



## WHAT WORK GOES WHERE?

### **Processed Titles/MCO:**

Applications completed successfully require the title/MCO and the e-MV11 receipt be sent to DMV for Imaging. Envelopes should be addressed using the yellow mailing labels. See complete instructions on next page.

WI DOT  
CORRESPONDENCE PROCESSING UNIT  
PO BOX 7911  
MADISON WI 53707-7911

### **Applications that could not be completed:**

Applications that cannot be processed, for whatever reason, are to be mailed to DMV for regular processing. This requires the complete application, including all necessary documents and fees. The Dealer can choose between regular and priority service.

#### **Regular Service:**

WI DOT  
PO BOX 7949  
MADISON WI 53707-7949

#### **Priority Service: (Include extra \$4)**

WI DOT  
PO BOX 7306  
MADISON WI 53707-7306

### **Error Corrections:**

Error corrections require an error correction form completed and signed by the Dealer. This form can be accessed and printed using the Bank Account Information and Forms page located on the Main Menu. All necessary documents are sent to the Agent Partnership Unit.

WI DOT  
AGENT PARTNERSHIP UNIT – e-MV11  
PO BOX 7909  
MADISON WI 53707-7909



## MAILING WORK FOR IMAGING WITH YELLOW MAILING LABELS

1. All titles and/or the Manufacturer Certificates of Origin (MCO) need to be mailed to DMV for imaging along with the e-MV11 receipt. **Supporting documents for the title transactions should be kept in the deal jacket.**
2. Prepare the title document for mailing:
  - a. The e-MV11 receipt for the first title transaction of the day should be placed on top of the title.
  - b. If additional title transactions are completed on the same day, continue to build your mailing bundle by placing the second receipt and title behind the first receipt and title.
  - c. Transactions that have been completed and reset later that day require a reset slip. The system will automatically prompt you to print one, if necessary. When prompted, print a copy of the e-MV11 reset slip. Place the e-MV11 reset slip in your completed work where the e-MV11 receipt and title would have been placed.
3. Remove all staples and paper clips when mailing in the titles or MCOs.
4. Never enclose notes or send uncompleted work with your completed work.
5. Mail the e-MV11 receipts, titles or MCOs, or reset form (if needed) using the yellow mailing label the next business day after the transaction is completed. **Write the last title number from that day's title transactions on the mailing label (the new e-MV11 title number).** Please do not put more than one day's processing in an envelope.