



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

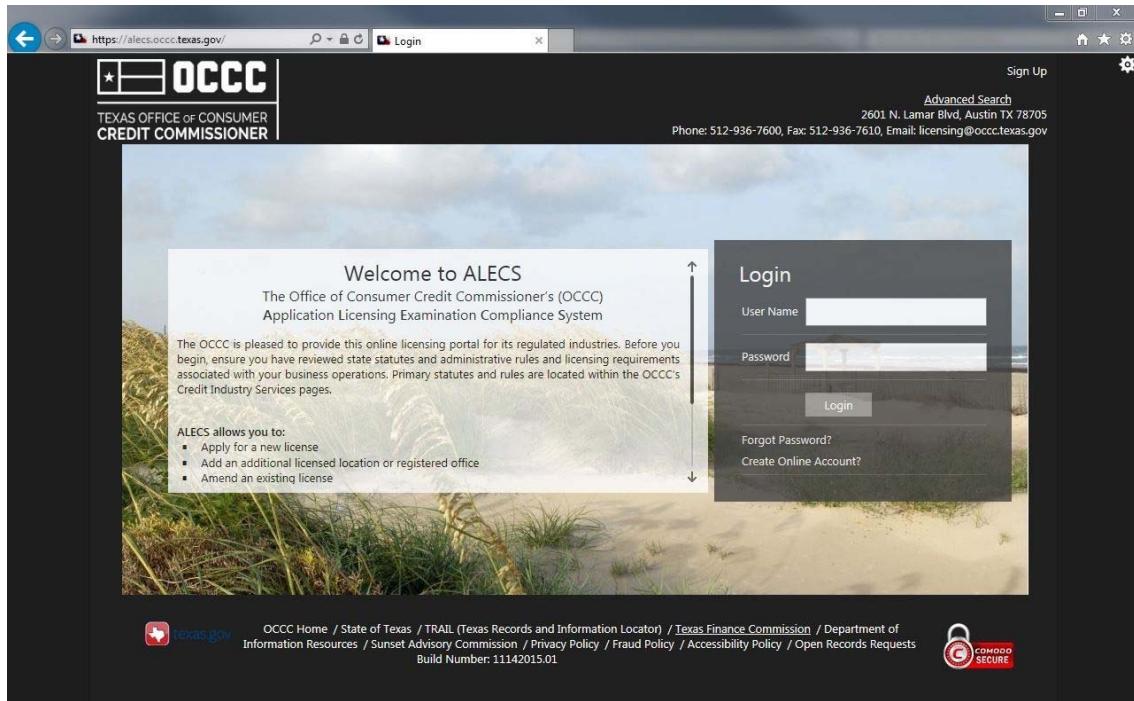
Before charging a documentary fee greater than \$225, a seller must provide a written notification to the OCCC, stating the amount of the documentary fee that the seller intends to charge. A seller may not charge a documentary fee higher than the filed amount. Sellers can increase their documentary fee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

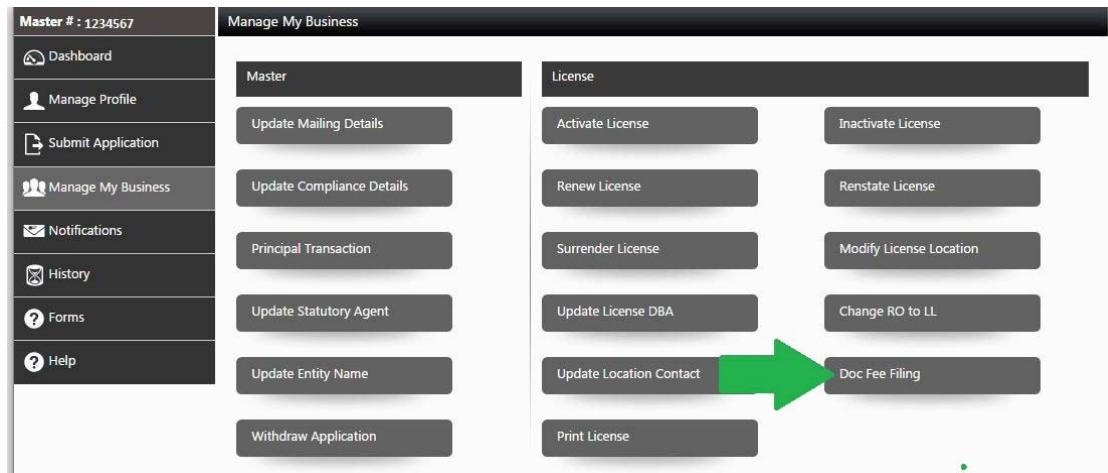
To send a documentary fee notification to the OCCC, follow these steps:

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.*

The screenshot shows the 'New Doc Fee Filing' form. On the left is a sidebar with 'Master # : 1234567' and other navigation links. The main form has a table for selecting licenses and fields for entering the new documentary fee. A green arrow points from the 'Select' dropdown to the 'Doc Fee' field. Another green arrow points from the 'Doc Fee' field to the 'Submit New Doc Fee' button. The table shows one item: Lic Num 12345, Street Address 123 Lamar Blvd, City Austin. The message 'Displaying items 1 - 1 of 1' is shown. The note 'Imp Date = Implementation Date' is also present.

Select	Lic Num	DBA	Street Address	City	Doc Fee	Filing Date	Imp Date	Reasonable Amount	Status
<input checked="" type="checkbox"/>	12345		123 Lamar Blvd	Austin					

Please enter the new documentary fee for the selected list of licenses:

New Documentary Fee (\$)*

Contact Name *

Contact Email

Re-enter Contact Email

Contact Phone Number *

Implementation Date *

Received Date *

Submit New Doc Fee Third

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



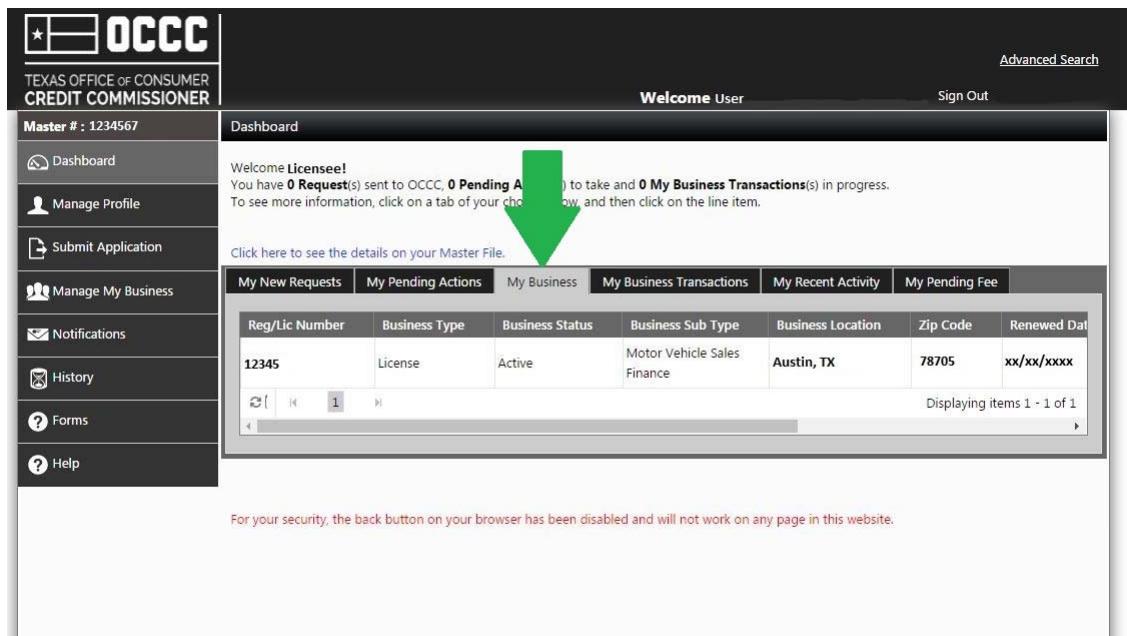
Master # :1234567

Your Doc Fee filing has been submitted successfully.

Go Back to Doc Fee Filing Go To Dashboard

C. How to view documentary fee filing history

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



Welcome User

Advanced Search Sign Out

Master # : 1234567

Dashboard

Welcome Licensee!
You have 0 Request(s) sent to OCCC, 0 Pending Actions(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.

Reg/Lic Number	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: 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.



A screenshot of the OCCC license details page. The left sidebar shows a navigation menu with options like Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, and History. The main content area is titled 'License Details' and contains tabs for 'License Info', 'Documents Info', and 'Doc Fee'. A green arrow points to the 'Doc Fee' tab. Below the tabs, there are two sections: 'License Information' and 'Business Location Information'. The 'License Information' section includes fields for License # (12345), Type Of License (Motor Vehicle Sales Finance), Location Type (License Location), Original License Date (xx/xx/xxxx), and Last Renewal Date (xx/xx/xxxx). The 'Business Location Information' section includes fields for License Status (Active), Canceled Date, Revoked Date, Surrendered Date, and Address Line 1 (123 Lamar).

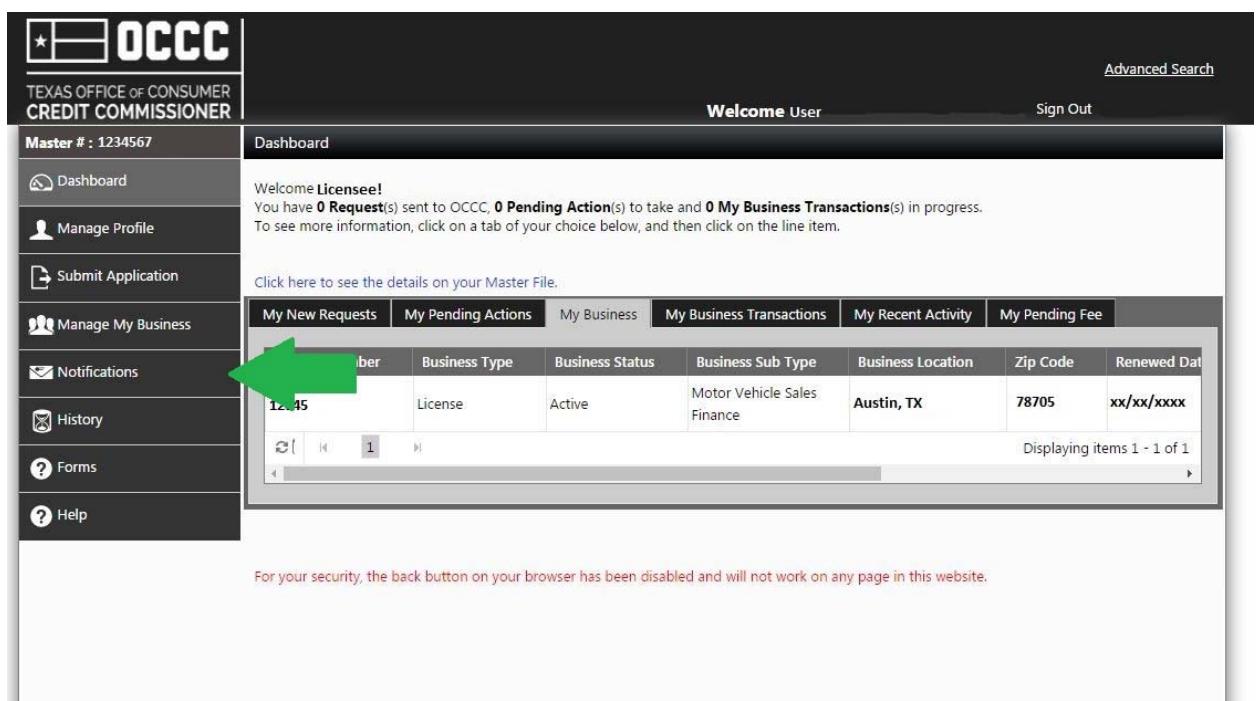
The filing history will look like the following:



A screenshot of the OCCC filing history page. The left sidebar shows a navigation menu with options like Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, and History. The main content area is titled 'License Details' and contains tabs for 'License Info', 'Documents Info', and 'Doc Fee'. Below the tabs, there is a table with a single row of data. The table has columns for Doc Fee (\$150.00), Filing Date (06/27/2016), Implementation Date (06/27/2016), Reasonable Amount, and Status (Reasonable). There is also an 'Export To Excel' button.

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.



A screenshot of the OCCC welcome screen. The left sidebar shows a navigation menu with options like Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, History, Forms, and Help. A green arrow points to the 'Notifications' tab. The main content area includes the OCCC logo, a 'Welcome User' message, and a 'Dashboard' section. The 'Dashboard' section displays a message: '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.' Below this is a table titled 'My New Requests' with one row of data. The table columns are: Request ID, Business Type, Business Status, Business Sub Type, Business Location, Zip Code, and Renewed Date. The data row shows: 12345, License, Active, Motor Vehicle Sales Finance, Austin, TX, 78705, and xx/xx/xxxx. A note at the bottom of the dashboard states: '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						
	Ref ID	Reg/Lic Number	Self Transaction	Subject	Received	Action	Attachment
Dashboard	79	12345	Documentary Fee Filing	Document Fee Submission	xx/xx/yyyy	View	

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

Master # : 1234567	Mail Content	
	Subject	Body
Dashboard	Document Fee Submission	 TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER
Manage Profile		
Submit Application		
Manage My Business		
Notifications		
History		
Forms		
Help		

xx/xx/yyyy
[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 email 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.

Master # : 1234567	Dashboard																								
Dashboard	Welcome Licensee! You have 0 Request(s) sent to you and 1 Pending Action(s) to take and 0 My Business Transactions(s) in progress. To see more information, click on the tab of your choice below, and then click on the line item. Click here to see the details on your Master File.																								
Manage Profile																									
Submit Application																									
Manage My Business																									
Notifications																									
History																									
Forms																									
<table border="1"><tr><th colspan="6">My New Requests My Pending Actions My Business My Business Transactions My Recent Activity My Pending Fee</th></tr><tr><th>Ref ID</th><th>Application Type</th><th>Lic Type</th><th>Assigned To</th><th colspan="2">Remarks</th></tr><tr><td>93</td><td>Documentary Fee Filing</td><td>Motor Vehicle Sales Finance</td><td></td><td colspan="2">Please read the attached letter.</td></tr><tr><td colspan="6"><small>Displaying items 1 - 1 of 1</small></td></tr></table>		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.		<small>Displaying items 1 - 1 of 1</small>					
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.																					
<small>Displaying items 1 - 1 of 1</small>																									

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												
Dashboard	Doc Fee Filing Details												
Manage Profile	Business Name: ABC Cars Filing Date: 6/20/2016 MF Num: 1234567 Implementation Date: 6/27/2016 Due Date: 7/11/2016												
Submit Application	License Numbers:												
Manage My Business	<table border="1"><tr><th>License DBA</th><th>Lic Num</th><th>License status</th><th>Doc Fee</th></tr><tr><td></td><td>12345</td><td>Active</td><td>\$151.00</td></tr><tr><td colspan="4"><small>Displaying items 1 - 1 of 1</small></td></tr></table>	License DBA	Lic Num	License status	Doc Fee		12345	Active	\$151.00	<small>Displaying items 1 - 1 of 1</small>			
License DBA	Lic Num	License status	Doc Fee										
	12345	Active	\$151.00										
<small>Displaying items 1 - 1 of 1</small>													
Notifications	Action Notes:												
History	<p>Please read the attached letter.</p>												
Forms	Description:												
Help	<table border="1"><tr><th>Deficiency Heading</th><th>Deficiency Description</th><th>Action By</th><th>Action Date</th></tr><tr><td>Need More Information</td><td>Cost Materials Required.</td><td></td><td>6/27/2016 2:34:36 PM</td></tr><tr><td colspan="4"><small>Displaying items 1 - 1 of 1</small></td></tr></table>	Deficiency Heading	Deficiency Description	Action By	Action Date	Need More Information	Cost Materials Required.		6/27/2016 2:34:36 PM	<small>Displaying items 1 - 1 of 1</small>			
Deficiency Heading	Deficiency Description	Action By	Action Date										
Need More Information	Cost Materials Required.		6/27/2016 2:34:36 PM										
<small>Displaying items 1 - 1 of 1</small>													
Document Details:													
<table border="1"><tr><th>Document Name</th><th>Uploaded</th><th>Date</th></tr><tr><td>6_27_2016 2_34_36 PM_Letter.docx</td><td></td><td>6/27/2016 2:34:36 PM</td></tr><tr><td colspan="3"><small>Displaying items 1 - 1 of 1</small></td></tr></table>		Document Name	Uploaded	Date	6_27_2016 2_34_36 PM_Letter.docx		6/27/2016 2:34:36 PM	<small>Displaying items 1 - 1 of 1</small>					
Document Name	Uploaded	Date											
6_27_2016 2_34_36 PM_Letter.docx		6/27/2016 2:34:36 PM											
<small>Displaying items 1 - 1 of 1</small>													
Download All													
User Response													
<p>User Comments* <input type="text"/></p> <p>(Maximum of 500 characters)</p>													
<p>Supporting Documents Select...</p>													
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:

