Consolidated Motor Vehicle Abstract

MVAbstact.*xlsx*

Instructions for filing PV98-AB-01 revised 8/2018

Send to PVD as soon as the last distribution is made on or before January 20.

The worksheet has various locked cells and is protected from inadvertently entering information in cells where calculations are occurring.

Data Entry Checklist Instructions

1. ___ Enter the calendar year of collection. Use the tab key to go to the county number and name box and select your county number and name using the drop down list. Then tab to enter your 10 digit county telephone number.

2. ___ Tab to the box labeled "MV Avg Levy". Enter the certified six digit motor vehicle county average levy used for the collection of motor vehicle property tax in the calendar year reported on the abstract. Enter the levy as a decimal number, not in mills. For example, enter .123456, not 123.456. Notice that when you tab again, the cursor will move directly to Section 1 - State MV tax distribution.

3. ___ Sections 1 and 2: Enter the tax distributed to the state for motor vehicle, recreational vehicle, M. V. rental excise and commercial vehicle fees. Then enter the county valuation and the tax distributed to the county for motor vehicle, recreational vehicle, M. V. rental excise and commercial vehicle fees.

4. ___ Sections 3 and 4: List all cities and townships and the associated motor vehicle valuation, and distributed tax and fees for each motor vehicle tax or fee type. When the data entry is complete you will notice the following: (a) the city and township valuation totals have been combined and compared to the county valuation on line 2. The number found below the Check Value Difference box should be 0 (zero) when all valuation for cities and townships has been entered correctly. When tax is collected in a third class city tax unit and there is a township levied fund in the tax unit, the value in the tax unit stays with the city and the township funded tax is reported with the township tax on the abstract.

5. ___ Section 5: Schools. (a) Community College(s); (b) Municipal University; and (c) Unified School Districts. The sum of the valuation entered for motor vehicle is compared to the county valuation entered in Line 2. The Check Value Difference should be 0 (zero).

6. ___ Section 6: Enter the combined tax and fee distribution for each district type as noted by the description for each line. E.g. Cemetery 1, Cemetery 2, Cemetery 3 tax distribution would be combined and entered on the Cemetery line. Enter combined total for the other districts not listed (i.e. Extension) on the "All Other" line.

7. ___ The **Grand Total Tax** is calculated at the end of the report for motor vehicle, recreational vehicle, M.V. rental excise tax and the commercial vehicle fees. The motor vehicle total tax is used to calculate the information found directly under the MV Avg. Levy entered at the top of page one. The Check Value Difference should be minimal.

8. ___ Enter the date and sign the abstract by entering the county official name(s) as indicated.

9. ___ Save: Click on "File" then "Save As". On the "File Name:" line type in the file name as follows: 3-digit county number, 2- letter county identifier and 2-digit calendar year reporting on abstract, followed by mv (motor vehicle). Example: Barber County = 004BA18mv.xls. Seward County = 088SW18mv.xlsx

10. ___ Attach the saved file to an e-mail and send your attached file to : Veronica.Dean@ks.gov