Pennsylvania Issuing Agent Training

CRITICAL ITEMS FOR AGENTS

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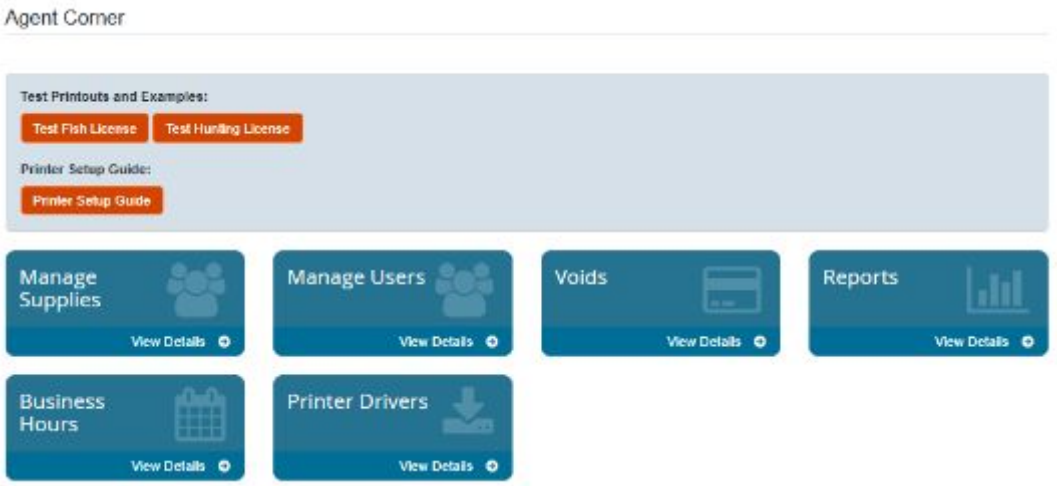
Fish License and Launch Agent

- For HFPA assistance call (800-838-4431) or refer to your agent corner.



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Sales Tax Exemption Number 7

- Exemption # 7 – Boat purchased out-of-state and registered by a nonresident solely for the use in Pennsylvania as a tourist or vacationer: Exemption is not permitted if applicant is a resident of Pennsylvania , or if boat was originally purchased in Pennsylvania.
- This applicant would not be establishing permanent residence in Pennsylvania.

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Homemade Boat in Pennsylvania

The following are required to Register/Title a newly built Homemade Boat. Please be aware the builder of the boat is who is required to be the initial registered/titled owner.

- REV 336 Application
- Itemize list of materials used to build the boat, with the cost.
- PFBC -734 Affidavit of purchase
- Bill of sales for all materials used for proof of sales tax paid.
- Pictures

Temporary Registration Cannot Be Issued- Issuing a Temporary Registration on a Homemade, Reconstructed, or Abandoned Boat is a violation of the Pennsylvania Code §93.13.

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Homemade Boat in Pennsylvania

Homemade Boats may be sold after 10 years from the date of the Z-number HIN issuance, and a limited scenario is met.

- The person who built the boat passes away and the family needs to sell it.
- The person who built the boat moves and it is no longer practical to use the boat, so they need to sell it.
- The person who built the boat and used it for a period of time decides to replace it with another boat.

Additional documentation may be required for transfers of homemade boats. It is suggested to reach out to PFBC before submitting any paperwork.

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Rejections sent back to the Agents

- The topic of rejections being returned to the agents was addressed by the Division Chief during the agent training, rejections are sent back to the applicant. Unless payment is being made by the agent.
- It is the customers responsibly to follow through with the application process.
- Agent inquires may be sent to ra-fb-agents@pa.gov or calling 866-262-8734 and selecting number 2 to connect with Jess Petrovich.
- Customers have the option to email documentation, unless original documentation is listed as required, to ra-pfbcboatreg@pa.gov.

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Agent Reminders and Updates

- All applications must be submitted to PFBC **within 10 days** along with all related documents, application fees and sales tax as required by Pennsylvania Department of Revenue.
- The Temporary registration expiration date must be correct and calculated to be **60 days from the date of signature**.
- A Temporary Registration Summary Report (Form PFBC-725) must be completed and included with each batch of applications submitted.
- Failure to submit the required paperwork within 10 days may result in a citation and a penalty equal to 10% of the balance due to the Commission which is not paid when it is due. Delinquency periods exceeding 30 days may result in the issuing agent status being revoked, per Title 30 § 5304(d).

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Agent Reminders and Update

- Application for Pennsylvania Boat Registration and/or Title should be legible and accurate.
- Agents should provide individual and separate payment for each application.
- Ensure the check or money order attached is for the correct amount and is signed. Incorrect fees can delay the processing of the application.
- Titles must be properly assigned and notarized. The original titles and Certificates of Origin when applicable must be included with submission when the boat is titled.

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Questions ?