

Voiding / Deleting a Transfer of Plates Deal

IMPORTANT NOTES

If you have pre-paid taxes on this deal on a previous day you will not re-coup the funds for this deal after backing it out. You must apply for a credit of these funds manually through the Illinois Department of Revenue

When backing out a Transfer of Plates transaction, the license plates will be re-registered automatically back to the previous vehicle

1. First, go to  **Tab** from the left sliding menus.



2. Then the **Registration Icon**.

3. First, **Highlight the transfer deal** you want to back out.



4. Then, select the **Open Icon** to open the deal.



5. Once the deal is open, select the **Delete Icon**.

6. **You will then be prompted** if you would like to back out the deal, **if you are sure you want to do so, select Yes.**

- *In Transfer deals, there is no traceable inventory that is used, so there is no need to void out or return any forms.*

7. **You may then be prompted** if you would like to delete the transaction completely out of CVR, or if you would like to make the transaction editable to start again from scratch:

- Select **Yes** if you want to put the transaction into an **Incomplete** status in your Title & Registration list.
- Select **No** if you want to completely remove this transaction from your Title & Registration list.