





Backing Out a Pending Transfer-of-Plates Transaction

IMPORTANT NOTES

If you have pre-paid taxes on this transaction on a previous day you will not recoup the funds for it 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, select the  **Process** Menu from the left.
2. Then select the  **Registration Icon**.
3. **Highlight the New Issue Plate Transaction** you wish to back out.
4. Then, select the  **Open Icon** to open the transaction.
5. Once the transaction 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 transactions, 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 retain the transaction in your registration list, or if you would like to completely remove it from CVR:
 - 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.