



# MIKE FASANO

# EFS Guidelines

TAX COLLECTOR/PASCO COUNTY/FLORIDA  
POST OFFICE BOX 276/DADE CITY, FLORIDA 33526-0276

The Pasco County Tax Collector will appoint a Dealer as an EFS agent in the county after DHSMV notifies the Tax Collector that the entity is authorized. [Division of Highway Safety and Motor Vehicles Rule 15C-18.003(1)(a)]. The Tax Collector shall not accept Dealer's title work under the EFS program until the foregoing occurs.

## TITLE WORK

- Dealer representative shall review work for accuracy prior to processing. Tax Collector employee will review scanned images for accuracy and legibility. Any work submitted with missing documents, processed incorrectly or with errors will be rejected. Dealer will be required to make correction to the rejected application and resubmit for review.

## INVENTORY

- When inventory (license plates and / or registration decals) is needed, Dealer shall submit a written request signed by an authorized representative indicating the type and amount. License plates shall be limited to Sunshine State plates in quantities of 100. The request may be emailed to [tctag@pascotaxes.com](mailto:tctag@pascotaxes.com) , faxed to 352-521-4275, or hand delivered to any Pasco County Tax Collector's Office. Dealer may pick up inventory at requested Tax Collector's Office after three (3) business days.
- Defaced license plate inventory and defaced (misprinted) registration / decal inventory must be returned to Tax Collector within three (3) business days. Dealer shall be financially responsible for any missing or unaccounted inventory.
- Annually, Dealer shall complete a Check of Agency form listing all license plates physically on hand at Dealership and submit said form to Tax Collector together with an inventory report printed from Dealer's EFS system. The Check of Agency form shall be signed by two authorized Dealer representatives. The information submitted by Dealer will be verified against Tax Collector's FRVIS reports. Tax Collector will notify Dealer of any discrepancies in the annual audit. Dealer shall reimburse Tax Collector for any missing inventory within twenty (20) calendar days of written notification by Tax Collector.

This policy is subject to revision at any time at the Tax Collector's discretion.