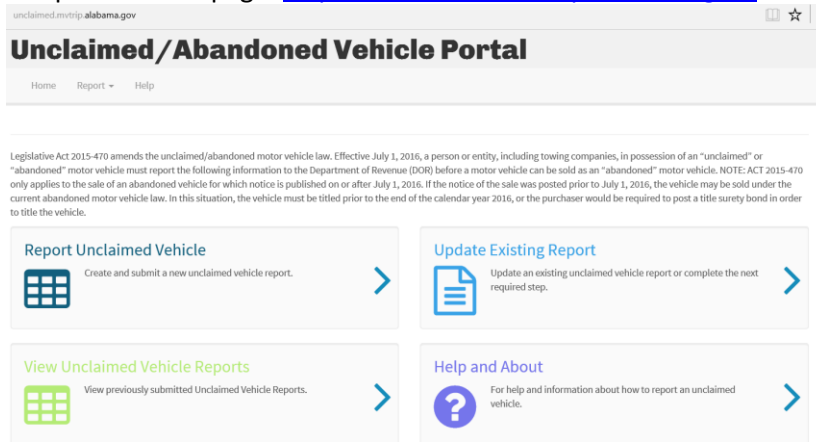


Reporting Unclaimed Vehicles to ADOR

Beginning July 1, 2016, we must report any vehicle that is towed and stored on the lot within 5 days, and we must send out our certified notification letters within another 5 days. Anyone who clears tickets in Tracker will need to learn how to report vehicles on the state website. From now on, we need to report the vehicles as soon as they are stored, so you will report it once you clear the ticket. IT IS HUGEY IMPORTANT TO VERIFY THE VIN! The VIN and tag information must be perfect, or we will be reporting the wrong information to the state. Their system will not allow you to record an invalid VIN, so if a VIN won't verify in Tracker, you need to send someone immediately to check the car and correct the VIN.

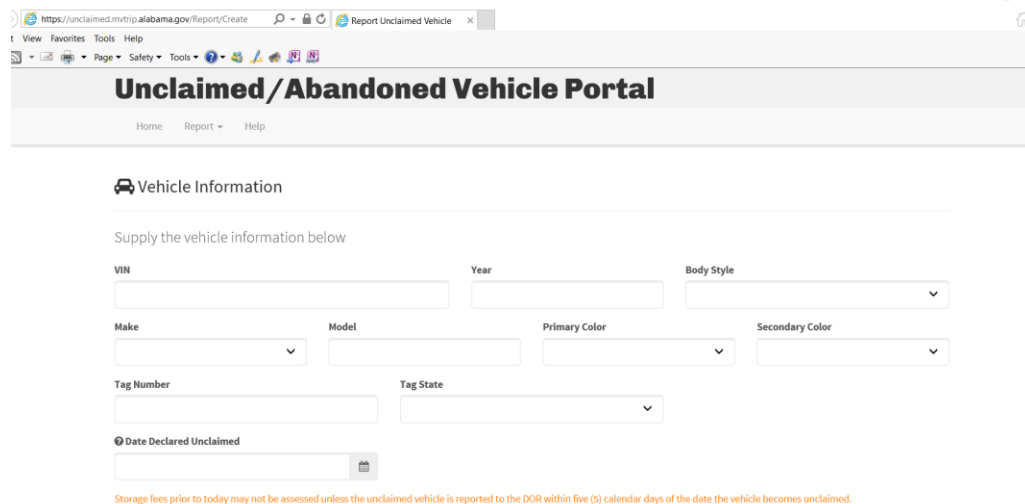
Do NOT report vehicles that are being stored for delivery. If you clear a ticket that is going out for delivery, please type DELIVERY- (ACCOUNT NAME) in the owner information when you clear the ticket. For example, DELIVERY – REINDEER LOGISTICS.

1. Open the web page: <https://unclaimed.mvtrip.alabama.gov/>




The screenshot shows the homepage of the Unclaimed/Abandoned Vehicle Portal. At the top, there is a navigation bar with "Home", "Report", and "Help" links. Below the navigation bar is a large heading "Unclaimed/Abandoned Vehicle Portal". Underneath the heading is a small text block explaining that Legislative Act 2015-470 amends the unclaimed/abandoned motor vehicle law, effective July 1, 2016. Below this text are four main action buttons: "Report Unclaimed Vehicle" (with a grid icon), "Update Existing Report" (with a document icon), "View Unclaimed Vehicle Reports" (with a grid icon), and "Help and About" (with a question mark icon). Each button has a brief description of its function and a right-pointing arrow.

2. Click on the “Report Unclaimed Vehicle” box, and begin filling in the information. Don’t worry about the secondary color unless you know for sure there is one.



The screenshot shows the "Report Unclaimed Vehicle" form. The form is titled "Vehicle Information" and asks the user to "Supply the vehicle information below". The form fields are: VIN (text input), Year (text input), Body Style (dropdown menu), Make (dropdown menu), Model (text input), Primary Color (dropdown menu), Secondary Color (dropdown menu), Tag Number (text input), Tag State (dropdown menu), and Date Declared Unclaimed (text input with a calendar icon). Below the form, there is a small orange text note: "Storage fees prior to today may not be assessed unless the unclaimed vehicle is reported to the DOR within five (5) calendar days of the date the vehicle becomes unclaimed."

If the VIN is correct, the vehicle information will auto-fill when you tab or click the next box.

 Vehicle Information

Supply the vehicle information below

VIN: 2HGEH2369SH515136

Year: 1995

Body Style: Hatchback

Make: Honda

Model: CIVIC

Primary Color:

Secondary Color:

Tag Number:

Tag State:

Date Declared Unclaimed:

Storage fees prior to today may not be assessed unless the unclaimed vehicle is reported to the DOR within five (5) calendar days of the date the vehicle becomes unclaimed.

The “Date Declared Unclaimed” is the tow date. Choose the date from the pop-up calendar and click on it to fill in the date blank.


Supply the vehicle information below

Model: CIVIC

Tag State: Alabama

Date Declared Unclaimed: 06/26/2016

Storage fees prior to today may not be assessed unless the unclaimed vehicle is r

 Reporting Entity Information

2. Fill in the “Reporting Entity Information.” Choose “Business” as the entity type.

Reporting Entity Information

Supply the information for the person/business that is reporting this vehicle unclaimed below

Type FEIN

Legal Business Name Doing Business As

Street

City State Zip Code

Email Confirm Email Phone Number

Contact Hours

Is the physical location of the vehicle the same as above?

Physical Location of Vehicle

Fill in the company information as follows:

Reporting Entity Information

Supply the information for the person/business that is reporting this vehicle unclaimed below

Type FEIN

Legal Business Name Doing Business As

Street

City State Zip Code

Email Confirm Email Phone Number

Contact Hours

For Weil vehicles, the FEIN is 630781490, Weil Wrecker Service, Inc., 3400 2nd Ave S, Birmingham, AL 35222, weilwrecker@aol.com (NOT THE DISPATCH EMAIL), 2052514060, 24/7.

For Pro-Tow and C&W vehicles, the FEIN is 631009053, Professional Towing Service, Inc., DBA Pro-Tow, 1872 Lorna Crest Road, Hoover, AL 35244, protowhoover@aol.com, 2059857177, 24/7.

You have to enter the phone number without dashes or spaces.

Phone Number

205-251-4060

Please provide a 10 digit number no spaces or hyphens.


3. Provide the storage lot information and complete the form.

Physical Location of Vehicle

Street

City State Zip Code

Reason Vehicle is Reported as Unclaimed

 Signature

Under penalties of perjury, the undersigned hereby certifies that all information contained in this application is true and correct in every respect, furthermore, that the undersigned is/are aware of all requirements provided under Section 32-8-84, Code of Alabama 1975, and is/are aware of all applicable penalties for code violations.
I do hereby certify that the vehicle listed above is an unclaimed vehicle as specified in Section 32-8-84, Code of Alabama 1975 and this report is being made in compliance with that section.

Signature

This text field is used to electronically sign your name. Please type your name (First, Middle, Last, Suffix).

If a law requires a signature or record to be notarized, acknowledged, verified, or made under oath, the electronic signature of the person authorized to perform those acts, together with all other information required to be included by other applicable law is attached to or logically associated with the signature on record.
A printout of the current Alabama title and registration records for the vehicle may be obtained by completing a Request for Motor Vehicle Records form (MV-OPPA1).

If the physical location of the vehicle is the same as the company address (Pro-Tow storage lot or Weil main lot), you can check the box and the lot information will auto-fill the company address. If it is stored on any other lot, you must fill in the actual address of the storage lot.

Weil Birmingham Lot: 3401 Powell Ave, Birmingham, AL 35222

Bessemer Lot: 910 N 19th St, Bessemer, AL 35020.

Choose the “Reason Vehicle is Reported as Unclaimed” from the drop-down box. Choose the reason that matches best. Anything towed at the request of PD (impounds, wrecks, etc.) can be “removed at the direction of law enforcement.” Private property impounds should be “Left without permission of property owner for 48 hours.”

Type your full name in the signature blank and click on “Next.” It will ask if you are ready to save the information and then it will open a new page with a report.

4. Print the report.

5. Scan the first page of the report to the ticket in Tracker and staple the complete report to the paper invoice.

6. When the vehicle is released, pull the paper copy of the report off the ticket and drop it in the safe separate from the ticket.