



≡FAST PARTS≡

NMVTIS Reporting Requirements

Fast Parts Quick Reference Guide

Contents

Introduction	5
Data Collection Requirements	6
Capturing Data in Fast Parts	6
Generating the Report	11
The NMVTIS DOJ Report	13
Submitting the Data	14
Appendix: Key Terms and Definitions	15

Introduction

The Anti-Car Theft Act of 1992 was a legislative effort to deter auto theft, address automobile title fraud and protect consumers from unsafe automobiles in the United States. The Act required the establishment of the National Motor Vehicles Title Information System (NMVTIS) to enable states and other users to access automobile titling information as part of such deterrence and protection efforts. The Anti-Car Theft Improvements Act of 1996 moved responsibility for the administration of NMVTIS from the Department of Transportation to the Department of Justice (DOJ).

In January 2009, the Department of Justice published the final NMVTIS rules. The NMVTIS rules require auto recyclers, junk yards, and salvage yards to provide a monthly inventory report regarding all of the junk and salvage automobiles obtained in the prior month. This reporting requirement applies to all vehicles obtained on or after March 1, 2009. The final NMVTIS rules require auto recyclers, junk yards, and salvage yards to make the required reporting by no later than March 31, 2009 and thereafter on a monthly basis as determined by AAMVA (the operator of NMVTIS). In an NMVTIS update posted on the www.nmvtis.gov website on March 13, 2009, the DOJ: (1) recognized that the reporting mechanisms may not be in place and/or operating in a manner to allow the required NMVTIS reporting by auto recyclers by March 31, 2009; and (2) indicated that an auto recycler should file the required data with respect to all junk automobiles and salvage automobiles obtained on or after March 1, 2009 even if their initial report is delayed after the March 31, 2009 date referenced in the NMVTIS rules.

The American Association of Motor Vehicle Administrators (AAMVA), the entity designated by DOJ to serve as the operator of NMVTIS, has decided that it will not collect the required data directly from auto recyclers. Auto recyclers are required to submit their data to a designated data consolidator and the data consolidator will report the information to AAMVA for inclusion in NMVTIS.

As part of our effort to assist our customers in meeting their NMVTIS filing requirements, Car-Part.com will provide recyclers using Fast Parts® with a report mechanism that will create a file containing the information required to be reported under the NMVTIS rules. The recycler can then forward the file to one of the approved data consolidators for reporting into the NMVTIS system. This guide will provide Fast Parts users with the information necessary to run the NMVTIS reports and generate the file described above.

Currently, the only authorized data consolidators are Auto Data Direct Inc. and Insurance Services Office (ISO). Car-Part.com is not seeking to become a data consolidator. However, Car-Part.com and ARA Services Corporation have agreed to work together in an effort to assist auto recyclers in complying with the NMVTIS reporting obligations. It is ARA Services Corporation's desire to become an authorized data consolidator as quickly as possible and to provide a NMVTIS reporting service free of charge to all Car-Part.com web services customers that authorize Car-Part.com to forward VIN data to ARA Services Corporation. As AAMVA designates additional data consolidators, we will keep our customers advised.

Additional information about the new NMVTIS reporting obligations is available at the NMVTIS website maintained by the DOJ (www.nmvtis.gov) and at the NMVTIS section of the AAMVA website (www.aamva.org/GovAffairs/IssueWatch/NMVTIS/). Car-Part.com also provides updates regarding NMVTIS matters on the ARASC VINS tab at <http://products.car-part.com>.

Data Collection Requirements

Under the NMVTIS rules, auto recyclers, junk yards and salvage yards are required to submit to AAMVA (the operator of NMVTIS) monthly inventory reports including the following information regarding each junk automobile and salvage automobile obtained in the prior months.

Mandatory Elements¹ :

- Vehicle Identification Number (VIN)
- Date on which automobile obtained in inventory
- Name of entity or individual from whom the automobile was obtained
- Disposition of the vehicle (e.g. SCRAP, CRUSH, SOLD etc).
- Name of entity/individual to whom the automobile was provided or transferred
- Indication if automobile is intended for export out of US
- Reporting entity identification or name, city state, and contact information

In addition to these mandatory elements, the DOJ and AAMVA have identified the following "Desired Elements" that they would like auto recyclers to report: (1) mileage/odometer reading; (2) vehicle description - make, model, year; (3) title number; (4) state of title; and (5) state brand(s). Because this additional information is not currently required, Fast Parts is only including the mandatory data in the NMVTIS report.

Capturing Data in Fast Parts

The Fast Parts inventory management system was developed with such comprehensive data capture capabilities it is already equipped to meet the new VIN collection requirements. As a Fast Parts user you just need to ensure that you are accurately completing all the required data entries for each vehicle in your inventory. Following the process recommended in this document will prepare you to submit your data regardless of the data consolidator you select.

NOTE: It's important to remember that individual recyclers are responsible for the accuracy of the information provided.

If you have questions about these instructions or require additional assistance contact the Fast Parts Support Team via the chat room (fastpartssupport@chat.private.rooms.carpartim.com) on Car-Part Messaging™ or by phone at 859-344-1925.

¹ Data obtained from AAMVA Data Reporting Requirements, Junk, Salvage and Insurance Data, Attachment A to the AAMVA document titled "Reporting by Auto Recyclers, Junk yards, Salvages and Insurers to National Motor Vehicle Title Information System (NMVTIS)" (Updated March 19, 2009)

Required Data Entries

The data entries required in Fast Parts to generate accurate reporting are:

- VIN - Vehicle Identification Number
- Date Purchased - Date you obtained the vehicle
- Purchased From - Person or entity you obtained the vehicle from
- Sold To - Person or entity you sold the vehicle to if applicable
- Export - Indication of whether the vehicle is intended for export outside the United States
- Reporting Entity ID - NMVTIS reporting identification number for reporting the yard

VIN

Confirm that the VIN is accurately recorded on the Change Vehicle screen

UAGE CHANGE VEHICLE IN INVENTORY FILE 74.3.1

Vehicle Number FORD Year 1995 Manufacturer 11 FORD
Model 38 Contour
Date Sold 0/0 /0
Location 4109 Date Crushed 0/0 /0 Date Purchased 3/15/2009
Purchased From JOHN W. DOE ID # 14704016
Address 1234 SOME STREET
City ANYTOWN ST TX Zip 78704
Payment Type C Cash Chk #
Title 12345678901234567 State TX Surrendered 12/27/2008
Book # Page # Line #
V.I.N. # 1FALP66L6SK226621
Cost 0 Odometer 0
Exterior Color Brown Interior Color BROWN
Body Notes SEDAN 4 DOOR
Engine Notes 6-155,2.5L U6PFI
Trans Notes 4SPEED AUTOMATIC
Comments 95 FORD CONTUR 4DR BROWN 2.5 U6 AUT COMPRETO

PARTS SOLD	
JAN -->	0.00
FEB -->	0.00
MAR -->	0.00
APR -->	0.00
MAY -->	0.00
JUN -->	0.00
JUL -->	0.00
AUG -->	0.00
SEP -->	0.00
OCT -->	0.00
NOV -->	0.00
DEC -->	0.00
TOTAL->	0.00

Enter information - when complete press ENTER

F4=BACKUP 1 FIELD F10=FWD 1 PAGE ESC=END

NOTE: The VIN is typically entered into Fast Parts when a vehicle is manually recorded or added to inventory through an upload from Partmate™.

Disposition

To meet the reporting requirements for the “Disposition” of the vehicle we recommend using the Vehicle Location or the Vehicle Comments fields to enter keywords that designate your plans for the vehicle. We suggest, however, that you only designate a vehicle's status when you are completely confident of that choice. Changing a vehicle's disposition is permitted but may create multiple records for a VIN that could cause complications should you decide to sell the vehicle.

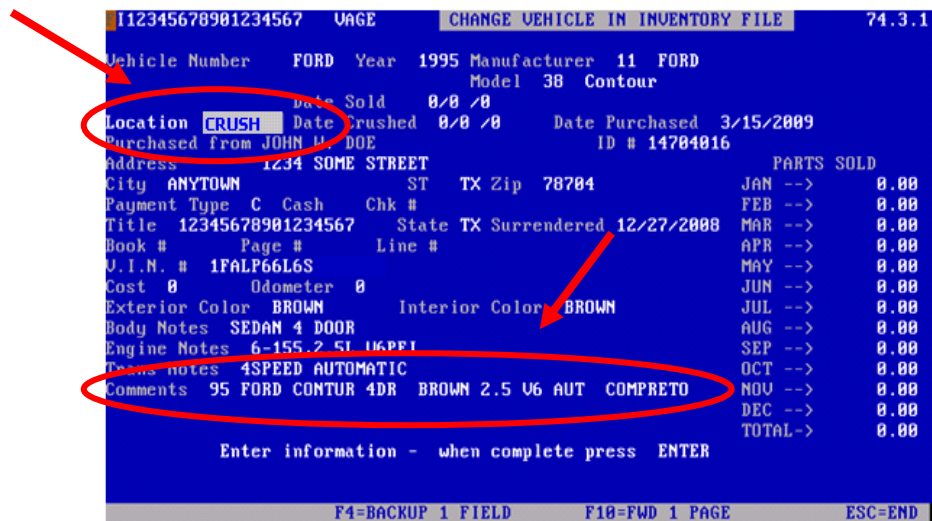
Fast Parts will use the Vehicle Location and Vehicle Comments fields to search for keywords that indicate the disposition of the vehicle. The keywords are:

- SOLD - Vehicle is being sold.
- CRUSH - Vehicle was crushed or scrapped.
- EXPORT - Vehicle has been sold and is being shipped outside the United States.
- NODOJ - Vehicle will be removed from the report completely. This selection should only be used if you have determined that the vehicle is not subject to the NMVTIS reporting requirements.
- IGNORE - Vehicle was erroneously included in a prior report.
- PART - Vehicle is being dismantled and sold for parts.

For EXPORT, NODOJ, or IGNORE, just insert these keywords either in the Vehicle Location field or Vehicle Comments field. The Fast Parts Inventory system will scan for these words during the data extraction process.

It is important to remember that the **entire word** must be typed if using the Vehicle Location field or Vehicle Comments field. The system will not recognize abbreviations.

Note: If you do not indicate that the vehicle has been exported, the system will assume that there is no intent to export the automobile out of the US.



Obtained From

Record the name or entity of that the vehicle was obtained from in the Purchased From field.

```
I12345678901234567  VAGE  CHANGE VEHICLE IN INVENTORY FILE  74.3.1
Vehicle Number  FORD Year 1995 Manufacturer 11 FORD
Model 38 Contour
Date Sold 0/0 /0
Location 1409 Date Crushed 0/0 /0 Date Purchased 3/15/2009
Purchased from JOHN W. DOE ID # 14704016
Address 1234 SOME STREET
City ANYTOWN ST TX Zip 78704
Payment Type C Cash Chk #
Title 12345678901234567 State TX Surrendered 12/27/2008
Book # Page # Line #
V.I.N. # 1FALP66L6S
Cost 0 Odometer 0
Exterior Color BROWN Interior Color BROWN
Body Notes SEDAN 4 DOOR
Engine Notes 6-155,2.5L V6PFI
Trans Notes 4SPEED AUTOMATIC
Comments 95 FORD CONTUR 4DR BROWN 2.5 V6 AUT COMPRETO
PARTS SOLD
JAN --> 0.00
FEB --> 0.00
MAR --> 0.00
APR --> 0.00
MAY --> 0.00
JUN --> 0.00
JUL --> 0.00
AUG --> 0.00
SEP --> 0.00
OCT --> 0.00
NOV --> 0.00
DEC --> 0.00
TOTAL-> 0.00
Enter information - when complete press ENTER
F4=BACKUP 1 FIELD F10=FWD 1 PAGE ESC=END
```

Date Obtained

Record date the vehicle was acquired in the Date Purchased field.

```
I12345678901234567  VAGE  CHANGE VEHICLE IN INVENTORY FILE  74.3.1
Vehicle Number  FORD Year 1995 Manufacturer 11 FORD
Model 38 Contour
Date Sold 0/0 /0
Location 1409 Date Crushed 0/0 /0 Date Purchased 3/15/2009
Purchased from JOHN W. DOE ID # 14704016
Address 1234 SOME STREET
City ANYTOWN ST TX Zip 78704
Payment Type C Cash Chk #
Title 12345678901234567 State TX Surrendered 12/27/2008
Book # Page # Line #
V.I.N. # 1FALP66L6S
Cost 0 Odometer 0
Exterior Color BROWN Interior Color BROWN
Body Notes SEDAN 4 DOOR
Engine Notes 6-155,2.5L V6PFI
Trans Notes 4SPEED AUTOMATIC
Comments 95 FORD CONTUR 4DR BROWN 2.5 V6 AUT COMPRETO
PARTS SOLD
JAN --> 0.00
FEB --> 0.00
MAR --> 0.00
APR --> 0.00
MAY --> 0.00
JUN --> 0.00
JUL --> 0.00
AUG --> 0.00
SEP --> 0.00
OCT --> 0.00
NOV --> 0.00
DEC --> 0.00
TOTAL-> 0.00
Enter information - when complete press ENTER
F4=BACKUP 1 FIELD F10=FWD 1 PAGE ESC=END
```

Sold To

To make sure a vehicle is sent as SOLD, sell the corresponding 001 record for the VIN. The Fast Parts inventory management system will automatically place SOLD in the Location field for you.

```
112345678901234567  VAGE  CHANGE VEHICLE IN INVENTORY FILE  74.3.1
Vehicle Number  FORD Year 1995 Manufacturer 11 FORD
Model 38 Contour
Date Sold 0/0 /0
Location SOLD Date Crushed 0/0 /0 Date Purchased 3/15/2009
Purchased from JOHN W. DOE ID # 14704016
Address 1234 SOME STREET
City ANYTOWN ST TX Zip 78704
Payment Type C Cash Chk #
Title 12345678901234567 State TX Surrendered 12/27/2008
Book # Page # Line #
V.I.N. # 1FALP66L6S
Cost 0 Odometer 0
Exterior Color BROWN Interior Color BROWN
Body Notes SEDAN 4 DOOR
Engine Notes 6-155,2.5L U6PFI
Trans Notes 4SPEED AUTOMATIC
Comments 95 FORD CONTUR 4DR BROWN 2.5 U6 AUT COMPRETO
PARTS SOLD
JAN --> 0.00
FEB --> 0.00
MAR --> 0.00
APR --> 0.00
MAY --> 0.00
JUN --> 0.00
JUL --> 0.00
AUG --> 0.00
SEP --> 0.00
OCT --> 0.00
NOV --> 0.00
DEC --> 0.00
TOTAL-> 0.00
Enter information - when complete press ENTER
F4=BACKUP 1 FIELD F10=FWD 1 PAGE ESC=END
```

Information about who a vehicle is sold to will be pulled directly from the invoice. It will appear on the NMVTIS report that is created.

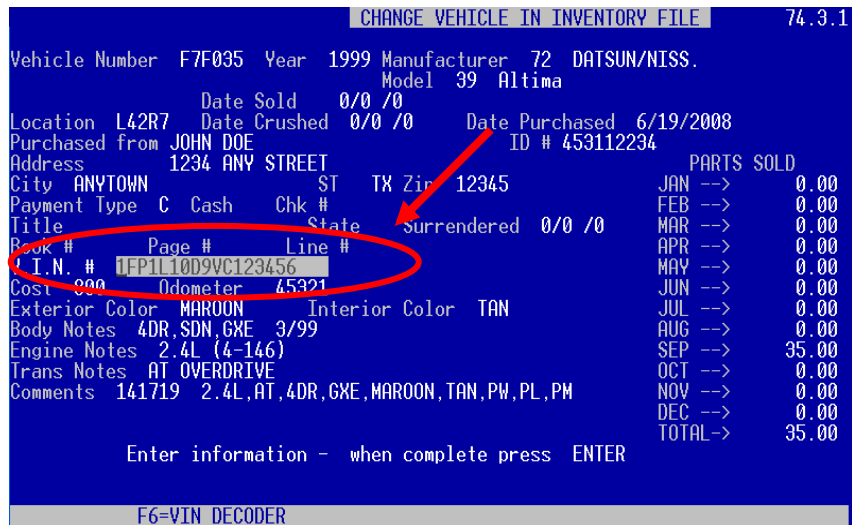
By simply capturing data that you already have on a regular basis, you will be ready to transmit your monthly report.

Incorrect VINs

At some point, you may determine that a VIN has been incorrectly entered into Fast Parts. This could be the result of something simple like a typing error when entering the VIN. If you determine that an incorrect VIN has been submitted as part of the NMVTIS reporting process, you can correct the VIN in Fast Parts and then designate the incorrect VIN as "Ignore" to indicate that it was incorrectly submitted on a previous report.

From the System Menu select **I** (Inventory Parts) and select **CV** to access the Change Vehicle in Inventory File. This screen will allow you to correct the vehicle information currently in your inventory.

- Enter the vehicle number that needs to be corrected.
- Write down the VIN that is currently entered incorrectly, you will use this number later to establish a record for the incorrect VIN.
- Press the Enter key until you the cursor is at the VIN field.
- Type the correct information in the field and press the Enter key until you reach the screen that shows all the parts currently inventoried for that vehicle.
- Press F3 to save the corrected vehicle information and follow the prompts to get confirmation that the information was saved correctly.



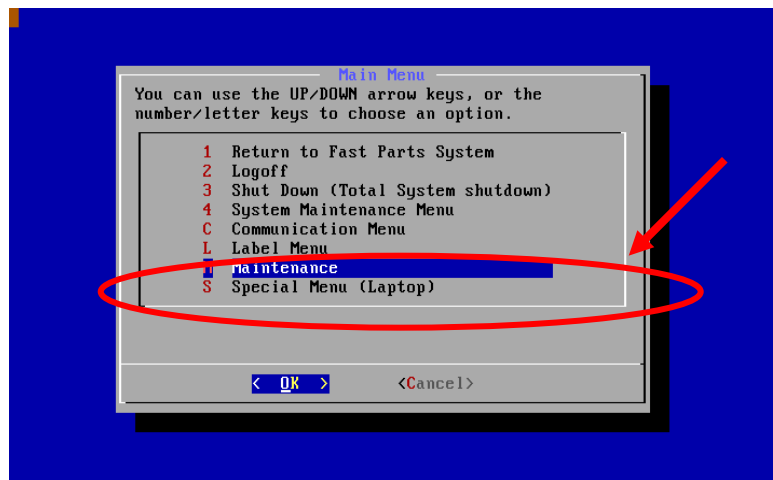
Once you have corrected the VIN, you will need to add a new record with the incorrect VIN so that it can be recorded on the NMVTIS report.

- Pres the Esc (Escape) key to navigate back to the Inventory File Maintenance Menu.
- Enter a new vehicle number and add the same vehicle information as the incorrect VIN.
- In the VIN field, type the incorrect VIN that you recorded earlier.
- Finally, in the Location field type “IGNORE” to indicate that this VIN was incorrectly submitted in a previous report and should be ignored.
- Remember to save the vehicle when you are done.

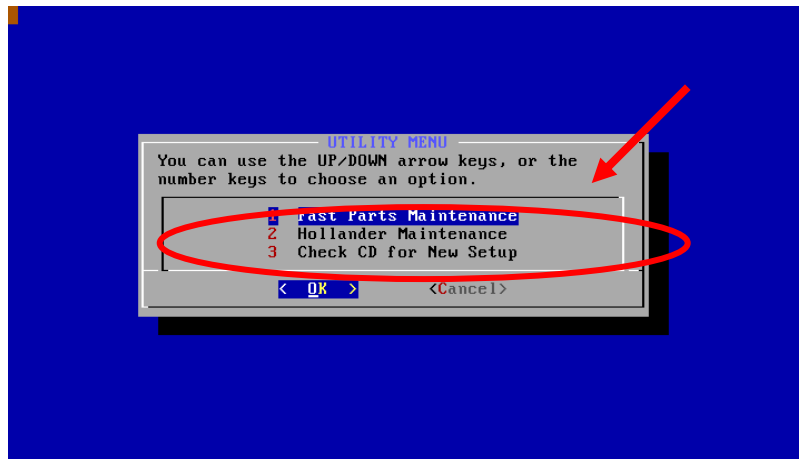
Following these steps to correct the invalid VIN will ensure that the data you are submitting to NMVTIS is accurate.

Generating the Report

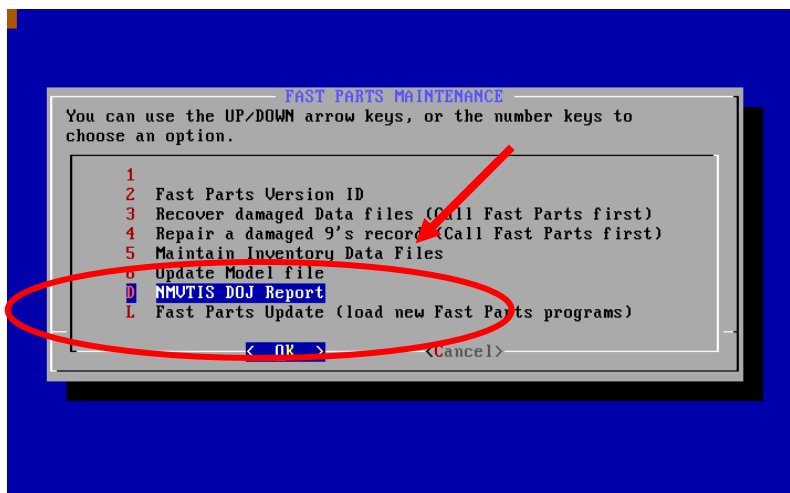
- From the Main Menu select Maintenance Menu (M)



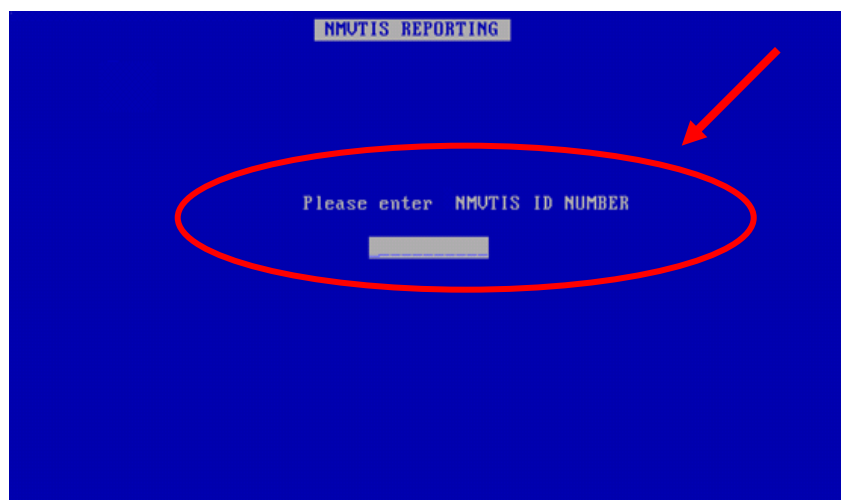
- Select the Fast Parts Maintenance option (1)



- Select the NMVTIS DOJ Report (D)



- At this point you will be prompted to enter your NMVTIS ID number and business name.



The NMVTIS ID is also known as the Reporting Entity ID and is assigned to you by your chosen data consolidator (only data consolidators designated by AAMVA are in a position to assign such numbers).

The business name should be entered exactly as designated by your chosen data consolidator (the data consolidator will designate the exact name to be used for reporting purposes).

TIP: Once you enter your Reporting Entity ID and business name the system will capture that information so you do not need to enter the information each time.

The NMVTIS DOJ Report

The NMVTIS DOJ Report for Fast Parts will be a formatted as a Comma Separated Value (CSV) file with all the required reporting fields predetermined.

Insurance Services Office, Inc.

This report is built to meet the format currently designated by the National Salvage Vehicle Reporting Program (NSVRP). It is our understanding the NSVRP is working with Insurance Services Office, Inc. (ISO) as a data consolidator. Once you have generated the Fast Parts report we recommend you contact NSVRP or ISO directly for instructions on submitting your data.

Auto Data Direct, Inc.

Auto Data Direct, Inc. (ADD) may also be able to make the NMVTIS filing on your behalf using the Fast Parts report format. We suggest that you contact ADD directly to confirm they will accept and can work with the report format as it is.

We expect to be adding additional report options in the coming months to meet the format requirements of the individual data consolidators. Following the instructions detailed in this document for correctly capturing your data in Fast Parts will allow you to take advantage of these additional report options as they become available. Here is a sample report:

```
"NMVTIS-ID","VIN",,,,,,,,,,,,,,"PLANT NAME",,,,,,"LOCATION/STATUS","PURCHASED FROM","DATE ENTERED","SOLD TO"
"1234567","CFFARPO2W123456",,"LUISITO'S SALVAGE",,"CRUSHED",,"","JOE VALDER",,"","4/12/09","WELKER METAL"
"1234567","1RTHF25H7YZX12345",,"LUISITO'S SALVAGE",,"",,"",,"",,"ROSS BODY REPAIR","4/28/09",,"
"1234567","3CXP13R22P123456",,"LUISITO'S SALVAGE",,"SOLD",,"",,"TYLER CITY REPAIR","3/30/09","CHAVES AUTO MECHANIC"
"1234567","2RMC7126YX123456",,"LUISITO'S SALVAGE",,"IGNORE",,"",,"TRAVIS USED CARS","3/1/09",,"
"1234567","Y3IDF78K717009262",,"LUISITO'S SALVAGE",,"NODOJ",,"",,"MIKE KIRKWOOD",,"4/2/09",,"
"1234567","J3AC12R3IM0034344",,"LUISITO'S SALVAGE",,"CRUSHED",,"",,"JOHN ARLINGHAUS",,"04/01/09","WELKER METAL"
"1234567","432F13CONIU032307",,"LUISITO'S SALVAGE",,"CRUSHED",,"",,"IAA-HOUSTON",,"03/09/09","WELKER METAL"
"1234567","3WDD21C4YMI459452",,"LUISITO'S SALVAGE",,"",,"",,"",,"COPART-WALTON",,"04/01/09",,"
"1234567","1IVGF22C4W5701100",,"LUISITO'S SALVAGE",,"PART",,"",,"",,"SCHWARTES SERVICE",,"04/01/09",,"
"1234567","JI1TA2211X1502807",,"LUISITO'S SALVAGE",,"PART",,"",,"",,"COPART-WALTON",,"03/26/09",,"
"1234567","WIBRF61J32F273884",,"LUISITO'S SALVAGE",,"PART",,"",,"",,"IAA-HOUSTON",,"04/08/09",,"
"1234567","3WDD21C4YMI459452",,"LUISITO'S SALVAGE",,"",,"",,"",,"COPART-WALTON",,"04/01/09",,"
"1234567","SLINE22292A200012",,"LUISITO'S SALVAGE",,"",,"",,"",,"COPART-WALTON",,"04/01/09",,"
```

The sample report shown in this section has been consolidated for this purpose and is only a representation of the full report. The actual report includes significantly more detail and we encourage you to review it to understand all the data being captured.

This report can be printed; however, it's important to remember that a wide carriage printer is recommended to print the report correctly.

After generating the report, you are ready to save the file. This process varies depending on your system.

Saving the Report - Fast Parts Linux

The NMVTIS Report for Linux users will need to be saved to a CD. Just insert a CD into the CD drive; once the file is saved the CD drawer will open. The CD can then be used to save the data to a file or to upload the report to your preferred data consolidator.

Saving the Report - Fast Parts Windows

The NMVTIS report for Windows users will automatically create a NMVTIS folder on the hard drive. The report will save to C:\usr\fastpts\doj. The file name will start with "nmvtis" followed by the date and time (military time to the second) that the report is generated; for example, a report generated on April 3, 2009 at 1:14:34 PM will take the name of "nmvtis090403131434.txt." This date and time stamp allows you to run the reports as frequently as you like and always know which report is most current.

If you have questions about these instructions or require additional assistance, contact the Fast Parts Support Team via the chat room (fastpartssupport@chat.private.rooms.carpartim.com) on Car-Part Messaging™ or by phone at 859-344-1925.

Submitting the Data

There are currently two data consolidators authorized to collect and report the required information from entities required to report under NMVTIS. Car-Part.com recommends you contact these organizations directly for more information on fees, reporting methods and technical specifications.

Auto Data Direct, Inc.

Jay Svendsen: salvage@add123.com

Website: www.add123.com

Insurance Services Office (ISO)

ISO Claim Search Customer Support

Phone: 800-888-4476

Email: claimsearchnmvtis@iso.com

Appendix: Key Terms and Definitions

American Association of Motor Vehicle Administrators (AAMVA): AAMVA has been designated by the DOJ as the operator of the NMVTIS system. As operator of NMVTIS, AAMVA has the authority to designate data consolidators and to establish both the timing and the manner in which required reports must be submitted.

Anti-Car Theft Act: Federal law passed in 1992 to prevent motor vehicle theft. The Act established NMVTIS as the information collection system for vehicle title information.

Auto Recycler: A business that obtains vehicles for the purpose of reselling usable parts or recycling vehicles as scrap material.

Data Consolidators: Third-party organizations authorized to collect information from entities required to report under the NMVTIS rules and to transmit aggregate data to AAMVA for inclusion in NMVTIS.

Department of Justice (DOJ): The DOJ is the primary criminal investigation and enforcement agency for the federal government. The DOJ is responsible for enforcement of the Anti-Car Theft Act and the administration of the NMVTIS system.

Insurance Carrier: An individual or company that issues and assumes the risk of automobile insurance.

Junk Automobile: A vehicle that has been damaged to the extent that it can no longer operate on public streets and is only valuable as a source of scrap material or individual parts.

Junk Yard: An individual or entity engaged in the business of obtaining decommissioned vehicles for the purpose of dismantling and reselling the vehicles individual parts, rebuilding, restoring or crushing the vehicles.

National Motor Vehicle Title Information System (NMVTIS): The NMVTIS information system was established under the Anti-Car Theft Act of 1992 to provide states with an electronic means to document and verify vehicle title information.

National Salvage Vehicle Reporting Program (NSVRP): NSVRP is a not-for-profit public policy and law enforcement support organization administered by Howard Nusbaum whose board is made up of law enforcement organizations such as the International Association of Chiefs of Police, Miami Dade Police, International Association of Auto Theft Investigators and the North American Export Committee. For more information about NSVRP, please contact NSVRP directly at www.nsvrp@earthlink.net.

Salvage Automobile: A vehicle that is damaged to the extent that the cost of repairing the vehicle exceeds its pre-damage value and the vehicle is deemed no longer safe for operation on public roads.

Salvage Yard: An individual or entity engaged in the business of obtaining decommissioned vehicles for the purpose of dismantling and reselling the vehicles as individual parts, rebuilding, restoring or crushing the vehicles. NMVTIS also includes scrap vehicle shredders and scrap metal processors, pull- or pick-apart yards, salvage pools, salvage auctions and other types of auctions, businesses, and individuals that handle salvage vehicles (including vehicles declared a "total loss") in this definition.

Vehicle Identification Number (VIN): The VIN is a unique, 17 digit serial number assigned to a vehicle for the purposes of identification.