



Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

DATE: December 3, 2013

BULLETIN NO.: 2013-01

TO: County Sheriffs

RE: Temporary Motorist Liability Plan

In response to House Bill 1792, effective November 1, 2013, Oklahoma State Auditor and Inspector's Office has developed recommended accounting procedures for processing license plates seized in accordance with 47 O.S. § 7-606. OSAI has created form #2093, a daily log for accounting for seized license plates, form # 2094 Monthly Report to the Plan Administrator (Oklahoma Sheriff's Association), and updated the prescribed forms #212, Sheriff's Receipt and form # 2091 Sheriff's Cash Receipts - Book.

I have enclosed the prescribed procedures and forms.

Note: The contract period between the State of Oklahoma the Temporary Motorist Liability Plan provider runs from January 1, 2014 to December 31, 2014. Thus, no license plate should be seized until coverage for participation in the plan begins.

If you have questions please call (405) 521-3495.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl A. Wilson".

Cheryl Wilson
Management Services

OKLAHOMA TEMPORARY MOTORIST LIABILITY PLAN

The Oklahoma State Auditor and Inspector's office recommends the Sheriff's Office utilize following accounting procedures for the Oklahoma Temporary Motorist Liability Plan.

- 1) When an officer seizes a license plate in accordance with 47 O.S. § 7-606, he or she shall deliver such license plate to the county sheriff's office where the citation was issued within three days. When the license plate is delivered to the Sheriff's office, the details should be logged into a daily log and the license plate shall be filed in a secure location. We have designed SA&I Form 2093 to be used as a log. It is acceptable for Sheriff's office to develop a similar log with all the pertinent information included.
- 2) The defendant must provide to the Sheriff's office: proof of compliance with the Compulsory Insurance Laws, proof of payment of citation in the appropriate court, and payment of related costs as set out in 47 O.S. §§ 7-626 and 7-606. The Sheriff's office shall then issue a receipt for payment (SA&I form #212) and return the defendant's license plate.
 - a. The receipt has a column for detailing the various types of fees as defined by the statute.
 - b. The fees, premiums and costs to be collected by the Sheriff's office for each license plate seized include:
 - i. The daily rate of participation in the Temporary Motorist Liability Plan to be announced the first Monday of December each year. This daily rate is calculated on a 24 hour period beginning at the time the citation was issued and ending when the driver becomes insured (not to exceed ten working days).
 - ii. \$25 for the Temporary Insurance Pool
 - iii. \$20 for the local Sheriff's office for storage and handling of the license plates.
 - iv. \$10 for the Plan Administrator.
 - v. \$70 for the law enforcement agency issuing the citation to be used for any lawful purpose.
- 3) Receipts are to be pre-numbered and issued in duplicate. One copy shall be issued to the defendant or party making payment and the second copy shall be retained by the Sheriff's Office. All receipts should be recorded in the Sheriff's Cash Book - Receipts (SA&I form 2091) and deposited daily with the County Treasurer into the Sheriff's Official Depository Account. At the end of the month, the totals per column of the Sheriff's Cash Book will indicate the amount owed to each entity. The Sheriff's Office will issue a depository voucher (SA&I form 214) to the appropriate entities and record that voucher number below the monthly total.

- 4) On the first business day of each month the Sheriff's office will complete the Monthly Report to the Plan Administrator (SA&I form 2094) detailing the types of collections and the entities to which they belong. The Sheriff's office shall retain one copy of this report and send one copy to the Plan Administrator along with remittance of collections.
 - a. The Plan Administrator will, in turn, issue payment to the Sheriff's office for the fees earned. This revenue shall be deposited into the Sheriff's Service Fee cash fund to be used for lawful operation of office. At the bottom of the Monthly Report to the Plan Administrator the Sheriff's office shall record the amount due from the Plan Administrator and record the Miscellaneous Receipt number when payment is received.

Purpose	Amount
Self Defense	
Service	
Mileage	
Passport photos	
Misc. (copies, etc.)	
Temp Motorist Liability:	
Premium Due	
Temp. Insurance Pool	
Sheriff's fee	
Admin fee	
Agency fee	
Total	

SA&I Form 212 (2013)

RECEIPT Number: _____
OFFICE OF THE SHERIFF
(Insert County Name) COUNTY
STATE OF OKLAHOMA

Date _____

Received of: _____ \$ _____ Dollars

Purpose: _____

Case or Citation Number: _____

By: _____

Sheriff

Undersheriff or deputy

Sheriff's Cash Book - Receipts

Date	Receipt #	Payor	Total Amount	Sheriff Service Fees							Uninsured Motorist			Plan Admin. Fee	Issuing Agency Fee	Total Uninsured Morotist Collections		
				Self Defense	Service	Mileage	Passport	Misc.	Other	TOTAL SSF	Premium Due	Temporary Ins. Pool	Sheriff's Fee					
Totals:																		
										Voucher #							Voucher #	

Temporary Motorist Liability Plan Monthly Report to Plan Administrator

Receipt Date	Sheriff's Receipt #	Defendant	Citation #	Issuing Agency	Tag #	Premium Due	Temp. Ins. Pool	Sheriff's Fee	Plan Admin. Fee	Issuing Agency Fee	Monthly Total Remitted to PA
Monthly Totals:											
										<i>Voucher #</i>	
						Total Amount due from Plan Administrator:					
						Misc. Receipt Number:					

Note: Keep one copy and send one copy to Plan Administrator with monthly remittance.