select the **Cancel** button.

The screenshot shows a web form titled 'Garage Address' under the 'Activity' tab. The form contains the following fields: 'Country' (a dropdown menu showing 'USA' with a green checkmark and the word 'Verified' to its right), 'Single Line Address' (a text box containing '25 NEWPORT AVENUE EXT FL 1 NORTH QUINCY MA 02171-1790'), 'Attention' (a text box containing 'JOHN DOE'), and 'Garage Location' (a text box containing 'Quincy'). At the bottom right of the form are two buttons: 'Cancel' and 'Save'.

14. Once complete, a username and date stamp appear above the address as confirmation.

This screenshot shows the 'Garage Address' form after a successful update. In the top right corner, there are three hyperlinks: 'Compare', 'Change', and 'Reverse'. Below these, the 'Attributes' section displays 'Created : 02-Oct-2019' and 'Posted : 02-Oct-2019'. The form fields are the same as in the previous screenshot, but the 'Country' dropdown now has a small orange circle with the number '1' next to it. The 'Single Line Address' and 'Attention' fields remain the same.

- **NOTE:** After processing, if it is necessary to **Compare**, **Change**, or **Reverse** the address change, click the applicable hyperlink in the top right-hand corner of the screen.

15. Upon returning to **Vehicle Ownership Account** window, the **Title / Registration** window displays the updated information in the **Garaging Town** field.

Title / Registration

Clear Title : BN449757

Plate : [Passenger Reserved - 10011](#)

Registration : [Standard \(Personal\)](#)

Expires : **31-Jan-2020**

Title Status : **Active**

Registration Status : **Active**

Balance : **0.00**

Garaging Town : Quincy

CMVI Balance : **0.00**

Excise Tax Rec commitments/Garaging Address Updates

When the Garaging Address noted in ATLAS does not match current the Garaging Address, an update to the address can be processed to ensure the Excise Tax bill is properly generated to and sent to the correct address.

Process an Excise Tax Rec commitment to override a Garaging Address as follows:
Address as follows:

1. Access and sign-in to the [ATLAS Business Portal](#).
2. From the **Search Manager**, locate the vehicle by plate number or Vehicle Identification Number (VIN).
3. Open the request by accessing the **Excise Recommit Work Item**.

4. In the **Recommit Address** window, the current address is not shown. Enter the correct address in the **Single Line** field or select **Use Current Address**.

Excise Recommit Work Item

Excise Year **Recommit Address** Recommit

Current Garaging Address

Country: USA Garaging Town: Quincy

Single Line: 1 XYZ AVE NORTH QUINCY MA 02171-1606

Updated Garaging Address [Use Current Address](#)

Country: USA **Verify Address**

Single Line: **Required**

Previous Next Cancel Save

5. Click the **Next** button.
6. Should the Garaging Location not match the Garaging Address, select the **Override Garaging** hyperlink on the right-hand side of the screen.

Excise Recommit Work Item 2 of 2

Excise Year **Recommit Address** **Recommit**

Current Garaging Address

Country: USA Garaging Town: Wilmington

Single Line: 1 BY ST WILMINGTON MA 01887-1111

Updated Garaging Address

Country: USA Verified

Single Line: 1 BY ST WILMINGTON MA 01887-1111

City Town Code [Override Garaging](#)

Garaging Town: Wilmington

Previous

7. In the **Garaging Town** drop-down menu, select the correct city or town for the Garaging Address.

Excise Recommit Work Item

Excise Year Recommit Address Recommit

Current Garaging Address

Country: USA Garaging Town: Quincy

Single Line: 1 ABC ST NORTH QUINCY MA 02171-1606

Updated Garaging Address

Country: USA Verified

Single Line: 1 ABC ST NORTH QUINCY MA 02171-1606

City Town Code Unoverride Garraging

Garaging Town: Quincy Overridden

Reviewed

Previous

8. A message displays stating **Review: Verify Garaging Town Override**. Press the Thumbs up icon to confirm. Once complete, **Overridden** is noted on the right-hand side of the screen.

Excise Recommit Work Item

Excise Year Recommit Address Recommit

Current Garaging Address

Country: USA Garaging Town: Quincy

Single Line: 1 ABC ST NORTH QUINCY MA 02171-1606

Updated Garaging Address

Country: USA Verified

Single Line: 1 ABC ST NORTH QUINCY MA 02171-1606

City Town Code Unoverride Garraging

Garaging Town: Quincy Overridden

Review: Verify Garaging Town Override

Previous

9. In the **Recommit** window, verify the Garaging Address that was entered on the second **Single Line** field is correct.

10. Press the **Save** button to complete the Garaging Address override.

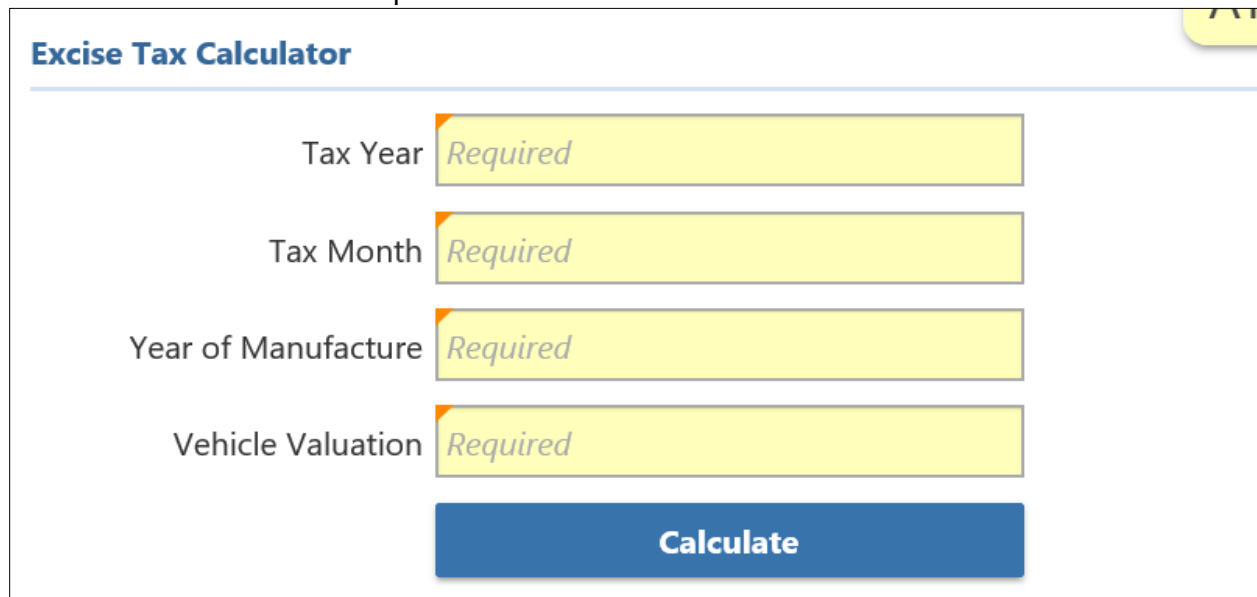
Excise Tax Calculation Processing

To calculate Excise Tax in the **ATLAS Business Portal**, process as follows:

1. Access and sign-in to the [ATLAS Business Portal](#).
2. From the **Search Manager**, click **I Want To** tab.
3. Click **Excise Tax Calculator** hyperlink under **Miscellaneous Tasks**.

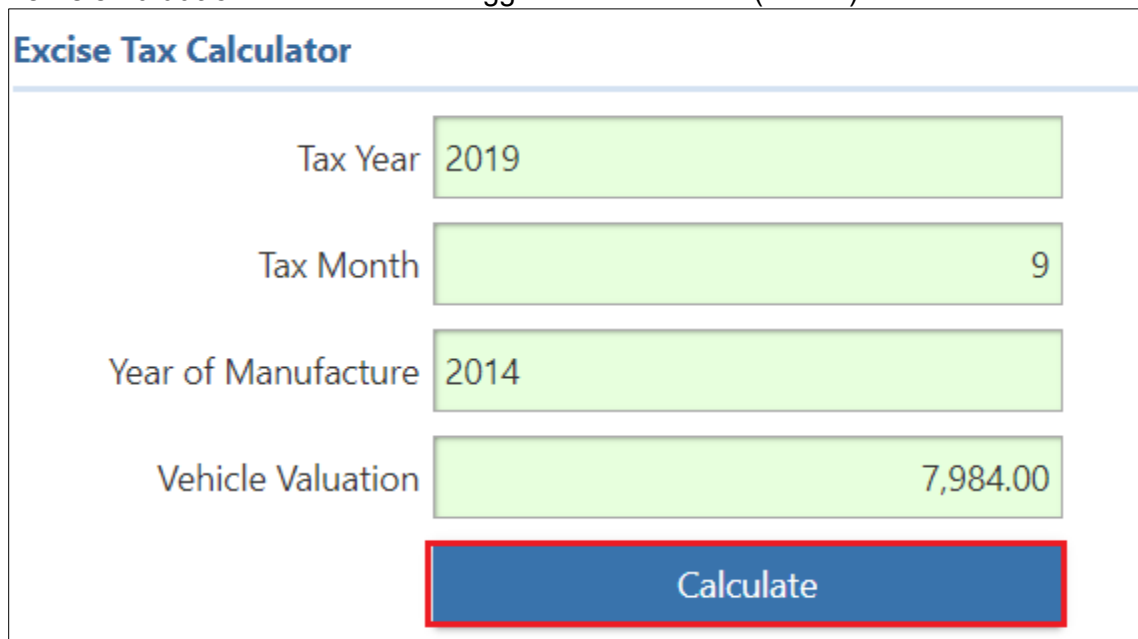
- **NOTE:** Alternatively, from **City and Town Services** button, via the **Excise** window, the **Excise Tax Calculator** hyperlink can be selected.

4. The **Excise Tax Calculator** opens.



The screenshot shows the "Excise Tax Calculator" form. It has a title bar with the text "Excise Tax Calculator". Below the title bar, there are four input fields, each with a label to its left and a yellow background with the word "Required" in a light gray font. The fields are: "Tax Year", "Tax Month", "Year of Manufacture", and "Vehicle Valuation". Below these fields is a blue button with the text "Calculate".

5. If necessary, access the **Vehicle Ownership Account** springboard to obtain the required information.
6. Complete the open calculator fields, as follows. (Required fields are **yellow** and noted with a *Required* watermark inside the field.)
- **Tax Year:** Tax year for the calculation period
 - **Tax Month:** Numeric Month of Quote (**NOTE:** If valuation is for the full year, enter 1 for January.)
 - **Year of Manufacture:** Model Year of Vehicle
 - **Vehicle Valuation:** Manufacturer Suggested Retail Price (MSRP)



The screenshot shows the "Excise Tax Calculator" form with the same fields as the previous one, but now filled with example data. The fields are: "Tax Year" with the value "2019", "Tax Month" with the value "9", "Year of Manufacture" with the value "2014", and "Vehicle Valuation" with the value "7,984.00". The "Calculate" button is still present at the bottom.

- Click the **Calculate** button. The calculation results display below the **Calculate** button and can be provided to the customer via the desired method.

Depreciation Percentage	0.10
Depreciated Value	800.00
Full Year Tax	20.00
Pro-Rated Tax	7.00

Manufacturer Suggested Retail Price (MSRP) Valuation Update Processing

When it is necessary to correct a vehicle's MRSP valuation in the **ATLAS Business Portal**, process as follows:

- Access and sign-in to the [ATLAS Business Portal](#).
- From the **Search Manager**, locate the vehicle by plate number or Vehicle Identification Number (VIN).
- From the **Vehicle Ownership Account** window, scroll down to the **Vehicle** tab, then **Valuations** sub-tab, to view the current vehicle valuation.

Vehicle

Service

Enforcement

Record

Attributes

CRM

Task

AAMVA

Financial

Web

Security

Other

Registrations

Plates

Owners *

Liens

Titles *

Brands

Odometer *

Acquisitions *

Valuations *

Excise Tax

Inspections

Insurance

Valuations

Add

Show History

Va

Valuation Type

Value

Reduction

Net Value

Age (Years)

Valuation

Current

Depreciated Value

Depreciated Value

24,500.00

22,050.00

2,450.00

9

15-Aug-2019

1 Rows

MSRP

MSRP

24,500.00

0.00

24,500.00

9

15-Aug-2019

1 Rows

Enforcement Services

City and Town Services

- Click the **City and Town Services** button.

Vehicle	Service	Enforcement	Record	Attributes	CRM	Task	AAMVA	Financial	Web	Security	Other
Registrations	Plates	Owners *	Liens	Titles *	Brands	Odometer *	Acquisitions *	Valuations *	Excise Tax	Inspections	Insurance
Valuations											Add Show History
Va: Valuation Type		Value		Reduction		Net Value		Age (Years)		Valuation	Current
Depreciated Value											
Depreciated Value		24,500.00		22,050.00		2,450.00		9		15-Aug-2019	<input checked="" type="checkbox"/>
1 Rows											
MSRP											
MSRP		24,500.00		0.00		24,500.00		9		15-Aug-2019	<input checked="" type="checkbox"/>
1 Rows											
										Enforcement Services	City and Town Services

- In the **Excise** window, click the **Excise Vehicle MSRP Valuation Update** hyperlink.

The screenshot shows a window titled "Excise" with a light blue header. Below the header, there are three links, each with a small icon to its left: "Excise Tax Calculator" (calculator icon), "Excise Recommit" (document icon), and "Excise Vehicle MSRP Valuation Update" (car icon). The third link is highlighted with a red rectangular box.

- The **Update MSRP Activity** screen opens.

The screenshot shows the "Update MSRP Activity" screen. It has a light orange header with a red "Attributes" tab. Below the header, there are several input fields for vehicle information: VIN (JAB), Body Style (Hardtop), Vehicle Type (Passenger), Vehicle Color (BLACK), Secondary Color (BLACK), Year (2,014), Make (TOYT), Model (PRIUS), Model Number, Transmission Type (Automatic Transmission Type), Cylinders (4), Passengers (4), Doors (2), Fuel Type (E), Odometer (22,978), Odometer Code (Actual Mileage), Exceeds Mechanical Limits, Total Mileage Unknown, Trim, Unladen Weight (0), Gross Vehicle Weight (0), and Previous MSRP (14,257.00). At the bottom, the MSRP field is highlighted in yellow and has a "Required" watermark.

- Scroll to the bottom of the window to the **MSRP** field. (Required fields are **yellow** and noted with a *Required* watermark inside the field.)
- Input the correct MSRP dollar value in this field and click the **Save** button.

This screenshot shows the same "Update MSRP Activity" screen as before, but with the MSRP field updated to "13,257.00". The MSRP field is now highlighted with a red rectangular box. At the bottom right of the screen, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red rectangular box.

- The **Work Item** has been saved. The **Customer Assistance Bureau (CAB)** will review and approve the update. Upon approval, a letter is sent to the customer and the City/Town Assessor. Review [Appendices](#) for sample Excise Tax Letters.

- **NOTE:** If the MSRP update is not approved by CAB, a letter stating that the MSRP is correct and will not be changed is sent to the customer and the City/Town Assessor.

10. Return to the **Vehicle Ownership Account** springboard.

11. On the springboard, an **Open Tasks** panel displays with the **Update MSRP** hyperlink showing this entry.

Open Tasks		Recent Notes
Title Issuance	Vehicle Title	There are no recent notes.
Update MSRP	Excise	

12. The MSRP value shown in in the **Value** column will not be updated on the record until it is approved by CAB.

Appendices

Appendix A: Sample Authorization Letter:

<City/Town's Letterhead>

<Date>

Production Control
MassDOT - Registry of Motor Vehicles
25 Newport Ave., Extension
Quincy, MA 02171

Re: Non-Renewal Authorization Letter

To Whom It May Concern:

The *(city/town)* of *(city/town's name)* will be using the *(data processing vendor's name, address, telephone number and contact person)* for the purpose of performing *(Excise Tax, Parking and/or Abandoned Vehicle)* Non-Renewals. As such, they are hereby authorized to perform these services on our behalf beginning *(date)* and until we forward, and the Registry of Motor Vehicles' receives, written notice rescinding this authorization.

As part of the Non-Renewal Process, the following municipal employees are hereby authorized to sign Certified Receipts and to resolve any and all customer related problems that may result from any Non-Renewal Mark:

System	Individual(s)	Telephone Number
<i>(Excise Tax)</i>		
<i>(Parking)</i>		
<i>(Abandoned Vehicle)</i>		

If you have any questions, please contact me directly at *(telephone number)*.

Sincerely,

(Signature)
(Name)
(Title)
(City/Town)







Appendix B: MOVEit™ Access Form:

				MOVEit™ Access Form	
Date: _____					
A. Business Information					
Legal Business Name			D.B.A.		
Business Address					
Street		City	State	Zip Code	
B. Contact Information					
Program Contact					
Email				Phone #	
Technical Contact					
Email				Phone #	
C. IP Address for Whitelisting <i>(see the reverse for more detailed information)</i>					
D. Transmission Method <i>(see the reverse for more detailed information)</i>					
<input type="checkbox"/> System to System <i>(complete automation of the secure file transfer process)</i>			<input type="checkbox"/> Manual Login <i>(requires you to log into MOVEit™ to send & receive files)</i>		
E. Type of File(s) Transmitted <i>(check all that apply, only check the box(es) for the files that you currently send or receive from the RMV)</i>					
<input type="checkbox"/> Bulk Data <input type="checkbox"/> Excise Tax Commitments <input type="checkbox"/> Insurance Policy Management (IPM), formerly UMS <input type="checkbox"/> Non-Renew <input type="checkbox"/> SDIP					






Appendix C: MOVEit™ End User Form:

  REGISTRY OF MOTOR VEHICLES	MOVEit™ End User Request Form
Effective Date: _____	
A. Business Information	
Legal Business Name _____ DBA _____	
Business Mailing Address: _____	
Street _____	City _____ State _____ Zip Code _____
B. File Type	
<input type="checkbox"/> Bulk Data <input type="checkbox"/> Excise Tax Commitments <input type="checkbox"/> Insurance Policy Management (IPM), formerly UMS <input type="checkbox"/> Non-Renew <input type="checkbox"/> SDIP	
C. End User Information	
End User Name _____	
User's Email Address _____	
End User Must read this RMV System ID Policy	
<p>RMV Systems stores personal and confidential data. The Federal Driver Privacy Protection Act (DPPA) and the Massachusetts Identity Theft Act, G.L. c. 93H protects this information. The DPPA broadly defines personal information as information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information. Specifically excluded from the definition of personal information is information on vehicular accidents, driving violations, and driver's status.</p> <p>You have been granted access to RMV Data because your company is a permitted business partner allowed to access RMV records. If you are not clear on the business purpose for which you may access the RMV data, talk to your manager/supervisor.</p> <p>You will be held personally responsible for all activity that occurs on your issued security credentials including:</p> <ul style="list-style-type: none">any money collected (if applicable);the accuracy of any transaction performedany inquiry conducted <p>All transactions are the official records of the RMV; they are recorded, stored, monitored and audited. The RMV may in its sole discretion require you to explain and/or demonstrate the legitimate business purpose or permitted use for accessing the RMV's data for any particular transaction.</p> <p>As the end user you will:</p> <ol style="list-style-type: none">1. Never divulge your password to anyone2. Only access the RMV data for business purposes.3. Never leave your computer unattended with the RMV Data displayed. You must lock the computer or log off before leaving your computer unattended.4. Ensure that RMV records are not visible to unauthorized individuals;5. Shred or deposit RMV records into a locked shredder container when no longer needed;6. Never bring RMV records outside the workplace, unless required to perform your job duties.7. Never knowingly obtain, disclose or use RMV records for a purpose not permitted under the DPPA. You may be liable for impermissible dissemination of personal information to any individual to whom the personal information pertains;8. Never misrepresent yourself or make a false statement in connection with a request for personal information with the intention of obtaining said information in a manner not authorized in your companies signed Agreement for Access to Records and Data Maintained by the Registry of Motor Vehicles or the DPPA;9. Never disseminate RMV records unless such dissemination is required by your specific job duties;10. Never use RMV records in the furtherance of an illegal act, including a violation of any criminal or civil laws; <p>If you suspect your account has been compromised, contact Justin.R.Cutietta@dot.state.ma.us immediately.</p> <p>The RMV reserves the exclusive right to alter or amend this policy at any time.</p>	
End User Affirmation and Signature	
I, _____, agree and will abide by the policy described above. Violation of this policy may be subjected to disciplinary actions, including termination of RMV access, criminal proceedings and/or fines per each violation.	
End User Signature: _____ Date: _____	
Return BOTH pages of this form to: atlas.moveitproject@dot.state.ma.us	







Appendix D: Sample Excise Valuation Correction Letter:

	 REGISTRY OF MOTOR VEHICLES
Excise Valuation Correction	
Date: 01/22/2020	Letter ID: L0598366592
QUINCY MA 02169-5119	
Dear City/Town Assessor:	
	Why did you receive this correspondence? The RMV's records were incorrect regarding the Manufacturer Suggested Retail Price (MSRP) for the following vehicle(s) for the year(s) of 2019:
Owner:	
Address: QUINCY MA 02169-2123	
Vehicle: 2012, NISS, ALTIMA	
VIN:	
Our records have been updated to reflect the correct MSRP with a depreciated value of:	
MSRP: 22,570.00	
Valuation: 10% of MSRP in 2019	
	What do you need to do? Please adjust your records accordingly.
	Are you responsible for any fees? Not at this time.
	What if you have any questions? If you have questions, refer to our website at Mass.gov/RMV or call our Contact Center at 857-368- 8000.
Sincerely, The Massachusetts Registry of Motor Vehicles	
Massachusetts Registry of Motor Vehicles P.O. Box 55889, Boston, MA 02205-5889 mass.gov/rmv	
Page 1 of 1	

Appendix E: Sample Correct Vehicle MSRP Letter:

	 REGISTRY OF MOTOR VEHICLES												
Correct Vehicle MSRP													
Date: 01/22/2020	VIN: _____												
RANDOLPH MA 02368	Account ID: _____												
	Letter ID: L0304437632												
Dear _____													
	Why did you receive this correspondence? The RMV's records reflect the correct Manufacturer's Suggested Retail Price (MSRP) for the following vehicle for the year(s): 2019												
<table border="0"><tr><td>Owner:</td><td></td></tr><tr><td>Year:</td><td>2012</td></tr><tr><td>Make:</td><td>NISS</td></tr><tr><td>Model:</td><td>ALTIMA</td></tr><tr><td>MSRP:</td><td>22,570.00</td></tr><tr><td>Valuation:</td><td>10% of MSRP in 2019</td></tr></table>		Owner:		Year:	2012	Make:	NISS	Model:	ALTIMA	MSRP:	22,570.00	Valuation:	10% of MSRP in 2019
Owner:													
Year:	2012												
Make:	NISS												
Model:	ALTIMA												
MSRP:	22,570.00												
Valuation:	10% of MSRP in 2019												
<input checked="" type="checkbox"/>	What do you need to do? Keep a copy of this letter for your record.												
	Are you responsible for any fees? Not at this time.												
	What if you have any questions? If you have questions, refer to our website at Mass.gov/RMV or call our Contact Center at 857-368- 8000.												
Sincerely, Massachusetts Registry of Motor Vehicles													
Massachusetts Registry of Motor Vehicles P.O. Box 55889, Boston, MA 02205-5889 mass.gov/rmv													
Page 1 of 1													

Appendix F: Sample Excise Formula Letter:

	 REGISTRY OF MOTOR VEHICLES
Excise Formula	
Date: 01/22/2020	VIN:
	Account ID:
RANDOLPH MA 02368	Letter ID: L1378179456
Dear	
	Why did you receive this correspondence?
The RMV has received your inquiry on your motor vehicle excise tax valuation. Your vehicle's value for excise purposes isn't the actual purchase price or "book value" of the vehicle. Instead, it's a percentage of the manufacturer's list price in the year of manufacture. The manufacturer's list price for any vehicle is the price the manufacturer recommends as the selling price of that vehicle for vehicles of the same make, type, model, and year of manufacture when new.	
Year you bought your vehicle	Vehicle value (% of the manufacturer's list price)
Year before designated year of	50%
Year of manufacture	90%
Second year	60%
Third year	40%
Fourth year	25%
Fifth year and onwards	10%
Excise tax is assessed at the rate of \$25 per one thousand dollars of the depreciated value of the vehicle.	
	What do you need to do?
Nothing at this time.	
	Are you responsible for fees?
Not at this time.	
	What if you have any questions
If you have questions, refer to our website at Mass.gov/RMV or call our Contact Center at 857-368-8000.	
Sincerely, Massachusetts Registry of Motor Vehicles	

References

[Excise Tax Commitments Program](#)

[Excise Tax Commitments Schedule \(under What's New\)](#)

[ATLAS Release 2 Excise Tax Non-Renewal](#)

[ATLAS RMV Business Partner Communications Website](#)

[ATLAS Release 2 Business Portal Help Document](#)

[Excise Tax Documents](#)

[Non-Renew Program Information](#)

[ATLAS Training - Excise Program - Excise, Non-Renew, & Inquiry](#)

[ATLAS Training - Non-Renew Program](#)

[MOVEit™ File Transfer Guide](#)

[MOVEit™ Manual User Guide](#)

[Plate Prefix/License Plate Inquiries](#)

[Plate Type Chart](#)

[Excise Plate Type Descriptions](#)

RMV Contacts

Email: atlas.municipalities@dot.state.ma.us

Phone: Customer Assistance Bureau (CAB): 1-857-368-8180