

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 \$225
- 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 \$225

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, and the OCCC's rule on documentary fees at Texas Administrative Code, Title 7, Section 84.205 (amended 2024). **Effective July 11, 2024:**

- ***\$225 or less:*** A seller is not required to provide a notification or cost analysis to the OCCC before charging a documentary fee of \$225 or less.
- ***Over \$225:*** Before charging a documentary fee greater than \$225, 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 \$225

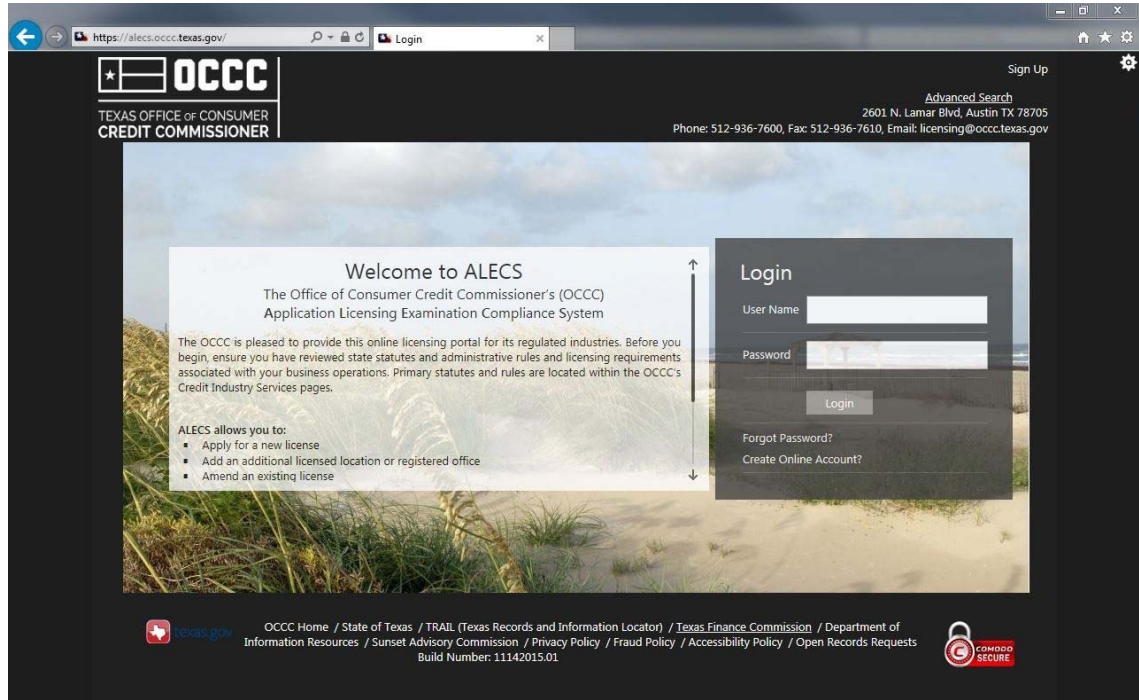
Before charging a documentary fee greater than \$225, a seller must provide a written notification to the OCCC, stating the amount of the documentary fee that the seller intends to charge. A seller may not charge a documentary fee higher than the filed amount. Sellers can increase their documentary fee 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.

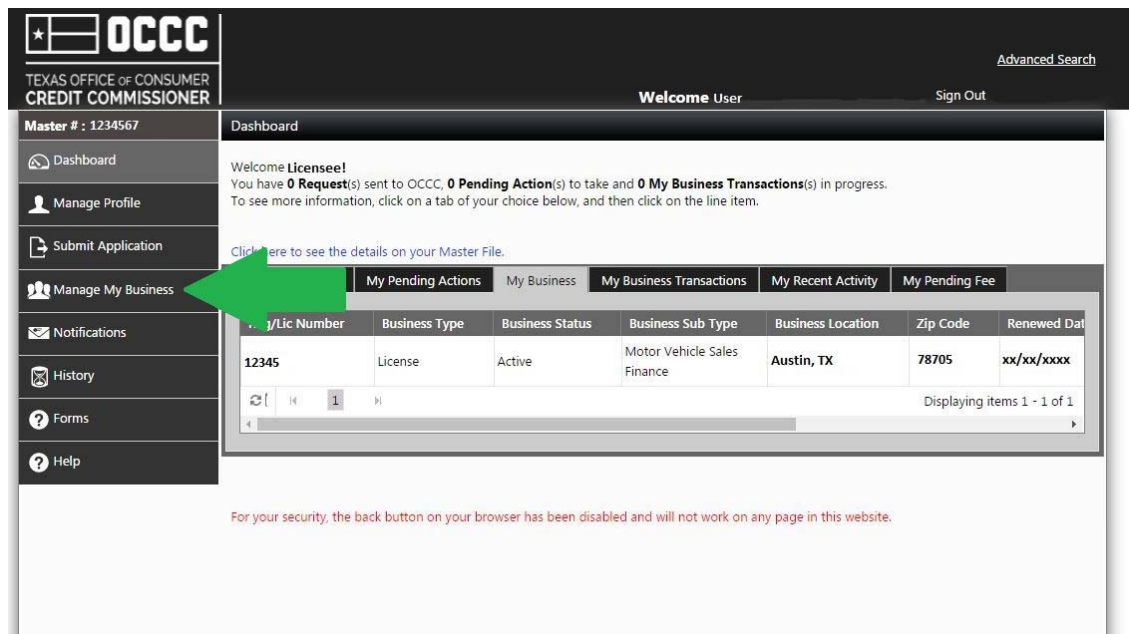
The OCCC accepts documentary fee filings through the OCCC's Application Licensing Examination Compliance System (ALECS). We only accept documentary fee filings through ALECS. We encourage your dealership to link your ALECS account if you have not done so already and you intend to submit a documentary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

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

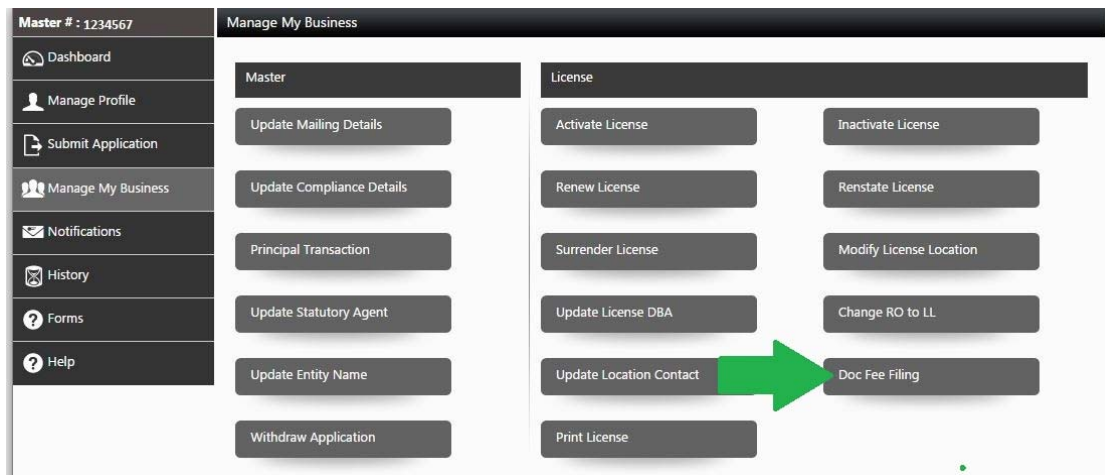
Step 1: Go to **ALECS.OCCC.TEXAS.GOV** and log into ALECS with your user ID and password. If you do not have an ALECS account, please click **SIGN UP** on the top right corner and follow the directions to link your business.



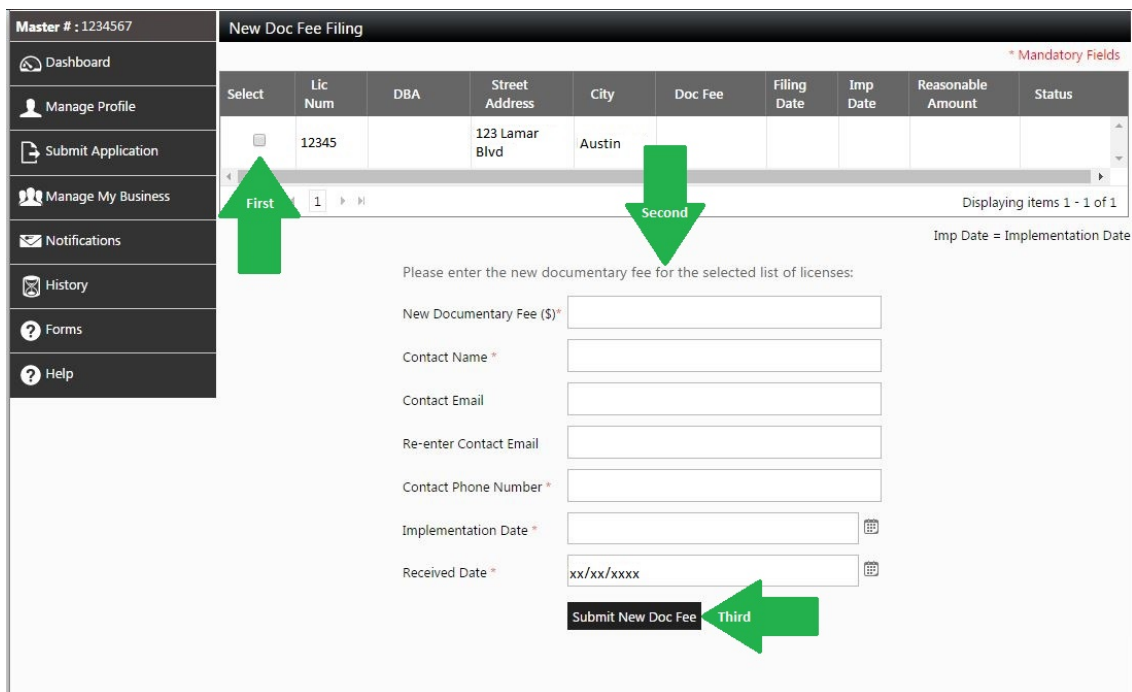
Step 2: Click on **MANAGE MY BUSINESS** on the left hand column.



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.*

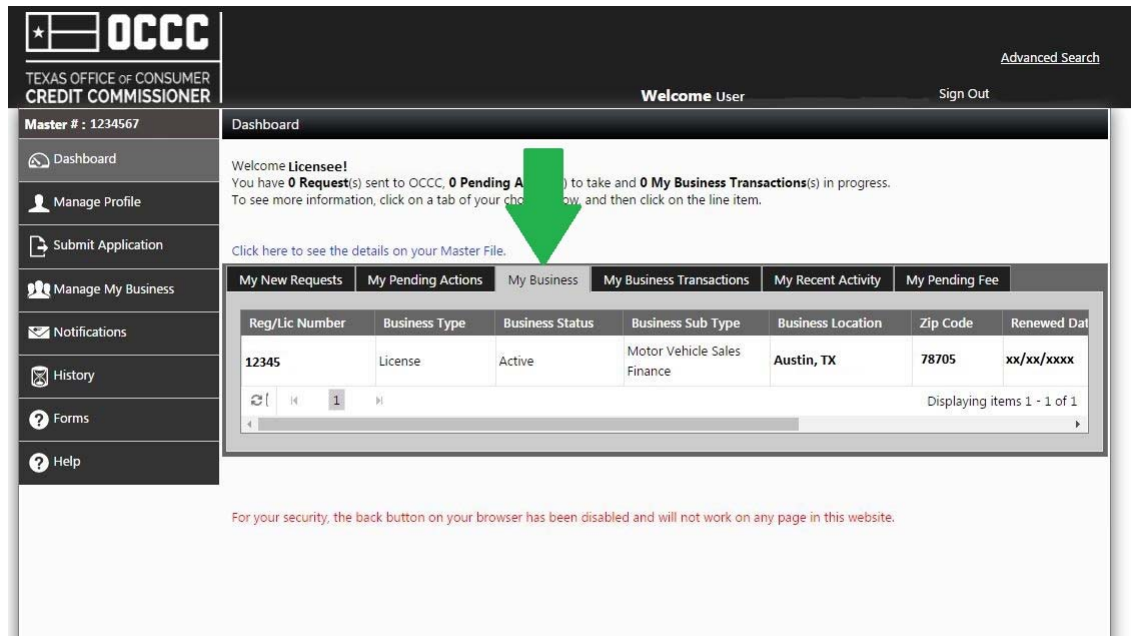



Step 5: If your filing was submitted successfully, you will receive an email notification and you should see the following screen:



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 a green arrow points to it. 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' tab selected, displaying a table of filing history. An 'Export To Excel' button is visible in the top right corner of the table area.

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 for Master # 1234567. The 'Notifications' tab is selected in the left-hand navigation menu, indicated by 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
Mail Content

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

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

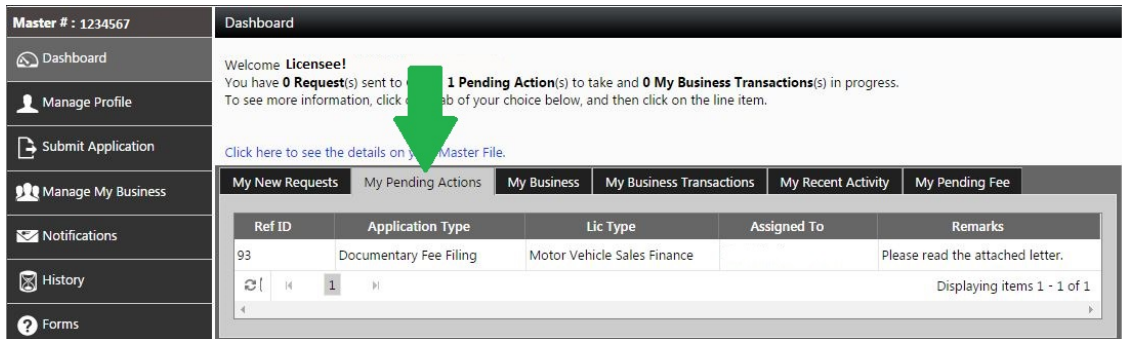
E. How to provide a cost analysis to the OCCC for a documentary fee over \$225


If you file for a documentary fee over \$225, 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 notification listing a documentary fee over \$225, you will receive an e-mail asking you to log into ALECS to respond to the RFI with cost justification materials to support your filing. The summary of documentary fee costs and supporting exhibits must be submitted on a sortable spreadsheet without security restrictions. Other supporting documentation must be submitted on documents without security restrictions and with filenames indicating content. Text-searchable PDFs are the preferred format.

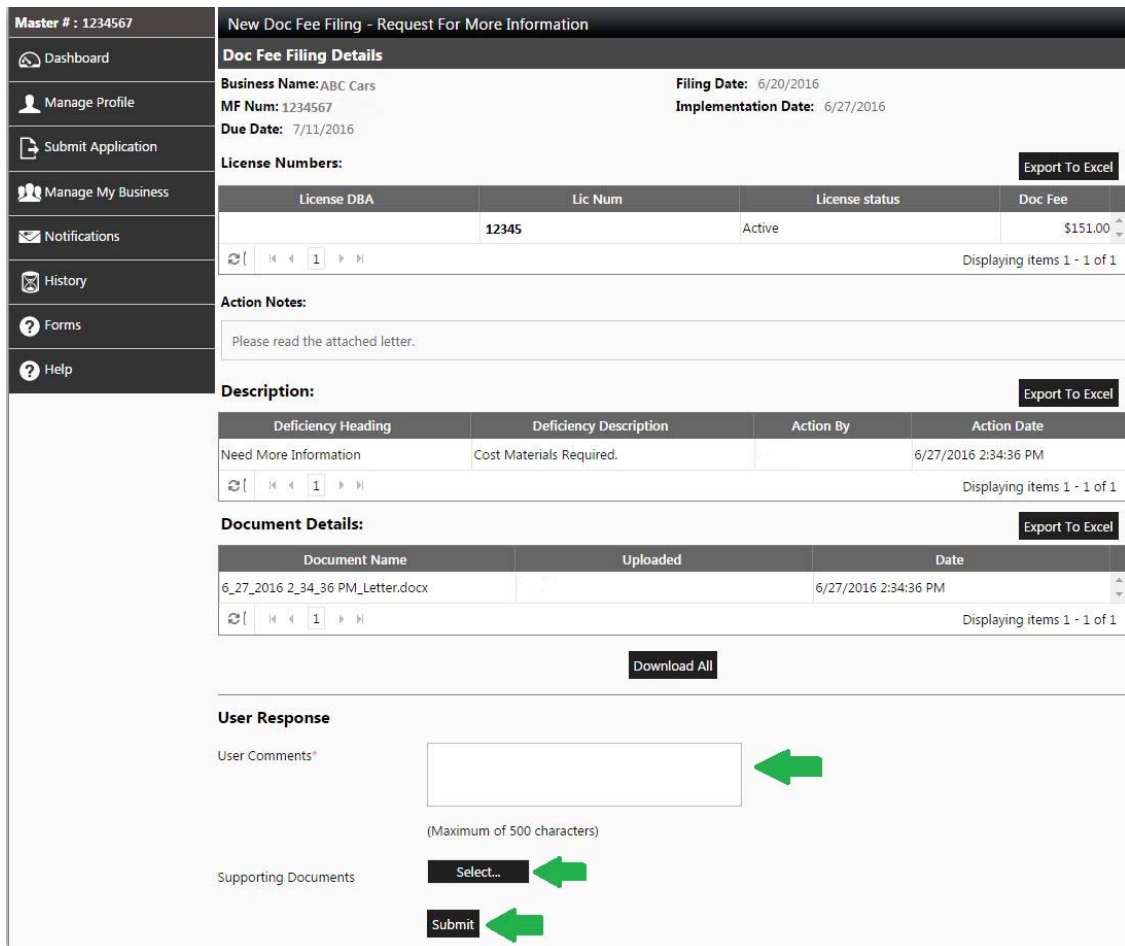
To respond to an RFI, please see the following instructions:

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



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**.



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:

