**Pennsylvania OnLine Messenger Association**

*Pennsylvania Licensing Professionals*

*Service • Quality • Commitment*

**www.PAOLMA.com**

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# PAOLMA Newsletter

Published By Al Fazio
Fazio Tag Service, Inc.

## Avoiding Scams

**Todd Rehrig A&S Katz, LLC**

The only way to avoid being a target for a scam today is to live someplace remote with no access to a phone, copier, fax, internet, television or even electricity. Scam artists and crooks are constantly looking for opportunities to prey on the innocent and their schemes evolve daily. Unfortunately, a lot of people are afraid of authority, so when a scammer pretends to be someone official, they immediately cooperate without regard of the consequences. To make matters worse, some of these scams are occurring in the workplace as well, and your employees may not know how to recognize or prevent them.

The first advise to follow is to always be cautious of official or opportunistic communications. If you receive a call or email from a utility company, finance company or government agency, make sure it is legitimate before offering any information. Ask them to provide the information and don't offer anything private like social security numbers, account numbers or birthdays. All of this data can be used to steal your identity. Furthermore, there is no prince or lost relative living in Nigeria who wants to hide millions of dollars in your

### Inside this issue

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### Special points of interest

- Avoiding Scams
- 2 in 1 Sticker Update
- PA Department of Revenue
- IMS Fun Facts

## Avoding Scams – continued

personal account.

Another thing to avoid is the word "yes." Do NOT say the word yes on the phone unless you are sure of the caller's identity. Scammers are now recording calls, and will often ask "Can you hear me?" or other innocent sounding questions. Your yes answer will be recorded, and will then be used to hack into your bank accounts and credit cards over the phone. If you ever hear "Can you hear me?" from an unknown caller, hang up immediately.

A recent scam aimed at businesses is the copier scam. Your business will receive a call from a company that supplies copiers. They will ask your employee for a model number, stating that they need to send a manual for the machine. Instead, you will receive boxes of overly expensive toner or other supplies along with invoices for the sent items. Unless you are there to intercept the delivery, your employees may not know it's not legitimate.

To prevent this scam, make sure your employees know not to divulge any information about your equipment, including copiers, printers, computers or phones. Although I haven't heard of other scams, I'm sure some crook will devise one to target unwary employees. Information about your equipment and systems should be treated with as much delicacy as your customers' information.

An easy scam to avoid is the scary call from the IRS. It's simple to recognize since the IRS will never call you but sends mail on official letterhead for all communication. Your bank, however, may rely on phone calls. If your bank does call, never give out security codes or credit card numbers. The best practice is to call the bank or credit card company yourself. Don't call the number that called you, but look on the card itself or locate the number using the internet. Ask the person who answers if they called you since they'll have it on record.

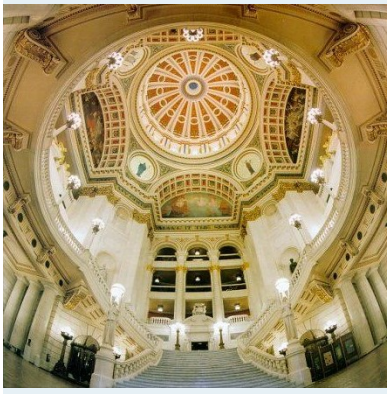
If you want to learn more about active and updated scams, you may be interested in https://www.scam-detector.com They describe thousands of scams used over various platforms such as the phone, internet and even traveling. The website has a newsletter you can subscribe to if you desire. While scams are not a reason to panic, the wise should be aware of them and take certain precautions to avoid a disaster.

# From the Desk of Robert Taylor – PAOLMA Advocate

Summer has come to Harrisburg and, thanks to a robust economy and unemployment figures, the passage of a balanced budget for the new Fiscal Year 2019-2020 occurred on time and with relatively little contention. The Commonwealth enjoyed a surplus of revenues above the 2018-2019 budget projections of about $700 Million. That money allowed the General Assembly and Governor Wolf to cover some deficit spending for 2018-19 and enact a $33.997 Billion budget for 2019-20 (a 1.8% increase over the previous year). All was accomplished without any tax increases, new taxes or fee increases.

Nearly $300 Million was invested in the Rainy Day Fund as a reserve against future revenue downturns and increases in education were abundant. $432 M more for Pre-K-12 education, $160 M added for basic education, $50 M for special education and $25 M more for Pre-K. An additional $60 M was appropriated for School Safety. Additional funding was provided for Career and Technical Education and higher education as well.

Programs to stimulate and protect the agricultural industry were given added funding as were opioid programs and care for the elderly in nursing homes and homecare.



Once again the General Assembly increased the amount of General Fund appropriation to the PA State Police (PSP). Three years ago 75.5% of the State Police budget was funded from the Motor License Fund which collects gas tax and fee revenues to fund road, bridge and mass transit programs in Pennsylvania. The General Fund paid the remainder of the PSP budget. In 2019-20 the Motor License Fund contribution will be 66.7% of the overall PSP budget--thus allowing more license fund money to remain dedicated to its intended purpose of building and maintaining PA roads, bridges, transit and other infrastructure. The folks at PennDOT are pleased to keep more transportation money in their coffers.

Compared to the past decade of slim revenues and escalating costs the 2019-20 PA budget process was downright benign. It helps to be flush with cash!

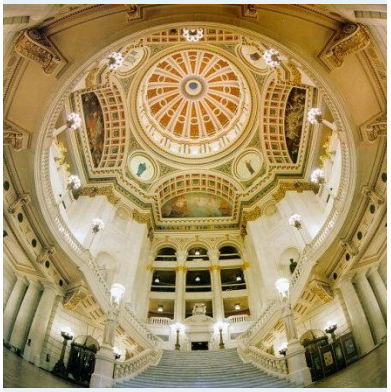
The Pennsylvania Online Messengers Association has been very active in the Spring and Summer of 2019 educating policymakers about the benefits of HB 1509 sponsored by Representative Barry Jozwiak of Berks County (R). PAOLMA Board Members and Association Members have met with numerous House members serving on the House Transportation Committee and Appropriations Committee to discuss the bill which creates a 2-in-1 registration/physical inspection sticker on the license plate. Support continues to grow in the General Assembly as the consequences of Act 89 of 2013, and its removal of a registration sticker on the plate, is understood. The threat to public safety, the negative impact on consumer convenience, the potential increase in uninsured motorists, and the loss of $33 M in actual and potential revenue from losses in registrations year-to-year, are forcing the General Assembly to re-evaluate its actions of 2013 (Act 89).

The process to enact HB 1509 into law continued in earnest this summer as the House Transportation Committee held a well-attended hearing on the bill on August 13th in Harrisburg. PAOLMA Board members John Yurconic, Jo Naccarato, and Carol Flament attended the hearing and presented testimony

## From the Desk of Robert Taylor – continued

to Committee members. Other organizations sent representatives to testify or offered written letters in support of HB 1509 to the Committee. The Pennsylvania State Troopers Association, the Fraternal Order of Police, PA State Lodge, the Pennsylvania Chiefs of Police Association, and the Pennsylvania Auto Theft Prevention Authority each expressly supported HB 1509 as a valuable public safety and law enforcement tool. The Pennsylvania District Attorneys Association was represented by Lehigh County District Attorney Jim Martin, Montgomery County First Assistant District Attorney, Ed McCann, and Lehigh County Detective Daniel Warg who testified in support of HB 1509 by saying, "The PDAA… supports HB 1509, the legislation to require that registration stickers be placed on license plates. Stickers help show whether a car is properly registered, inspected and insured. Streamlining the entire process in the manner that Representative Jozwiak has proposed makes sense both as a matter of public safety and as a matter of operational efficiency."

PAOLMA testimony focused on the benefits of the sticker as a public safety enhancement to assure all vehicles on the road are properly registered, that law enforcement has another tool for identifying and assuring vehicles are properly insured, and that consumers have an annual reminder to timely renew registrations. John Yurconic emphasized the significant loss of actual registrations between 2016 and 2017 (when the stickers were no longer required on the plate) and the $22 M lost to PennDOT in 2017 due to the actual and potential lost registrations. That financial loss, at a time when stakeholders are scrounging to find dollars for needed infrastructure repairs across Pennsylvania, was exacerbated in 2018 when another $11 M in potential registration revenue was lost.



The Pennsylvania State Police and PennDOT testified in opposition to HB 1509.

PA State Police representatives testified more in opposition to moving the inspection sticker from the front windshield to the license plate. They claimed that HB 1509 circumvents the current inspection and registration process in Pennsylvania, that requiring inspection first and then registration would be impractical, that sticker theft would occur, and that fraud would be perpetrated through this reversal of the registration/inspection process.

PennDOT Deputy Secretary for Driver and Vehicle Services, Kurt Myers argued that the removal of stickers from the plates has not sacrificed public safety, has led to greater efficiencies, has been more consumer friendly, and has not resulted in a loss of revenues to the Motor License Fund.

The House of Representatives returns to session from summer recess on September 17, 2019. A week later the Pennsylvania Senate returns. The Transportation Committee may take up a vote on HB 1509 in September to report the bill from the Committee to the House Floor. A Floor vote would, at some point, have to follow. PAOLMA members continue to educate the public and government officials regarding the value of HB 1509, and the importance of returning the stickers to the license plates. It has been a busy and productive Summer for PAOLMA regarding HB 1509 and the repeal of Act 89. The stakes are about to get higher. Expect more activity on the bill in the coming weeks!

theAUTHORITY
Pennsylvania Auto Theft Prevention Authority

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Fax: (717) 591-9046
www.watchyourcar.org

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Paul E. Holl, Esq
Legal Counsel

July 17, 2019

Honorable Barry J. Jozwiak
PA House of Representatives
155B East Wing
P.O. Box 202005
Harrisburg, PA 17120-2005

Re: HB No. 1509 (Session of 2019-2020)

Sir:

I am writing to you on behalf of the Pennsylvania Automobile Theft Prevention Authority with regard to HB No. 1509 introduced by you in this session. This bill provides for the issuance of a 2 in 1 sticker by PennDOT to validate both inspection of the vehicle and registration of same. The Authority supports this legislation as we believe that the ability of police officers to visually observe proof of registration (or lack thereof) is a valuable tool in identifying stolen vehicles and apprehending individuals involved in such crimes.

We had previously opposed legislation which removed the requirement for display of registration stickers on vehicles registered in Pennsylvania.

The Authority was created in 1994 by Act 171 to "fund activities in this Commonwealth to prevent, combat, and reduce automobile theft". A copy of our most recent report to the Governor and General Assembly is included with this letter.

Please feel free to consider us a resource on any matter which may impact vehicle crimes and auto theft in the Commonwealth. I can be contacted at (717) 591-7097 or via email at: swheeler@watchyourcar.org.

Sincerely,

Steven R. Wheeler
Executive Director

25th Anniversary

# FRATERNAL ORDER OF POLICE
## PENNSYLVANIA STATE LODGE


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Chester County Lodge #11
meri@pafop.com

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Somerset/Westmoreland

PARLIAMENTARIAN
PAUL McCOMMONS
Frank J. Kelly Lodge #62
PSP- Clearfield/Indiana
Somerset/Westmoreland


June 11, 2019

Hon. Barry Jozwiak
155B East Wing
PO Box 202005
Harrisburg, PA 17120

Re: HB 1509 PN 1894 - Vehicle Registration Stickers

Dear Representative Jozwiak,

On behalf of over 40,000 active and retired Pennsylvania Law Enforcement Officers, the Fraternal Order of Police, Pennsylvania State Lodge, asks for your support of a bill that will create a new two-in-one registration sticker to be placed on a vehicle's license plate. The new sticker will combine the requirement that a vehicle pass inspection and be registered in this Commonwealth.

A few years ago, PennDOT eliminated the registration stickers placed on a vehicle's license plate. PennDOT saw this as a cost saving initiative, however, there has been a dramatic reduction in revenue since the elimination of the sticker due to a decline in new registrations as well as registration renewals. In 2017 alone, PennDOT saw a $22 million reduction in the amount of fees collected for both new and renewal vehicle registrations in just the passenger car category of vehicles. Many PA vehicles are simply not registered because there is no way for law enforcement to identify a valid registration without manually entering the plate number on a patrol car computer.

Both North Carolina and Texas have implemented a sticker similar to the one proposed in this bill with good results. This new two-in-one sticker will be placed on the license plate of the vehicle, thus restoring law enforcement's ability to identify vehicles that are not properly inspected, registered or insured in the Commonwealth. It will help to ensure that all vehicles in the Commonwealth are both inspected as well as legally registered and in doing so, will restore the lost revenue to the Commonwealth. Additionally, the new system will return the expiration dates of your registration and inspection to the same month thus providing uniformity for vehicle owners.

HB 1509 is fully supported by the FOP Pennsylvania State Lodge and we thank you for your continued support of Pennsylvania's Law Enforcement Officers.

Sincerely,

Joseph Regan, Chairman
Legislative Committee
Fraternal Order of Police
Pennsylvania State Lodge

JUN 17 2019

PENNSYLVANIA STATE TROOPERS ASSOCIATION

Organized 1962

June 12, 2019

Representative Barry J. Jozwiak
155B East Wing
P.O. Box 202005
Harrisburg, PA 17120-2005

Dear Rep. Jozwiak,

The Pennsylvania State Troopers Association stands in support of HB 1509, the PennDOT two-in-one registration/inspection sticker as introduced by Representative Barry J. Jozwiak.

Troopers utilize a variety of tools to legally identify and stop unregistered, uninsured and uninspected vehicles. The absence of the registration sticker has hindered the ability of Troopers to engage and enforce sections of Title 75, the PA Vehicle Code.

The new two-in-one sticker will enhance the ability of the Trooper on the road to ensure that the motoring public is protected. It is imperative that the vehicles traveling across the commonwealth are properly registered, inspected and insured. This legislation will assist in accomplishing this goal.

Fraternally,

David Kennedy

Pennsylvania State Troopers Association

PSTA 3625 Vartan Way, Harrisburg, PA 17110 (717) 540-5646 • 800-541-3934 Fax (717) 540-5318 • 800-543-5318
e-mail: psta@ps.state.pa.us website: www.psta.org

JUN 2 4 2019

# Pennsylvania Chiefs of Police Association

3905 North Front Street, Harrisburg, PA 17110 • Tel: (717) 236-1059 • Fax: (717) 236-0226 • www.pachiefs.org

JUN 2 4 2019

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*Chief of Police*
*West Chester Borough*

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*1st Vice President*
*Chief of Police*
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*Director of Public Safet*
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*William Richenbrfer*
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*Chief of Police*
*South Centre Township*

*Joseph C. Blackburn*
*Executive Director*

*David McNutt*
*Treasurer - 2026*
*Chief of Police*
*Town of McCandless*

June 21, 2019

The Honorable Representative Barry J. Jozwiak
155D East Wing
P.O. Box 202005
Harrisburg, PA 17120-2005

Dear Representative Jozwiak:

The Pennsylvania Chiefs of Police Association strongly supports House Bill 1509 regarding Vehicle Registration Stickers.

Over the last several months, we have heard many complaints through our membership that the elimination of the registration sticker has eliminated a critical tool for law enforcement officers. Additionally, the Commonwealth has experienced a drastic reduction in revenue from vehicle registration renewals.

We feel that House Bill 1509 institutes a novel approach to solving the problem through the two-in-one sticker. Law enforcement officers need the ability to quickly determine if a vehicle is properly registered, insured, and inspected. This legislation will address the problem.

Thank you for your sustained support of Pennsylvania law enforcement.

Sincerely,

Joseph C. Blackburn

Joseph C. Blackburn
Executive Director

JCB/kl

*Regan Kelly – 2019*
*Chief of Police*
*Shaler Township*

*James Sabath- 2020*
*Chief of Police*
*Newtown Borough*

*William Smith – 2020*
*Chief of Police (Ret.)*
*Derry Township*

*Larry Pulmer - 2019*
*Chief of Police*
*Palmer Township*

*Mark Thomas - 2020*
*Chief of Police*
*Upper Providence Township*

*James Adams – 2020*
*Chief of Police*
*Upper Allen Township*

*Michael Scott - 2020*
*Chief of Police*
*Baldwin Borough*

*Jason Lopez - 2020*
*Chief of Police*
*Hermitage Township*

*Bruce Engler - 2020*
*Chief of Police*
*Wright Township*

*David Splain – 2020*
*Chief of Police*
*Heidelberg Township*

# For Your Information

Submitted By - Jo Naccarato

PA Auto License Brokers

**SAMPLE LETTER THAT GOES OUT FOR LOW PURCHASE PRICE**

The second sheet has proven valuable when angry customers come back to us demanding that we “fix” it.

REV-IS 50006 (04-18) DOCEXEC ZR37

BUREAU OF ENFORCEMENT PLANNING ANALYSIS AND DISCOVERY
PO BOX 281221
HARRISBURG PA 17128-1221

pennsylvania
DEPARTMENT OF REVENUE

## NOTICE OF TRANSACTIONAL USE TAX DUE

CASE ID
CASE SUB-TYPE
REVENUE ID
NOTICE NUMBER
MAILDATE
PURCHASE DATE
PURCHASE PRICE
VALUE OF ASSET
TAX PREVIOUSLY PAID
CALCULATED TAX DUE
DESCRIPTION OF ASSETS

Dear Taxpayer,

Pennsylvania residents or businesses that purchase taxable tangible personal property or services for use in Pennsylvania owe a 6 percent use tax on the purchase price, including shipping costs, if the vendor does not collect sales tax. Use is also defined as taking possession within the Commonwealth. An additional 1 percent local use tax applies to items purchased or used in Allegheny County, 2 percent local tax applies to items purchased or used in Philadelphia.

**Why did I receive this notice?**
The Pennsylvania Department of Revenue receives information regarding motor vehicle and motorcycle purchases. When a reported purchase price varies significantly from industry standards for fair market value, the Department of Revenue must verify the purchase price of the vehicle and collect any additional tax due to the Commonwealth According to an approved industry guidebook, the average sales price for the year, make and model of the vehicle or motorcycle identified above is considerably higher than the purchase price you reported to the Department of Transportation.

**When should I respond?**
You should respond within 30 days of this notice to avoid penalties and additional interest

**How should I respond?**
If the reported purchase price is correct, please provide us with a legible copy of the bill of sale, statement from seller, financial agreement or other relevant information that verifies the purchase price. Send the required documents using one of the following options:

- Mail the required documents using the enclosed envelope.
- Email the required documents to **VCICustomer@pa.gov.**
- Fax the required documents to (717) 425-2954.

If the purchase price of your vehicle was incorrectly reported and additional sales tax is due, please go to **www.etides.state.pa.us/UseTax** and complete the online PA-1 use tax return along with payment. You will need to know yourRevenue ID and Notice Number on the top of this notice to complete this process. If you are unable to complete this process online, please call (717) 214-7287 to request a paper PA-1 use tax return.

Failure to respond will result in an assessment of tax, penalty and interest on the fair market value of the purchase, based on industry standards

For additional information on this program, please scan the code below with your smart device or go to **www.revenue.pa.gov** and enter search term *Motor Vehicle Understated Value Program* in the search bar.

pennsylvania
DEPARTMENT OF REVENUE

# Acceptable Documentation for Verifying Vehicle Purchase Price

The Pennsylvania Department of Revenue **DOES NOT** accept the following for verifying the vehicle purchase price:

- MV-1
- MV-3
- MV-4ST
- MV-13

Either one of two following documents are **ACCEPTABLE** for verification of the vehicle purchase price:

## BILL OF SALE

A bill of sale must include:

- Seller's name, address, phone number
- Purchaser's name, address, phone number
- Vehicle purchase price
- Date of sale
- Make and model of vehicle
- Vehicle Identification Number (VIN)
- Verification of sales tax paid, if applicable

## STATEMENT FROM SELLER

A statement from the seller must include:

- Seller's name, address, phone number, SIGNATURE, and explanation of purchase price
- Purchaser's name, address, phone number
- Vehicle purchase price
- Date of sale
- Make and model of vehicle
- Vehicle Identification Number (VIN)

**GIFTS** – If a vehicle was received as a gift, you must provide proof that the appropriate sales tax was previously paid by the donor.

**QUESTIONS?** Visit www.revenue.pa.gov for more information or call 717-214-7287 and press option 4 on your telephone keypad when prompted.

Bureau of Enforcement Planning, Analysis, and Discovery
VCICustomer@pa.gov
PO BOX 281221 | Harrisburg, PA 17128 | 717.214.7287 | Fax 717.425.2964 | www.revenue.pa.gov

## For Your Information

Submitted By - Jo Naccarato

PA Auto License

# PROTECTING YOUR BUSINESS

I was recently audited by the Pa Dept. of Revenue. It is important to know what to keep and how long to keep it. I found the attached on the IRS website. My accountant recommends keeping records even longer. You may want to check with your accountant. If you are ever audited keep checking back with them. They never notified me that the audit was complete and everything was OK.

My accountant's recommendations.

| | |
|---|---|
| Tax Records | 7 years |
| Bank statements | 7 years |
| Employee Records | 10 years |
| Quickbooks records of all deposits and checks | 7 years |
| Payroll Records | 10 years |
| Computer printouts of Daily receipts control (all offices) | 7 years |
| All receipts for all customers | 7 years |
| Settlements sheets for all property | Forever |

IRS

# What kind of records should I keep

You may choose any recordkeeping system suited to your business that clearly shows your income and expenses. The business you are in affects the type of records you need to keep for federal tax purposes. Your recordkeeping system should include a summary of your business transactions. This summary is ordinarily made in your business books (for example, accounting journals and ledgers). Your books must show your gross income, as well as your deductions and credits. For most small businesses, the business checking account is the main source for entries in the business books.

Some businesses choose to use electronic accounting software programs or some other type of electronic system to capture and organize their records. The electronic accounting software program or electronic system you choose should meet the same basic recordkeeping principles mentioned above. All requirements that apply to hard copy books and records also apply to electronic records. For more detailed information refer to Publication 583, Starting a Business and Keeping Records.

## Supporting Business Documents

Purchases, sales, payroll, and other transactions you have in your business will generate supporting documents. Supporting documents include sales slips, paid bills, invoices, receipts, deposit slips, and canceled checks. These documents contain the information you need to record in your books. It is important to keep these documents because they support the entries in your books and on your tax return. You should keep them in an orderly fashion and in a safe place. For instance, organize them by year and type of income or expense.

*The following are some of the types of records you should keep:*

- **Gross receipts** are the income you receive from your business. You should keep supporting documents that show the amounts and sources of your gross receipts. Documents for gross receipts include the following:
  - Cash register tapes
  - Deposit information (cash and credit sales)
  - Receipt books
  - Invoices
  - Forms 1099-MISC

- **Purchases** are the items you buy and resell to customers. If you are a manufacturer or producer, this includes the cost of all raw materials or parts purchased for manufacture into finished products. Your supporting documents should show the amount paid and that the amount was for purchases. Documents for purchases include the following:
  - Canceled checks or other documents that identify payee, amount, and proof of payment/electronic funds transferred
  - Cash register tape receipts

### Related Topics

- Recordkeeping

  - Credit card receipts and statements
  - Invoices

- **Expenses** are the costs you incur (other than purchases) to carry on your business. Your supporting documents should show the amount paid and a description that shows the amount was for a business expense. Documents for expenses include the following:
  - Canceled checks or other documents that identify payee, amount, and proof of payment/electronic funds transferred
  - Cash register tapes
  - Account statements
  - Credit card receipts and statements
  - Invoices
  - Petty cash slips for small cash payments
- **Travel, Transportation, Entertainment, and Gift Expenses**
  If you deduct travel, entertainment, gift or transportation expenses, you must be able to prove (substantiate) certain elements of expenses. For additional information, refer to Publication 463, Travel, Entertainment, Gift, and Car Expenses.

- **Assets** are the property, such as machinery and furniture, that you own and use in your business. You must keep records to verify certain information about your business assets. You need records to compute the annual depreciation and the gain or loss when you sell the assets. Documents for assets should show the following information:
  - When and how you acquired the assets
  - Purchase price
  - Cost of any improvements
  - Section 179 deduction taken
  - Deductions taken for depreciation
  - Deductions taken for casualty losses, such as losses resulting from fires or storms
  - How you used the asset
  - When and how you disposed of the asset
  - Selling price
  - Expenses of sale

  The following documents may show this information.

  - Purchase and sales invoices
  - Real estate closing statements
  - Canceled checks or other documents that identify payee, amount, and proof of payment/electronic funds transferred

- **Employment taxes**
  There are specific employment tax records you must keep. Keep all records of employment for at least four years. For additional information, refer to Recordkeeping for Employers and Publication 15, Circular E Employers Tax Guide.

Rate the Small Business and Self-Employed Website

*Page Last Reviewed or Updated: 27-Apr-2018*

IRS

# How long should I keep records?

The length of time you should keep a document depends on the action, expense, or event which the document records. Generally, you must keep your records that support an item of income, deduction or credit shown on your tax return until the period of limitations for that tax return runs out.

The period of limitations is the period of time in which you can amend your tax return to claim a credit or refund, or the IRS can assess additional tax. The information below reflects the periods of limitations that apply to income tax returns. Unless otherwise stated, the years refer to the period after the return was filed. Returns filed before the due date are treated as filed on the due date.

**Note:** Keep copies of your filed tax returns. They help in preparing future tax returns and making computations if you file an amended return.

## Period of Limitations that apply to income tax returns

1. Keep records for 3 years if situations (4), (5), and (6) below do not apply to you.
2. Keep records for 3 years from the date you filed your original return or 2 years from the date you paid the tax, whichever is later, if you file a claim for credit or refund after you file your return.
3. Keep records for 7 years if you file a claim for a loss from worthless securities or bad debt deduction.
4. Keep records for 6 years if you do not report income that you should report, and it is more than 25% of the gross income shown on your return.
5. Keep records indefinitely if you do not file a return.
6. Keep records indefinitely if you file a fraudulent return.
7. Keep employment tax records for at least 4 years after the date that the tax becomes due or is paid, whichever is later.

The following questions should be applied to each record as you decide whether to keep a document or throw it away.

## Are the records connected to property?

Generally, keep records relating to property until the period of limitations expires for the year in which you dispose of the property. You must keep these records to figure any depreciation, amortization, or depletion deduction and to figure the gain or loss when you sell or otherwise dispose of the property.

If you received property in a nontaxable exchange, your basis in that property is the same as the basis of the property you gave up, increased by any money you paid. You must keep the records on the old property, as well as on the new property, until the period of limitations expires for the year in which you dispose of the new property.

### Related Topics

- Recordkeeping

### Publications

- About Publication 547
- About Publication 536
- About Publication 535
- About Publication 583
- About Publication 225
- 0718 Publ 594 (PDF)
- About Publication 17

## What should I do with my records for nontax purposes?

When your records are no longer needed for tax purposes, do not discard them until you check to see if you have to keep them longer for other purposes. For example, your insurance company or creditors may require you to keep them longer than the IRS does.

Rate the Small Business and Self-Employed Website

*Page Last Reviewed or Updated: 23-Apr-2018*

## HELPFUL INFORMATION

When renewing dealer plates the application must have proof of insurance listing the specific plates that are being renewed. If you are including an insurance ID card, the specific plate numbers must be on the card or you may have a Certificate of Liability card showing the plates or an insurance Declaration page stating those specific plates are covered or a letter from the insurance carrier stating the specific plates are covered.

DCNR is requesting we DO NOT submit the back of the drivers license with our DCNR applications. It causes errors with their scanners.

**Submitted by Jo Naccarato Pa Auto License Brokers**

# IMS Fun Fact

Some of you may remember this but many of the newer ones probably do not know about these systems.

To look up Dealer info.

Go to the PennDOT VR green screens.
Type in IMS.
Then your user ID and password.
Click clear.
Type in one of the following.

1. DIN (space)followed by the DIN number you are searching
2. DLTAG (space) followed by the dealer tag number.
3. DLNM (space) followed by the dealer name.

This is especially helpful when you are helping a dealer renew or reissue his plates. You can tell which plates are still active, which are dead and if the renewal has been processed.

4.VINA To look up VIN numbers This one will only rarely be useful but good to know.

Type in VINA (space) and then your VIN number. If the VIN is correct it will give the Make, Year, Fuel and Type (MC TK etc.)

# Did You Know?

**Submitted by Jo Naccarato Pa Auto License Brokers**

Q & A with PennDOT

**Question:** Certificate of Origin. ABC dealer on the front assigns it to DEF dealer on the back. DEF dealer assigns it to XYZ dealer. XYZ dealer assigns it to their customer John Jones. Who completes the Odometer disclosure statement on the MCO?

**Answer**: Dealer XYZ will complete the odometer disclosure statement when they sell it to John Jones.

**Question:** What is the procedure when we need to manually write the forms for an intransit plate?

**Answer:** When a vehicle record is purged, the customer and agent should be working with our dealer audit unit to first un-purge the record and then issue the intransit tag to the customer. The only time the manual form should be used is when the integrators system is down. The integrator will have procedures and I believe an authorization code for their customer in those instances.

**Question:** Can a reconstructed vehicle apply for an antique?

**Answer:** Yes, as long as it is not a specially constructed vehicle.

**Question:** What do we do about the county fee on permanent trailer plates?

**Answer:** As of now the verbiage is on the fact sheet that you would only charge for the fee if required by the county 1 time for a permanent trailer tag. Research and Support advised they will be updating the Local Use Fee Fact Sheet soon.

**Question:** May we accept a military ID to issue an Intransit plate?

**Answer:** The Pennsylvania ID and Pennsylvania address requirement does not apply to the issuance of Intransit Registration Plates. An out-of-state address and identification are required to issue an Intransit Registration Plate. A military ID and utility bill (for proof of address) can be accepted to issue an Intransit plate.

**Question:** May we issue an Intransit plate on an MCO for a kit trailer?

**Answer:** Yes, but we are not sure what the customers home state will say about titling and registering it.

**Question:** A title transfer was done on an MCO but the dealer's information was never printed on the front of the MCO. The dealer states they do not have a stamp and they want to hand write the dealer information on.

**Answer:** The MCO should be considered incomplete. Once the manufacturer distributes the vehicle to whoever, that information must be recorded on the face of the MCO. It cannot be handwritten in.

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## Comedy Corner

**Submitted by Jo A Naccarato**

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Pennsylvania ONLINE MESSENGER ASSOCIATION

# FALL MEETING

* Our annual Fall OLM meeting will be held on Monday, October 7th & October 8th, 2019. This meeting is extremely important, as we will be discussing various topics that impact us all. If you cannot attend, please send a managerial representative from your agency and provide their name on the registration.

**Radisson Hotel Harrisburg 1150 Camp Hill Bypass, Camp Hill, PA 17011**

RSVP by September 1st, 2019 @ WWW.PAOLMA.COM

Instructions on the next page