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# Driver and Vehicle Services Update

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This newsletter may be downloaded by visiting the Driver and Vehicle Services  
website at [www.dmv.state.pa.us](http://www.dmv.state.pa.us)

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## **SPECIAL BULLETIN ELECTRONIC LIEN TITLING PROGRAM REMINDER**

Since 1998 PennDOT has offered a unique titling option to vehicle lienholders. Rather than apply for and receive paper certificates of title, many financial institutions have chosen to take part in PennDOT's Electronic Lien Titling (ELT) Program.

Financial institutions enrolled in the ELT program have made investments in equipment and software in order to realize long term cost savings and record-keeping benefits. However, in order for the ELT process to work as designed, all aspects of the title application process must be handled correctly. Agents and dealers who complete vehicle title applications play a key role in assuring the success of the ELT program.

Agents and dealers must be aware not only of the ELT program but how to properly identify ELT customers. When a financial institution enters into the ELT program, a unique Financial Institution Number (FIN) is assigned by PennDOT. The FIN is based on the financial institution's American Banking Association (ABA) number, but modified slightly to accommodate branch offices under the same name.

Every financial institution in the ELT program should furnish its FIN to the customer or agent handling the paperwork for each vehicle being encumbered. There are times, though, when the agent is not given a FIN with the lienholder information. When an agent is not furnished with a FIN, it is commonly assumed that the lender is not part of the ELT program, and the FIN is not entered on the title application. As a result, lienholders often receive paper titles in error.

With every title application involving a lien, agents and dealers need to follow several steps to ensure the ELT participants receive electronic titles.

1. Ask the purchaser of the vehicle for all loan-related materials supplied by the lender, and check for a FIN, or a contact phone number for the lender.
2. If no FIN is entered on the purchaser's loan information, contact the lender to ask if their financial institution participates in the ELT program. If the lender is in the ELT program, ask for the FIN.
3. If no FIN is entered on the loan information, and no contact number is provided to reach the lender by phone, check the current list of ELT participants available on PennDOT's website, at [www.dmv.state.pa.us](http://www.dmv.state.pa.us), using the drop-down menu under Motor Vehicle Services to scroll down to Vehicle Titling and Registration, and select Electronic Lien and Title Program. All financial institutions participating in the ELT program are listed there alphabetically with addresses included. Keeping a printed version of this list on hand will save agents time.
4. When using form MV-1 with an out-of-state title or certificate of origin, be sure to enter lienholder name, address and FIN in Section D of the form and where requested on the proof of ownership. Current

versions of Form MV-1 require a FIN to be entered in Section D and a check-off box is used to indicate an ELT. For ELTs, agents must remember to both enter the FIN and check the ELT box.

5. When using Form MV-4ST with a PA certificate of title, lienholder name, address and FIN must be entered in Section D of the current version PA certificate of title. On older versions of the PA title there is no space for the FIN, but it must still be written in the lien information section.
6. If the FIN cannot be obtained from the purchaser or lender, and the lender's name does not appear on the website list, a FIN need not be entered on the title application. The lienholder will receive a paper title.

Please share this information with your employees who complete PA applications for vehicle title. Their ability to understand the program and follow the above steps directly impacts the success of the program.

Lienholders who participate in the ELT program also have a responsibility to provide information to their loan recipients and the vehicle dealers and agents. A statement on the loan agreement or attached to the check for the dealer is extremely helpful in identifying a financial institution as an ELT participant. Lienholders should advise dealers in plain language of their participation in the ELT program and always provide their complete FIN.