

## OFFICE LOCATIONS AND HOURS

Three locations to serve you:

### **West Augusta**

2816 Washington Rd. - St. 109  
Augusta, Georgia 30909  
F) 706-849-5915  
Mon – Fri 8:30 – 5:00

### **South Augusta**

3463-A Peach Orchard Road  
Augusta, Georgia 30906  
F) 706-796-5076  
Mon – Fri 8:30 – 5:00

*Sat. hours and closings can be located on the website at [arctax.com](http://arctax.com)*

### **Municipal Building**

**Renewals ONLY**  
535 Telfair Street – St. 100  
Augusta, Georgia 30901  
F) 706-821-2419  
Mon – Fri 8:30 – 5:00

To Contact the Motor Vehicle Division call:  
706-821-2391

## OTHER VALUABLE CONTACT INFORMATION

Vehicle Valuation Appeals  
Property Appraisal Office  
706-821-2310

Georgia Driver's License  
[www.dds.ga.gov](http://www.dds.ga.gov)  
678-413-8400

Georgia Department of Revenue  
855-406-5221 / [www.dor.ga.gov](http://www.dor.ga.gov)

Augusta Regional Sales Tax Office  
706-654-7600

Richmond County Tax Commissioner's Office  
*Property Tax Division*  
706-821-2391

Department of Natural Resources  
404-656-3500

# Motor Vehicle Tag Facts

A guide to vehicle taxes, registration and titling for Richmond County residents



**Richmond County  
Tax Commissioner's Office**

## **Did You Know . . .**

- Georgia law requires a vehicle to be registered within seven business days if purchased from a non-dealer.
- Permanent (Blue) Placard renewals require a current MV-9D Disabled Person's Parking Affidavit notarized from your physician.
- Back taxes are due upon registration in the event taxes were not paid by the previous owner.
- Vehicle registrations expire on the primary registrant's date of birth. The next day late fees and penalties are assessed.
- All specialty tags are now assessed an annual fee. If you choose not to pay the annual fee a regular tag is \$20.
- You can now renew your vehicle registration by phone at 800-487-4567 for a fee of \$4.95 or online at [www.dor.ga.gov](http://www.dor.ga.gov). See your Motor Vehicle Renewal Notice for the Renewal Identification Number.

**T. Chris Johnson**  
Tax Commissioner  
AUGUST 2015

## MOTOR VEHICLE IMPORTANT FACTS

Your vehicle registration expires at midnight on the expiration date printed on your Certificate of Registration. This date should coincide with the primary registrant's date of birth. You may be ticketed by law enforcement and/or your vehicle towed if you drive with an expired or suspended tag or registration decal.

You may also be ticketed if you do not:

- 1) register and/or tag your vehicle within thirty days of purchase or acquisition from a dealer,
- 2) transfer the title within seven days when purchasing from an individual (non- dealer) or
- 3) register and/or tag your vehicle within seven days when purchasing from an individual (non-dealer) if you intend to operate the vehicle on Georgia roads.

The state of Georgia does not require the registration of mopeds, motorized carts, all-terrain vehicles and off the road vehicles.

When the ownership of a vehicle is transferred or sold to another party, a title must accompany the sale unless the vehicle was made in 1985 or earlier. In the event a title is not required, the seller must give the buyer a bill of sale recording the sale date, vehicle purchase price, make, model, vehicle identification number, buyer(s) and seller(s) signature prior to vehicle registration.

A vehicle tag is only issued to the owner of a vehicle. Please remove the tag if you sell or transfer the ownership of this vehicle. The former tag can be transferred to another vehicle provided that the registered owners are the same.

## INSURANCE INFORMATION

Insurance information cards are no longer an acceptable proof of insurance coverage for Georgia law enforcement and county tag offices.

Insurance companies must electronically transmit your insurance information to the Georgia Electronic Insurance Compliance System (GEICS) for verification of valid coverage.

Tag offices use this system to verify your insurance coverage before they can register a vehicle or renew a tag. When the Georgia insurance system does not indicate valid insurance is active on a vehicle, the following will be acceptable proof of

- An original 30 day insurance binder with an effective date that is less than 30 days old
- The Declarations Page from your existing auto insurance policy if the vehicle purchase occurred within the last 30 days
- A Georgia fleet information card including the word Fleet
- A self-insured insurance information card and a Certificate of Self-Insurance issued by the Insurance Commissioner's Office

Your insurance card is still valid for the following:

- While traveling outside of Georgia
- Exchange of information if you are involved in an accident
- Vehicles covered on a fleet policy
- Vehicles covered on a self-insured policy

To check insurance status online through the Georgia Department of Revenue database, visit <http://motor.etax.dor.ga.gov/motor/MVDOnline.aspx> "Vehicle Insurance Status" under Online Options. You will need to have your vehicle identification number (VIN) and your Georgia title number. If you have questions about your insurance status, contact your insurance company's customer service center.



Vehicles purchased on or after March 1, 2013 and titled in this state will be exempt from sales and use tax and the annual ad valorem tax – also known as the birthday tax. Instead, these vehicles will be subject to a new, one-time title ad valorem tax (TAVT) that is based on the value of the vehicle. The fair market value is the taxable base of the motor vehicle. The manner in which fair market value is determined depends on whether the motor vehicle is new or used. The Department of Revenue has a website specifically designed to answer your title tax related questions [www.newtitletax.com](http://www.newtitletax.com). Please note that the calculator provides an estimate of your tax amount which may change depending on date of process, additional information not received etc.

Certain categories of tax payers may not fall under the new title tax. Speak with your motor vehicle representative if you are a service connected disabled veteran, buying a car from an immediate family member, new to Georgia, Active Duty military stationed at Fort Gordon, registering a salvage vehicle or a host of others, you may qualify for a reduced rated TAVT or the tax may be exempted all together.

The application for title and TAVT payment must be submitted to the county in which the purchaser registers the vehicle (i.e. county of residence). The TAVT must be paid at the time application for title and registration are made. If you purchase your vehicle at a dealership, the dealer must accept the application for title and TAVT payment on your behalf and deliver the title application and TAVT payment to the county tag agent in the county where the vehicle will be registered.

## NEW RESIDENTS

You are considered a new resident in the state of Georgia if you have a permanent place to live and except for infrequent, brief absences, you have been in Georgia for thirty days. New residents must obtain a valid tag within thirty days of moving to the state if they intend to operate on

Georgia's public streets and roads. Residents must have a Georgia driver's license or identification card to purchase a tag.

Any resident, who owns a vehicle but does not intend to operate it, still must register and pay applicable ad valorem taxes on the vehicle with our office.

New Georgia residents are now required to pay a 7% one-time title ad valorem tax upon registering their vehicle in the state. The tax is payable in installments with 50% due upon the initial registration. The balance must be paid in full within twelve months.

## MILITARY CUSTOMERS

As non-resident military stationed in Georgia, you are not required to register your vehicle(s) in this State as long as your vehicle visibly displays a valid tag from your home state.

If you choose to register your vehicle(s) in Georgia, you must comply with all requirements of vehicle registration and apply at the tag office in the county in Georgia where you are stationed.

All customers must have a driver's license, Military ID card, copy of orders and a current Leave and Earnings Statement (LES). Your insurance must be electronically filed with the Georgia Electronic Insurance Compliance System or you must have a copy of your Georgia Insurance binder page with an effective date within the last 30 days.

If you are:

- I. Coming from overseas you will need the following:
  - A. Overseas registration or title
  - B. Customs forms (DOT Forms HS-7, EPA Form 3520-1, Form CBP-7501)
  - C. T-22B (completed by Georgia city, county government, or state law enforcement officer) This form can be obtained from either your local county tag office or [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov)
  - D. T-207 (translation of foreign registration) if the title or registration is foreign

- E. If the vehicle has a lien, we will need the lien holder's name, address, zip code and the account number for the loan
- F. If the vehicle(s) are in more than one person's name, then both parties must come in or we will need a Power Of Attorney and a copy of the absent individual(s) driver's license

II. Coming from out of state you will need the following:

- A. If the vehicle has a lien, we will need the out of state registration, the lien holder's name, address, zip code and the account number. \* If your vehicle was titled in one of the following states MT, WY, MN, MI, NY, MD, KY, MO or OK you must present the title from that state. If the title has been misplaced or damaged, a replacement title must be obtained
- B. The title if the vehicle is paid in full
- C. If the vehicle(s) are in more than one name, both parties must come in or we will need a Power Of Attorney and a copy of their driver's license

III. If renewing your registration you will need your current LES showing Fort Gordon as your duty station. Your home of record must be any state other than Georgia to be exempt from motor vehicle ad valorem taxes. If the vehicle is in the name of a spouse or dependent form PT-471 must be submitted and notarized for each vehicle.

Leased vehicles are not exempt from county taxes.

Non-resident service members (active duty military) have the option to pay a one-time title ad valorem tax of 7% or a Georgia state sales tax of 8% when purchasing a vehicle from a dealer. If the service member chooses to pay the title ad valorem tax, form PT-472NS Service Member's Affidavit for Exemption of Ad Valorem Taxes for Motor Vehicles must accompany the transaction. The form may be obtained from [www.dor.ga.gov](http://www.dor.ga.gov) under the Motor Vehicle tab. If sales taxes are paid a copy of military orders and current leave and earnings statements must be presented for exemption of annual ad valorem taxes.

## NAME AND REGISTRATION CHANGES

If a name or registration change is needed on your vehicle registration or Georgia title the name must first be changed with the Department of Driver Services. Once a new Georgia Driver's License has been obtained you should apply for a name change on your Georgia title at your local tag office. This change must be done in person and accompanied by the following documentation:

- Georgia driver's license
- A completed MV-1 Tag and Title Application
- Original Georgia title and current registration certificate
- Certified copy of the court documents authorizing the name change (i.e. divorce decree, marriage certificate or court order)

There is no charge for an address change on your registration certificate. If you are applying for a new title during your normal renewal or registration period, additional fees and taxes will be due (i.e. ad valorem taxes, annual registration fee, mailing fee, etc.).

Only the address shown on your Georgia driver's license will be used for address changes.

## LATE REGISTRATION FEES AND PENALTIES

If you fail to renew your vehicle(s) registration by the expiration date indicated on your registration notice, you will be charged the following fees and penalties in addition to any taxes or tag fees that may be due:

- 10% of the amount of ad valorem tax due (\$5 minimum)
- 25% of the tag fees

A prebill is mailed as a reminder of your vehicle registration date and amount. In the event a prebill is not received, this does not excuse any penalties.