

## Motor Vehicle Advisory Bulletin: Documentary Fee Filing Instructions

This bulletin describes the requirements for motor vehicle documentary fee filings under Chapter 348 of the Texas Finance Code. It addresses five issues:

- A. General requirements for Chapter 348 documentary fees
- B. How to notify the OCCC of a documentary fee over \$150
- C. How to view documentary fee filing history
- D. How to reprint an e-mailed notification from the OCCC
- E. How to provide a cost analysis to the OCCC for a documentary fee over \$150

### A. General requirements for Chapter 348 documentary fees

The legal requirements for Chapter 348 documentary fees are located in Texas Finance Code, Section 348.006 (recently amended by HB 2949 (2017)), and the OCCC's rule on documentary fees at Texas Administrative Code, Title 7, Section 84.205.

- **\$150 or less:** A seller is not required to provide a notification or cost analysis to the OCCC before charging a documentary fee of \$150 or less.
- **Over \$150:** Before charging a documentary fee greater than \$150, a seller must provide both a notification and a cost analysis to the OCCC.

### B. How to notify the OCCC of a documentary fee over \$150

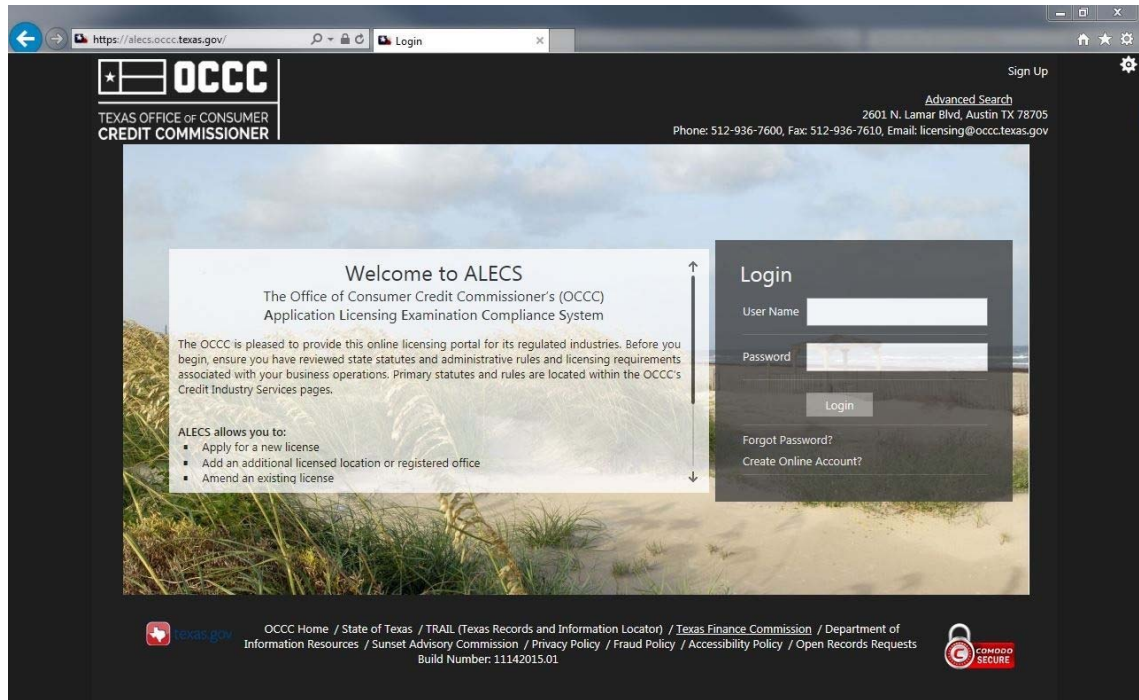
Before charging a documentary fee greater than \$150, a seller must provide a written notification to the OCCC, stating the amount of the documentary fee that the seller intends to charge. A seller may not charge a documentary fee higher than the filed amount. Sellers can increase their documentary fee amount by providing a new notification.

**NOTE: A seller must provide a notification for each licensed location or registered office where motor vehicles are sold.**

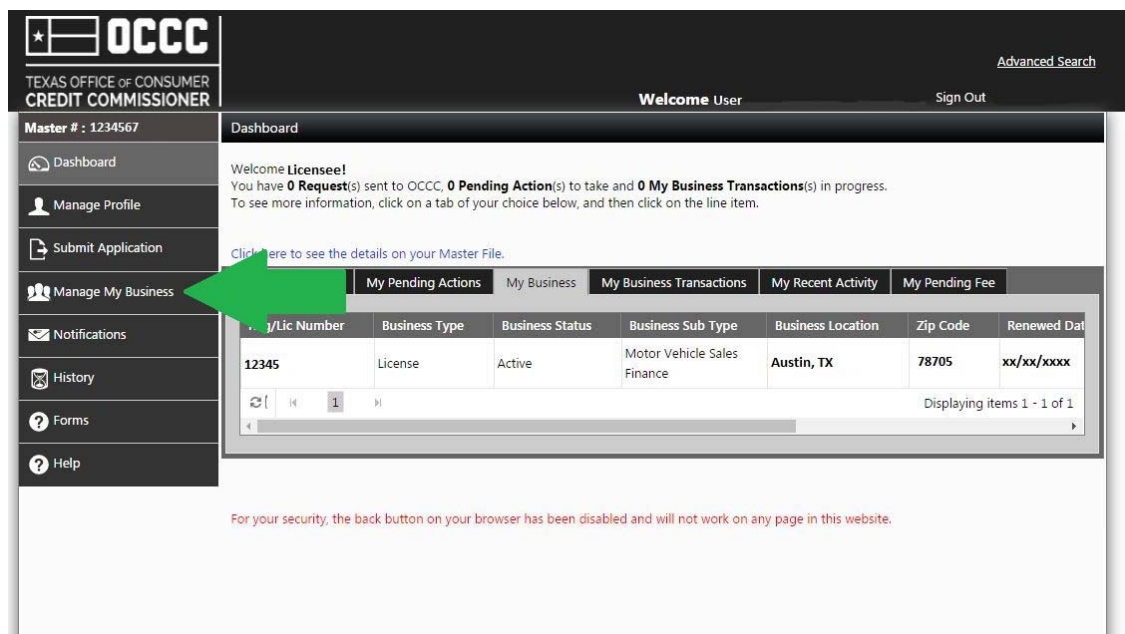
The OCCC accepts documentary fee filings through the OCCC's Application Licensing Examination Compliance System (ALECS). We only accept documentary fee filings through ALECS. We encourage your dealership to link your ALECS account if you have not done so already and you intend to submit a documentary fee filing.

To send a documentary fee notification to the OCCC, follow these steps:

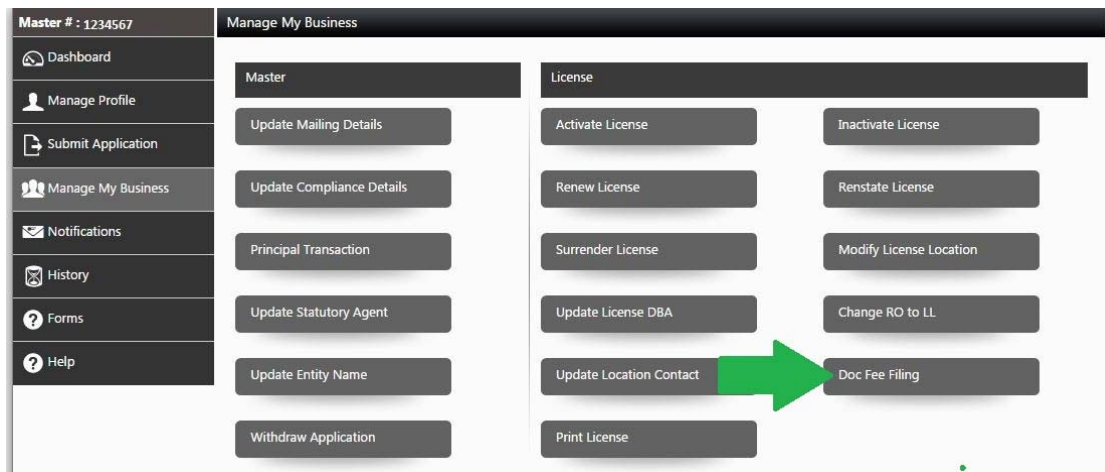
Step 1: Go to **ALECS.OCCC.TEXAS.GOV** and log into ALECS with your user ID and password. If you do not have an ALECS account, please click **SIGN UP** on the top right corner and follow the directions to link your business.



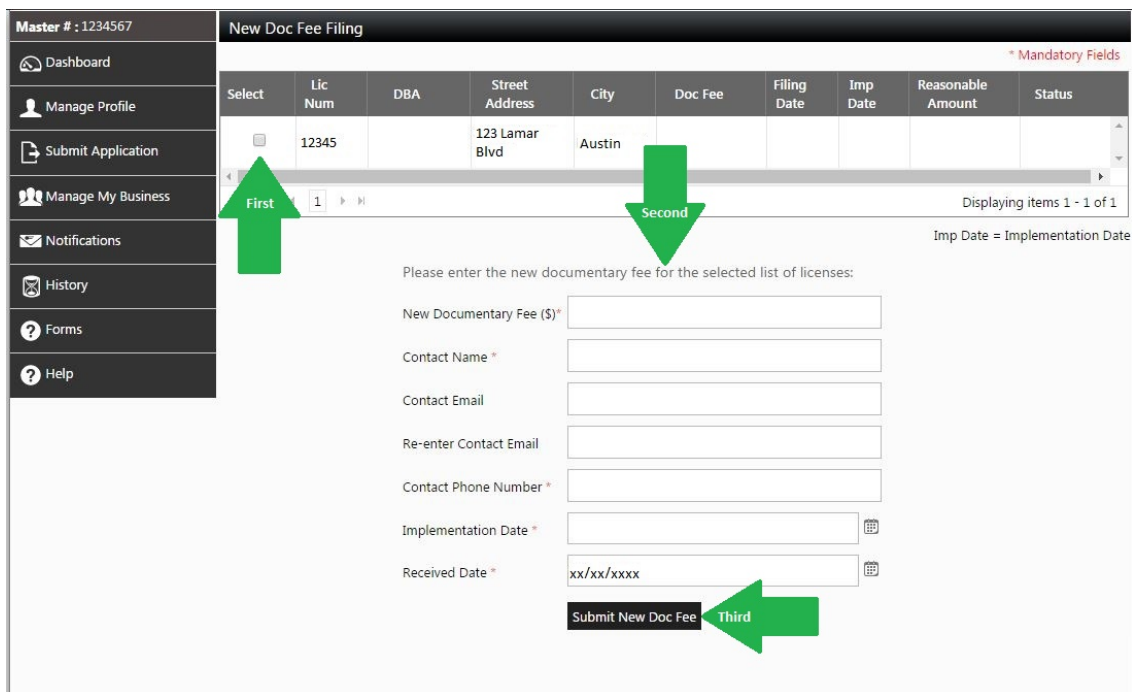
Step 2: Click on **MANAGE MY BUSINESS** on the left hand column.



Step 3: Click the **DOC FEE FILING** button.



Step 4: Select the license(s) for which you want to apply the new documentary fee. Enter the required information in the fields below and click **SUBMIT NEW DOC FEE**. *Note: The Implementation Date is the date when you intend to start charging the new documentary fee. Tex. Fin. Code §348.006(e) requires a retail seller to file first before charging the new documentary fee.*

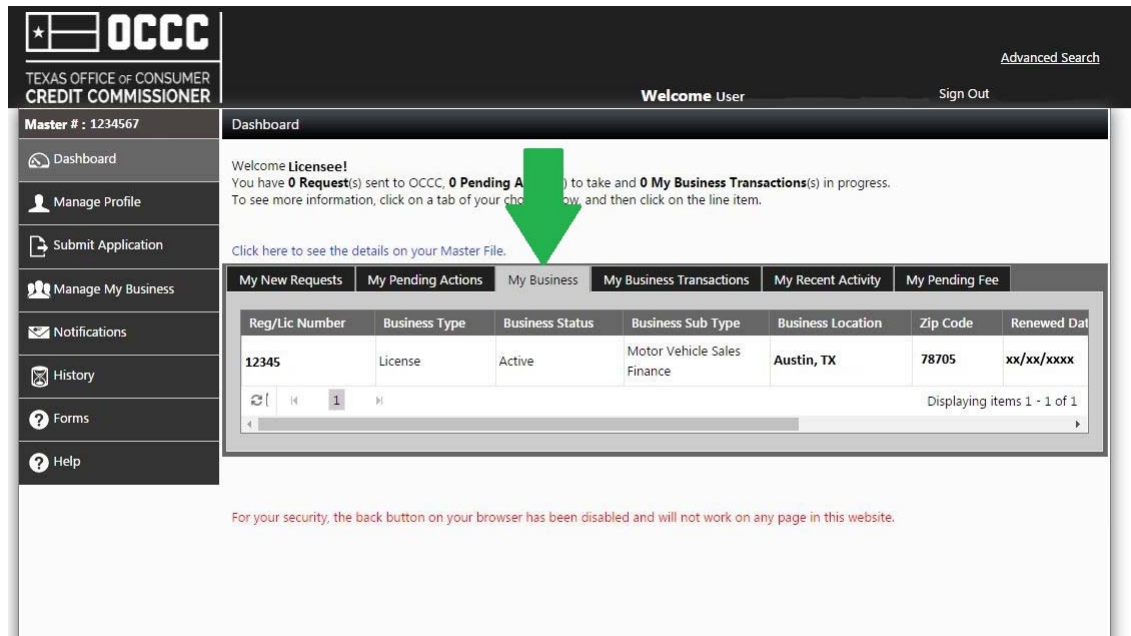



Step 5: If your filing was submitted successfully, you will receive an email notification and you should see the following screen:



### C. How to view documentary fee filing history

Step 1: Click on the **MY BUSINESS** tab on the welcome screen.



Step 2: Click anywhere on the license information above to proceed. The cursor should look like this .

*Note: If there is more than one license under the master file, you will have to repeat these steps from the beginning for each license to view its filing history.*

Step 3: Click on the **Doc Fee** tab to go to the filing history.

The screenshot shows the 'License Details' page for Master # 1234567. The 'Doc Fee' tab is selected and highlighted with a green arrow. The page is divided into two main sections: 'License Information' and 'Business Location Information'.

| License Information   |                             | Business Location Information |           |
|-----------------------|-----------------------------|-------------------------------|-----------|
| License #             | 12345                       | License Status                | Active    |
| Type Of License       | Motor Vehicle Sales Finance | Canceled Date                 |           |
| Location Type         | License Location            | Revoked Date                  |           |
| Original License Date | xx/xx/xxxx                  | Surrendered Date              |           |
| Last Renewal Date     | xx/xx/xxxx                  | Address Line 1                | 123 Lamar |

The filing history will look like the following:

The screenshot shows the 'Doc Fee' filing history table. The table has five columns: 'Doc Fee', 'Filing Date', 'Implementation Date', 'Reasonable Amount', and 'Status'. There is one row of data and an 'Export To Excel' button in the top right corner.

| Doc Fee  | Filing Date | Implementation Date | Reasonable Amount | Status     |
|----------|-------------|---------------------|-------------------|------------|
| \$150.00 | 06/27/2016  | 06/27/2016          |                   | Reasonable |

#### D. How to reprint an e-mailed notification from the OCCC

Step 1: Click on **NOTIFICATIONS** on the left hand column of the welcome screen.

The screenshot shows the OCCC (Texas Office of Consumer Credit Commissioner) welcome screen. The 'Notifications' menu item in the left-hand navigation column is highlighted with a green arrow. The main content area displays a 'Welcome Licensee!' message and a table of business information.

Master # : 1234567

Dashboard

Welcome **Licensee!**  
 You have **0 Request(s)** sent to OCCC, **0 Pending Action(s)** to take and **0 My Business Transactions(s)** in progress.  
 To see more information, click on a tab of your choice below, and then click on the line item.

Click here to see the details on your Master File.

| Member | Business Type | Business Status | Business Sub Type           | Business Location | Zip Code | Renewed Date |
|--------|---------------|-----------------|-----------------------------|-------------------|----------|--------------|
| 12345  | License       | Active          | Motor Vehicle Sales Finance | Austin, TX        | 78705    | xx/xx/xxxx   |

Displaying items 1 - 1 of 1

For your security, the back button on your browser has been disabled and will not work on any page in this website.

Step 2: Locate the documentary fee filing transaction you want, and click **VIEW** under the **ACTION** column.

| Master # : 1234567 |        | Mail Notifications |                        |                         |            |        |            |
|--------------------|--------|--------------------|------------------------|-------------------------|------------|--------|------------|
| Dashboard          | Ref ID | Reg/Lic Number     | Self Transaction       | Subject                 | Received   | Action | Attachment |
| Manage Profile     | 79     | 12345              | Documentary Fee Filing | Document Fee Submission | xx/xx/xxxx | View   |            |

Step 3: Click the **PRINT** button.

Master # : 1234567


- Dashboard
- Manage Profile
- Submit Application
- Manage My Business
- Notifications
- History
- Forms
- Help

Mail Content

**Subject**

Document Fee Submission

**Body**



xx/xx/xxxx  
 [License Number(s): 12345 ]  
 [Doc Fee: \$150.00]  
 We have received the submission of your notice with the maximum amount of documentary fee that you intend to charge.

Thank you for your submission.

**If you believe that you have received this email in error, please contact OCCC by email at info@occc.state.tx.us; or by phone at 512-936-7600. Please do not reply to this email, as this mailbox is not monitored.**

Thank you,  
 Administrator,  
 OCCC e-Governance

Back
Print

### E. How to provide a cost analysis to the OCCC for a documentary fee over \$150

If you file for a documentary fee over \$150, you will need to provide the OCCC with a cost analysis that supports the documentary fee. The OCCC will review the amount of the fee and the cost analysis for reasonableness.

You can provide the cost analysis by responding to a request for information (RFI) from the OCCC. After you send a notification listing a documentary fee over \$150, you will receive an e-mail asking you to log into ALECS to respond to the RFI. The requested information will be cost justification materials to support your filing.

To respond to an RFI, please see the following instructions:



Step 1: To check for an RFI, click **MY PENDING ACTIONS** tab on the welcome screen.

Master # : 1234567

Dashboard


Welcome Licensee!  
You have **0 Request(s)** sent to complete and **1 Pending Action(s)** to take and **0 My Business Transactions(s)** in progress.  
To see more information, click on a tab of your choice below, and then click on the line item.

[Click here to see the details on your Master File.](#)

My New Requests | **My Pending Actions** | My Business | My Business Transactions | My Recent Activity | My Pending Fee

| Ref ID | Application Type       | Lic Type                    | Assigned To | Remarks                          |
|--------|------------------------|-----------------------------|-------------|----------------------------------|
| 93     | Documentary Fee Filing | Motor Vehicle Sales Finance |             | Please read the attached letter. |

Displaying items 1 - 1 of 1

Step 2: Click anywhere on the filing information above to proceed. The cursor should look like this .

Step 3: Review information under the following headings: **ACTION NOTES**, **DESCRIPTION**, and **DOCUMENT DETAILS**.

Master # : 1234567

New Doc Fee Filing - Request For More Information

**Doc Fee Filing Details**

Business Name: ABC Cars      Filing Date: 6/20/2016  
MF Num: 1234567      Implementation Date: 6/27/2016  
Due Date: 7/11/2016

License Numbers: Export To Excel

| License DBA | Lic Num | License status | Doc Fee  |
|-------------|---------|----------------|----------|
|             | 12345   | Active         | \$151.00 |

Displaying items 1 - 1 of 1

**Action Notes:**

Please read the attached letter.

**Description:** Export To Excel

| Deficiency Heading    | Deficiency Description   | Action By | Action Date          |
|-----------------------|--------------------------|-----------|----------------------|
| Need More Information | Cost Materials Required. |           | 6/27/2016 2:34:36 PM |

Displaying items 1 - 1 of 1


**Document Details:** Export To Excel

| Document Name                    | Uploaded | Date                 |
|----------------------------------|----------|----------------------|
| 6_27_2016 2_34_36 PM_Letter.docx |          | 6/27/2016 2:34:36 PM |


Displaying items 1 - 1 of 1


[Download All](#)

**User Response**

User Comments\*  

(Maximum of 500 characters)

Supporting Documents [Select...](#) 

[Submit](#) 

Under **DOCUMENT DETAILS**, you can click the **DOWNLOAD ALL** button to download all files listed or you can click on each item to download them individually.

Step 4: To provide the requested information, enter comments into the **USER COMMENTS** section then click the **SELECT** button to upload documents. When done uploading documents, click the **SUBMIT** button. If your response was submitted successfully, you should see the following screen:

