

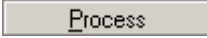

## Completing an ST-556 Only Transaction


### \*\*\*for Collecting Tax\*\*\*

### **IMPORTANT NOTES**

\*This transaction **SHOULD NOT** be used for collecting tax with Illinois customers. It was not designed for this purpose. The full title & registration transaction type is required to be used to also title & register an Illinois customer.\*

\*As of Illinois EVR version 3.1A this transaction is performed in One-Step. Once transmitted it will be completed the same day. CVR is not responsible for negligent data entry\*

1. Select  from the left menus. Then select the  **Registration Icon**.

2. Select the  **New Icon** in the horizontal menu at the top.

3. You will be prompted to enter a control number for the transaction. **Make sure to enter a unique control number that will be used only for this transaction. Once a control number is used, it cannot be used again.**

4. Make sure the **Deal Type** is set to **"Tax Return Only ST556"**.

5. Note: this is a **One-Step Transaction**.

6. Click **Done**.

7. You will then step through the icons of the new transaction from left to right:



**New Transaction**

Control Number  
CTRLNUM

Deal Type

Title Registration

Standard Renewal

Salvage/Junk

Title Only

Duplicate Title

Corrected Title

Duplicate/Corrected Title

Full Title / Conversion Title

Tax Return Only ST556

Transaction Processing


1-Step



2-Step

Template  
STANDARD DEFAULT

Done Cancel Help

8. On the  **Owner Screen**, for your out-of-state customer select the county from the drop down menu to indicate **"OUT OF STATE"**.

9. On the  **Sales Screen**, **DO NOT** select any option from the **"Tax Exempt"** dropdown menu. This field should be left blank.

10. On the  **Sales Screen**, indicate the two letter state abbreviation for your out-of-state customer in the field labeled "**Plate/State**".
11. In all other areas on all available screens, required fields will be white. Optional fields will be gray. You may change gray fields if you believe they need correction. **It is highly recommended you check all fields for such corrections and/or modifications.**
12. Once all icons are green, the transaction may be transmitted. Select the  **Transmit Icon** from the horizontal menu at the top.
13. You may be prompted for your **user name** and **password**. If so, enter it accordingly.
- *If there is an error in transmission, an error message will appear. If you cannot determine the issue, call CVR Central Support at **1-800-333-6995***
14. Upon successful transmission, an ST-556 form should print out from your 8.5" x 11" paper tray automatically. The transaction will then be complete.