OS-600C (12-24)

Pennsylvania
Department of Transportation

MEMO

DATE: May 9, 2025

SUBJECT: OLM Work Delivery Change

TO: All Division Managers
All Section Managers
All BMV Supervisors

FROM: Stephen J. Madrak, Director
Bureau of Motor Vehicles

Effective May 19, 2025, all Online Messengers should be delivering any paperwork and checks to the Department's dock area. Which is located to the left of the employee entrance.

OLM's will be granted access to the docking area. If you are unable to gain access, please reach out to ra-pdonlinemessenger@pa.gov.

Important Reminders Regarding Submission of Paperwork

1. Separate BMV and BDL paperwork before delivering it to PennDOT. OLMs can use one envelope to submit VR and DL processed transactions.
2. Secure each batch so documents do not become lost.
3. Address and/or turn in all processed transactions to the Deposit Control area at the ROC at the address listed below:

   PennDOT, ROC
   Deposit Control, Second Floor
   1101 South Front Street
   Harrisburg, PA

4. Please do not use staples to keep your work together.
5. Please do not send returned products (unused stickers, plates etc.) to Deposit Control

Note: Please refer to the following resources for additional requirement on screen processing and related submission processing procedures:

1. Online Messenger Vehicle Registration Processing Manual
2. Online Messenger Driver License Processing Manual
3. Online Messenger Imaging Requirements
4. OLM Processing Documentation Requirements Overview (MV)
5. OLM Processing Documentation Requirements Overview (DL)

Timeframe for Submission of Paperwork and Fees Important

- Paperwork is due to the Department by 10:00am on the fifth (5th) workday (Monday through Friday) after the process date. Example: If work is processed on Monday, the paperwork is due the following Tuesday.
- Fees are due by 10:00am as indicated on the Deposit Day Calendar provided by PennDOT. Cash drawers are closed the next business day in the morning, after the work is processed. To determine when fees are due, look up the deposit date shown for that morning on the Deposit Date Calendar. ON that date, you will see another date listed in the box, that is the deposit date; fees are due by 10:00am on that date (see attachments G and H).

Please refer to packaging and drop off in the attached "Submission Requirements for Online Messenger Fees and Paperwork."

All secured envelopes must be delivered directly to the dock at the Riverfront Office Center. PennDOT personnel at the dock will ensure envelopes are date and time stamped. They will also provide a receipt to the courier service.

* *

Submission Requirements for Online Messenger Fees and Paperwork

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FA-166: Online Messenger Service Center Electronic Funds Transfer Summary	Attachment C
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Timeframe for Submission of Paperwork and Fees

- Paperwork is due to the Department by 10:00 am on the fifth (5th) workday (Monday thru Friday) after the process date. If you process work on a Monday, the paperwork is due on the following Tuesday.

- Fees are due by 10:00 am as indicated on the Deposit Date Calendar provided by PennDOT. Cash drawers are closed the next business day in the morning after work is processed. To determine when fees are due, look up the deposit date shown for that morning on the Deposit Date Calendar. On that date, you will see another date listed in the box – that is the deposit date; fees are due by 10:00 am on that date (See Attachments G and H).

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Online Messenger Imaging Requirements

1. The PennDOT printed BUD sheet, form MV-127, is the only BUD sheet that can be scanned. Please do not use photocopies.

2. The barcode/WID number is scanned on the front of the BUD sheet.

3. The barcode/WID number goes on the front of all PennDOT forms in the upper right-hand corner marked "For Department Use Only."

   NOTE: The barcode/WID number should not cover any information provided on the form.

4. When there is no room on the front of the form, place the barcode/WID number on the back.

5. All other documents must have the barcode/WID number placed on the back.

6. The new BUD sheet (date 08/14) can accept eight WID numbers. When you process a transaction, submit a separate BUD sheet with supporting documentation for each WID. You do not need to check off the box for one WID.

7. Do not write the WID number on the BUD sheet.

   The WID number on BUD sheets/documents/checks must have the barcode so that it can be scanned. If there is a WID printer problem causing the wrong WID number to be printed on the BUD sheet(s) and supporting documentation, you can manually enter the WID number on a new BUD sheet for each transaction following these steps:

   a. Go to Start, then to Programs
   b. Go to Accessories, then click on Notepad
   c. Once Notepad opens, enter two @ signs followed by the WID number in the exact order that you want including spaces (Example: @@09123 4586 000265)
   d. Select File
   e. Select Print
   f. Select WID printer, then select print
   g. Slide the Document into the WID printer

8. Check the darkness of the printed barcode/WID number on the checks/BUD sheets daily. If the barcode/number appears lighter than this text, change the ribbon to ensure your documents can be scanned. Ribbons will normally last one to two weeks.

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Understanding Cash Drawers

Online messengers are assigned two (2) VR cash drawers and two (2) DL cash drawers – the lower number for the VR and DL cash drawer is referred to as the "low drawer" and the higher number is referred to as the "high drawer".

OLMs alternate between high and low drawer each day. For example, if you work in your high cash drawers on Monday, you will work in your low cash drawers on Tuesday, etc. or vice versa. Cash drawers are closed on the following workday morning after the process date.

1. Monday's cash drawers (high drawers) are closed on Tuesday morning.
2. Tuesday's cash drawers (low drawers) are closed Wednesday morning.
3. Wednesday's cash drawers (high drawers) are closed on Thursday morning.
4. Thursday's cash drawers (low drawers) are closed Friday morning.
5. Friday's cash drawers (high drawers) are closed on Saturday morning; and
6. Saturday's cash drawers (low drawers) are closed Monday morning (if Monday is a Holiday, the drawers would be closed Tuesday morning); etc.

NOTE: Holiday Deposit Dates differ from the standard deposit dates. Please refer to the OLM Cash Drawer - Deposit Date Calendar.

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Closing Cash Drawers

Conversation 70 is used to open and close your cash drawer. When closing your cash drawer, make sure you have the following documents on hand:

1. Current "Cash Drawer – Deposit Date Calendar"
2. Two (2) FA-160 "Online Messenger Counter Drawer Summary" forms (see Attachment C) if paying by check ; one (1) FA–166 "Online Messenger Service Center Electronic Funds Transfer Sheet" form (see Attachment D) if paying by Electronic Funds Transfer (EFT)
3. MV-169 "Online Messenger Routing Sheet" (See Attachment E)
4. Two copies (2) of the screen prints of the Cash Drawer List (see Attachment B)

Cash drawers are closed in the Cash Drawer Detail Screen (see Attachment A).

1. Enter the Deposit Date shown on the current Cash Drawer - Deposit Day Calendar onto the Cash Drawer Detail Screen (see Attachment A) in the lower right hand corner of the screen.
2. Verify the correct Cash Drawer Deposit Date and Check Amount has been entered on the Cash Drawer Detail Screen (Attachment A).
3. Enter the Check Amount Count in the upper right hand corner of Cash Drawer Detail Screen (Attachment A).
4. Hit PF 20 to Close Drawer.
5. Verify that the amount in the Total Fees Amount field is the same as the amount in the Total Fees Remitted field. Verify that the deposit date you entered matches the deposit date listed on the OLM Deposit Day Calendar.
6. Print 2 copies of this screen before posting the fees.
7. Hit PF 19 to post.
8. After posting you will be returned to the Cash Drawer Prompt. Enter the cash drawer number that you just closed and press enter. You should receive the message "CASH DRAWER IS CLOSED". If you are returned to the Cash Drawer Detail you will need to start the closing process again because the drawer was not closed properly.

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Completion of Fee Paperwork

When completing the Fee Paper work, be sure you have a copy of the Cash Drawer Detail Screen to refer to when completing the paperwork.

1. Enter the Deposit Date used to close the cash drawer in the "red" area on the FA-160 (Attachment C) or FA–166 (Attachment D) and on MV-169 Online Messenger Routing Sheet (Attachment E).
2. On the FA-160 (Attachment C) check the VR or DL Box in the **"yellow"** area for VR or DL Cash Drawer just closed (you will need to complete two FA-160 forms – one for the VR Cash Drawer and one for the DL Cash Drawer).
3. Fill out the Site Name and Site Number in the "green" area on the FA-160 (Attachment C) and on the MV-169 Online Messenger Routing Sheet (Attachment E).
4. Fill out the beginning WID Number in the "pink" area and the ending number in the "blue" area on the FA-160 (Attachment C).
5. Print the ending DL WID numbers using the WID printer on the back of the DL Check and the the ending VR WID number using the WID printer on the back of the VR check (NOTE: VR and DL Paperwork are submitted in separate packets)
6. Write the beginning and ending DL WID numbers on the FA-160 sheet and the beginning and ending VR WID numbers on the FA-160 sheet. (Attachment C)
7. Fill out the Total Block that reflects the amount of money being sent into the Department on the FA-160 (Attachment C) and on the Net Deposit Block on the Cash Drawer Detail Screen (Attachment A). Please refer to the "Rose" colored areas in these attachments.
8. Fill out Drawer ID, Operator Name, Drawer Amount, Completed By, Date Completed, and Check # Blocks on the FA-160 on the "Gray" colored areas in the attachment (Attachment C)
9. Fill out Delivery Messenger Name, Date Delivered and Time Delivered on the MV-169 Online Messenger Routing Sheet.
10. Complete the FA-160 according to the procedures on the form itself. Keep a copy attached to your screen printouts for your records.
11. Complete all forms: FA-160, and Routing Sheet completely and accurately.

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Fees – Check Payment: submit the following items together (one for DL and one for VR):

1. Cash Drawer Detail page.
2. FA-160 (Counter Drawer Summary)
3. Check

Enter the total fees listed on your Cash Drawer Detail on your check. If the dollar amount ends with $.50, that amount should be included on your check.

Place the check on top of the FA-160 (Counter Drawer Summary) and the FA-160 on top of the Cash Drawer Detail page. Staple these three items together and place in a white envelope. On the front of the envelope, enter the following:

1. Site Name
2. Site Number
3. Process Date
4. Deposit Date
5. "BMV" or "BDL"

Please place these envelopes on top of your DL work and VR work respectively.

Fees - EFT Payment*: submit the following items together:

1. Cash Drawer Detail page.
2. The FA-166 (Online Messenger Service Center Electronic Funds Transfer Summary).

Staple the Cash Drawer Detail Page to the FA- 166.

* If you want to submit OLM payments to PennDOT via EFT, please contact Jessica Martino by email jemartino@pa.gov to request an EFT registration form.

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Packaging/Drop-off

Here are the steps for preparing and sending processed OLM applications to PennDOT.

_____ Separate BMV, BDL and PLACARD paperwork by Julian Day (the Julian date is shown on 3rd, 4th and 5th WID numbers).

_____ For each Julian Day, make sure the correct Cash Drawer ID number is WIDDED on the processed BMV, DL and PLACARD transactions (the Cash Drawer ID number is shown on the 6th, 7th, 8th and 9th WID Numbers)

- _____ DL Cash drawer WID number is only on DL transactions.
- _____ VR Cash drawer WID number is only on MV transactions.
- _____ Placard cash drawer number WID number is only on Placard transactions.

_____ Place the BMV, DL and Placard applications and paperwork in ascending WID order (lowest to highest WID number).

_____ The WID number on the BUD sheet must be the same WID number used on the supporting documents for that particular transaction.

_____ Review all paperwork to be sure the correct WID number is WIDDED on each processed transaction (each transaction will have a BUD sheet, the PennDOT Application and supporting documents for that transaction).

_____ Separate VR processed applications and fees, DL processed applications and fees and Placard processed applications by binder clip, rubber bands, or envelope for each Julian before sending to PennDOT.

_____ Bundle all of the processed applications for ONE JULIAN DAY together. If you are submitting work for more than one Julian Day, each day's work must be clipped, or rubber banded separately.

_____ Separate Julian/process days (by binder clip, rubber bands, or envelop) when sending in two or more days of processed applications in one cash drawer.

_____ When sending only a few processed applications, please use either a large paperclip or one binder clip.

_____ When you have the processed applications together, place the DL check with the DL FA-160 and the DL Cash Drawer Detail Printout in an envelope. Then, place the VR check with the VR FA-160 and the VR Cash Drawer Detail Printout in another envelope. Place these envelopes on top of the processed applications and put everything into a secured envelope. Fill out the routing sheet and attach that sheet to the outside of the secured envelope.

_____ Use one piece of tape to attach the routing sheet to the outside of the large envelope that contains the processed work and checks.

_____ When submitting processed transactions to PennDOT, list Attention to:
Deposit Control.

When submitting Output correspondence, please list Attention to:
Output Control.

NOTE: Do not list an employee's name as this will slow the process down.

All secured envelopes must be delivered directly to the Dock at the Riverfront Office Center. PennDOT personnel at the Dock will ensure envelopes are date and timestamped upon receipt and picked up by respective areas timely.

Important Reminders Regarding Submission of Paperwork

1. Separate BMV and BDL paperwork before delivering it to PennDOT. OLMs can use one envelope to submit VR and DL processed transactions.
2. Secure each batch so documents do not become lost.
3. Address and/or turn in all processed transactions to the Deposit Control area at the ROC at the address listed below:

   PennDOT, ROC
   Deposit Control, Second Floor
   1101 South Front Street
   Harrisburg, PA

4. Please do not use staples to keep your work together.
5. Please do not send returned products (unused stickers, plates etc.) to Deposit Control

Note: Please refer to the following resources for additional requirement on screen processing and related submission processing procedures:

1. Online Messenger Vehicle Registration Processing Manual
2. Online Messenger Driver License Processing Manual
3. Online Messenger Imaging Requirements
4. OLM Processing Documentation Requirements Overview (MV)
5. OLM Processing Documentation Requirements Overview (DL)

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PennDOT Contacts

Paperwork Submission

Tammakia Hitchcock, Supervisor
Deposit Control Area
1101 S. Front Street
Harrisburg, Pa. 17104
tamhitchco@pa.gov
717-783-3100

Carolyn Steele, Manager
Document Control Area
1101 S. Front Street
Harrisburg, Pa 17104
casteele@pa.gov
717-787-7599

Cash Drawer problems and/or questions:

Dawn Dickey, Supervisor
MV Fee Accounting
1101 S. Front Street
Harrisburg Pa 17104
dadickey@pa.gov
(717) 783-5652

Octavise Harrison, Supervisor
DL Fee Accounting
1101 S. Front Street
Harrisburg Pa 17104
oharrison@pa.gov
(717) 772-5239

Cash Drawer problems and/or questions:

Jessica Martino, Manager, Fee Accounting
Bureau of Support Services
1101 S. Front Street
Harrisburg Pa 17104
jemartino@pa.gov
(717) 705-0809

Processing Information

Robin Manning, Training Manager
Driver & Vehicle Program Services
1101 S. Front Street
Harrisburg Pa 17104
robmanning@pa.gov
(717) 705-1159

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Attachment A

Cash Drawer Detail Screen

This page shows the amount due to PennDOT for work closed to the Deposit March 5, 2001.

Submit this page PennDOT with the Check for Total Fees Processed

C7507000 2MV07002 **CASH DRAWER DETAIL** PF-POST CLOSES DRV

TERMINAL/OPERATOR IDs

Drawer ID : 9999

Check Qty Count	:		Check Amt Count	:	1,282.00
Check Qty Processed	:	44	Check Amt Processed	:	1282.00
Check Qty Balance	:	44-	Check Balance	:	
Exchg Issue Count	:		Exchg Recv Count	:	
Exchg Issue Processed	:		Exchg Recv Processed	:	.00
Exchg Issue Balance	:		Exchg Recv Balance	:	.00
Cash Count	:		Carrier From Acct	:	
Cash Processed	:		Carrier To Acct	:	
Cash Balance	:				
Total Fees Count	:	1,282.00	Open Balance	:	.00
Total Fees Processed	:	1,282.00	Close Balance	:	
Total Balance	:	.00	Net Deposit	:	1,282.00
			Deposit Date	:	04/05/01

17-LIST 20-CLOSE -DRW 24-RESET 19-POST 15-RETURN

NOTE: THE CHECK AMOUNT PROCESSED MUST EQUAL THE TOTAL FEES PROCESSED

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Return to Closing Cash Drawers
Return to Completion of Fee Paperwork

Attachment B

Cash Drawer List

This list shows the individual WID Number and Fees for OLM VR transactions processed on March 26, 2001

DO NOT send this to PennDOT

C7507000 2XIV07003 **CASH DRAWER LIST** MS19A02D 3/26/01

Cash Drawer: 9999

SCROLL ===> PAGE

WID CNT	WID -NO	TRANS PER WID	TOTAL CASH AMT	TOTAL CHECK AMT	CHECK QTY	NET EXCH AMT	T C
001	01083 9999 000011	1	.00	.00	1	.00	O
002	01083 9999 000024	1	.00	18.00	1	.00	
003	01083 9999 000037	1	.00	36.00	1	.00	
004	01083 9999 000040	1	.00	4.50	1	.00	
005	01083 9999 000052	1	.00	36.00	1	.00	
006	01083 9999 000065	1	.00	36.00	1	.00	
007	01083 9999 000078	1	.00	36.00	1	.00	
008	01083 9999 000080	1	.00	36.00	1	.00	
009	01083 9999 000093	1	.00	36.00	1	.00	
010	01083 9999 000103	1	.00	10.00	1	.00	

15-RETURN

20-NEXT

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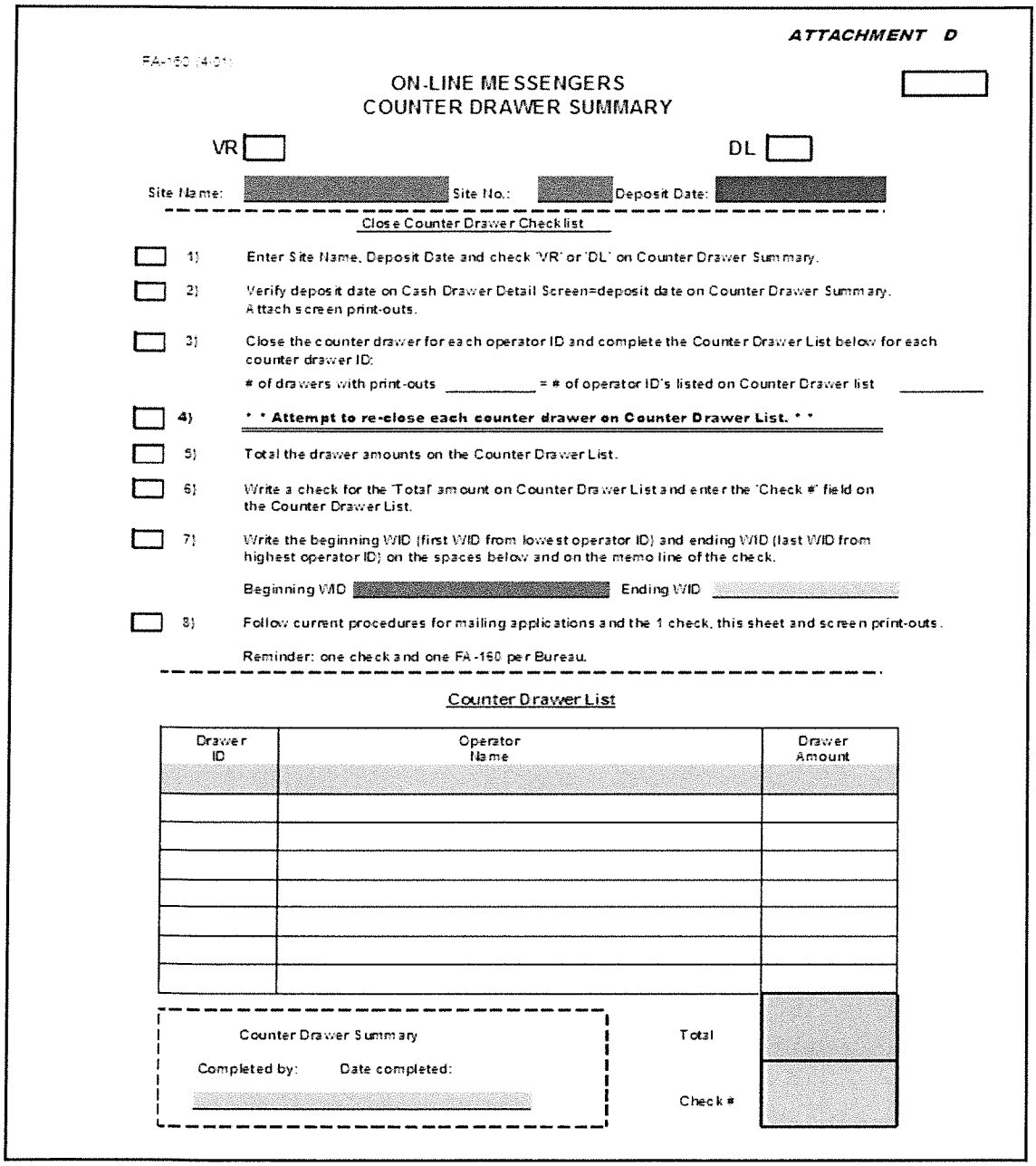
Return to Completion of Fee Paperwork

Attachment C

FA-160: Online Messenger Counter Drawer Summary



ATTACHMENT D

FA-160 (4-01)

ON-LINE MESSENGERS
COUNTER DRAWER SUMMARY

VR ☐ DL ☐

Site Name: _____ Site No.: _____ Deposit Date: _____

Close Counter Drawer Checklist

☐ 1) Enter Site Name, Deposit Date and check 'VR' or 'DL' on Counter Drawer Summary.

☐ 2) Verify deposit date on Cash Drawer Detail Screen=deposit date on Counter Drawer Summary. Attach screen print-outs.

☐ 3) Close the counter drawer for each operator ID and complete the Counter Drawer List below for each counter drawer ID:

# of drawers with print-outs _____ = # of operator ID's listed on Counter Drawer list _____

☐ 4) * * **Attempt to re-close each counter drawer on Counter Drawer List.** * *

☐ 5) Total the drawer amounts on the Counter Drawer List.

☐ 6) Write a check for the 'Total' amount on Counter Drawer List and enter the 'Check #' field on the Counter Drawer List.

☐ 7) Write the beginning WID (first WID from lowest operator ID) and ending WID (last WID from highest operator ID) on the spaces below and on the memo line of the check.

Beginning WID _____ Ending WID _____

☐ 8) Follow current procedures for mailing applications and the 1 check, this sheet and screen print-outs.

Reminder: one check and one FA-160 per Bureau.

Counter Drawer List

Drawer ID	Operator Name	Drawer Amount

Counter Drawer Summary

Completed by: Date completed:

_____

Total

Check #

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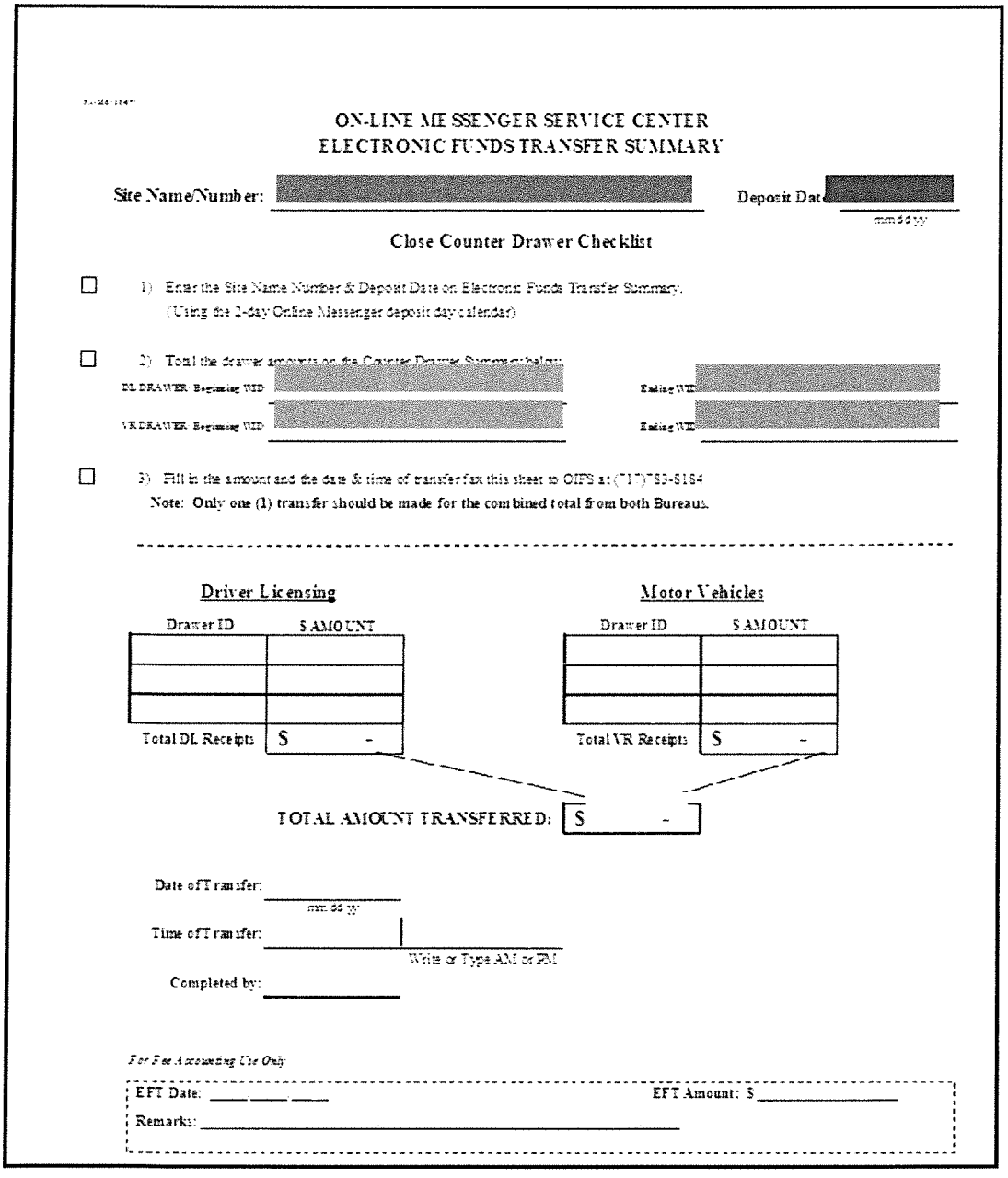
Return to Closing Cash Drawers
Return to Completion of Fee Paperwork

Attachment D

FA–166: Online Messenger Service Center Electronic Funds Transfer Sheet)



ON-LINE MESSENGER SERVICE CENTER
ELECTRONIC FUNDS TRANSFER SUMMARY

Site Name/Number: _____ Deposit Date _____
mm dd yy

Close Counter Drawer Checklist

☐ 1) Enter the Site Name Number & Deposit Date on Electronic Funds Transfer Summary.
(Using the 2-day Online Messenger deposit day calendar)

☐ 2) Total the drawer amounts on the Counter Drawer Summary below:

DL DRAWER Beginning WID: _____ Ending WID: _____

VR DRAWER Beginning WID: _____ Ending WID: _____

☐ 3) Fill in the amount and the date & time of transfer fax this sheet to OIFS at (717) 783-8184
Note: Only one (1) transfer should be made for the combined total from both Bureaus.

Driver Licensing

Drawer ID	$ AMOUNT
Total DL Receipts	$ -

Motor Vehicles

Drawer ID	$ AMOUNT
Total VR Receipts	$ -

TOTAL AMOUNT TRANSFERRED: $ -

Date of Transfer: _____
mm dd yy

Time of Transfer: _____
Write or Type AM or PM

Completed by: _____

For Fee Accounting Use Only

EFT Date: ____ ____ ____ EFT Amount: $ _____

Remarks: _____

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Return to Closing Cash Drawers
Return to Completion of Fee Paperwork

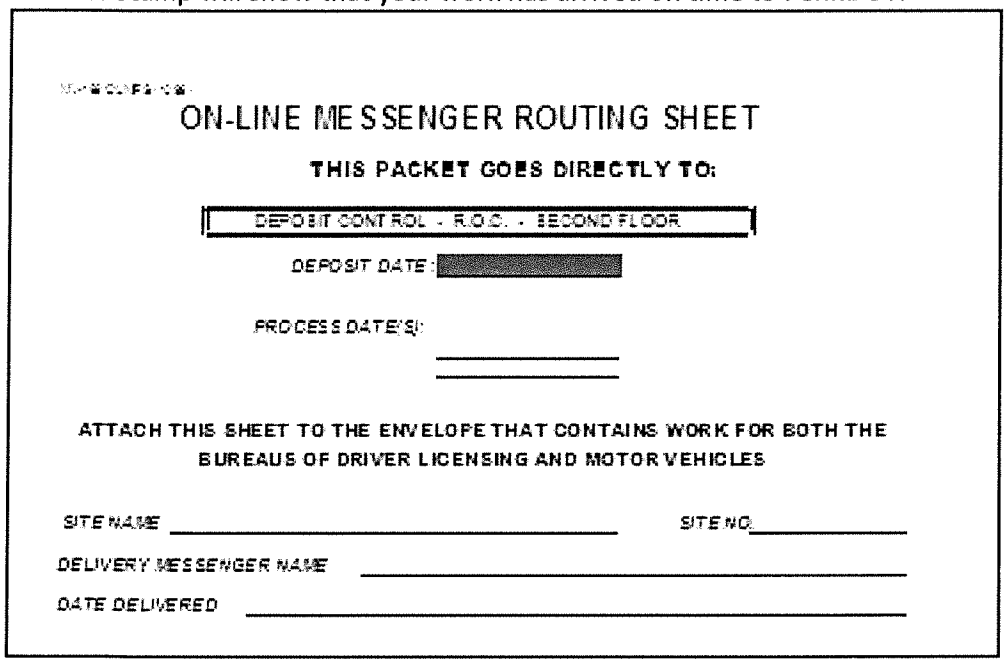
Attachment E

MV- 169: (Online Messenger Routing Sheet)

This form must be completed and attached to the outside of the package you are using to send your OLM Fees & Paperwork to PennDOT.

Be sure to enter the deposit date, the processing dates, your site name, site number, and the name of the messenger delivering your work to PennDOT on the MV-169.

Securely place the MV-169 on the outside of the package so that it can be date stamped when it arrives. The date stamp will show that your work has arrived on time to PennDOT.



ON-LINE MESSENGER ROUTING SHEET

THIS PACKET GOES DIRECTLY TO:

DEPOSIT CONTROL - R.O.C. - SECOND FLOOR

DEPOSIT DATE:

PROCESS DATE(S):

ATTACH THIS SHEET TO THE ENVELOPE THAT CONTAINS WORK FOR BOTH THE BUREAUS OF DRIVER LICENSING AND MOTOR VEHICLES

SITE NAME _____ SITE NO. _____

DELIVERY MESSENGER NAME _____

DATE DELIVERED _____

Your work packet will go directly to:

Deposit Control
ROC
Second Floor

If mailing your work to PennDOT, send it to this address:

PennDOT, ROC
Deposit Control, Second Floor
1101 South Front Street
Harrisburg, PA 17104

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Return to Completion of Fee Paperwork

Attachment F

**Sample White Envelop for BMV Check,
FA-160 and Cash Drawer Detail Printout**

(Check & documents are stapled together and placed an envelope)

Alfred's Notary and Messenger Service
Site 421
BMV

Process Date:
Deposit Date

**Sample White Envelop for BDL Check,
FA-160 and Cash Drawer Detail Printout**

(Check & documents are stapled together and placed a the envelop)

Alfred's Notary and Messenger Service
Site 421
BDL

Process Date:
Deposit Date:

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Return to Completion of Fee Paperwork