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Introduction

The purpose of this manual is to provide ATV permit agents with the procedures for issuing Class I, II, III, and IV ATV permits. Keep this manual available as a reference for everyone that sells ATV permits.

This manual is also available on our website. Please visit: www.oregonohv.org and click on the link: "Permit Agents" then click on the link: "2016 ATV Agent Manual".

OPRD Contact Information

Permit Program Staff

Permit Program Specialist	503-986-0717	E-Mail: oprd.permits@oregon.gov
Permit Program Assistant	503-986-0712	E-Mail: oprd.permits@oregon.gov

Mailing Address

Oregon Parks and Recreation Department
ATV Permit Program
725 Summer Street NE, Suite C
Salem, OR 97301-1271

Fax

503-986-0648

Website

www.oregonohv.org

Agent Contacts

Agent contacts are those individuals authorized by the agent to complete and submit monthly sales reports and supply orders for the agent. This contact person(s) is who OPRD will address all inquiries and communication to regarding the permit program.

Agents are required to complete and keep an updated contact sheet with OPRD as the contact person(s) change or additions are made. A supply of Contact List forms are provided to the agent for submission to OPRD to reflect any contact changes/additions as they occur.

Any person who is designated as an agent contact must have read this manual and/or received training from ATV permit program staff.

Agent Contract

Agents are required to notify OPRD immediately of any changes to the business name, business location, mailing address or transfer of ownership in order to keep the ATV Operating Permit Agent Contract valid and in force.

Management of Permit Inventory

- **Store permits so they may be accessed and sold in consecutive order.** One of the most effective management tools is keeping track of, selling and reporting the permit numbers in consecutive numeric order.
- **Keep all permit materials in a secure, locked area** and limit the number of people that have access to this area. The permits have a monetary value of \$10 each and need to be treated accordingly. **Permits that are lost or stolen remain the financial responsibility of the agent.**
- **WRITE LEGIBLY, press firmly and use a ballpoint pen when issuing a permit. Fill out the permit so others can read and understand it. Do not abbreviate or leave out important information.** Avoid follow up calls for clarification from OPRD and remember your customer is relying on you, the agent, to send accurate information to the State of Oregon regarding their permit purchase for entry into the State Database.
- **Submit Monthly Sales Reports** by the 10th of each month for the previous month's sales.
- **Submit Supply Orders** as needed. Agents are provided with a permit starter inventory in December for the upcoming new year. Thereafter, replenishment orders are the agent's responsibility.
- **Agents are required to keep permit records for six (6) years** from date of sale including sales reports, supply order fulfillments and the seller's pink permit copies.
- **Year End Reconciliation** – This process takes place beginning in January of each year. Agents will be notified of and required to return, any permits assigned to them during the previous year that remain unaccounted for. These are permits which have not been reported as sold, voided or returned to OPRD. Agents are financially responsible for any permit(s) they are unable to return.
- **Keep accurate accounting records.** Customer fees, except for the agent commission fee, collected from the sale of permits must be held separately from all other funds, or clearly identified in an accounting system.
- **Allow plenty of time for mailing.** When ordering materials, or sending in sales reports, anticipate mailing time and account for weekends and holidays. Do not wait until the last minute.
- **Permits are not transferable between agents** and are to be sold from the business location(s) listed on the ATV Operating Permit Agent Agreement. If an agent relocates, changes the name of the business, or transfers ownership of the business, please notify OPRD immediately.

When in doubt, call! If you are unsure about any aspect of issuing a permit, submitting reports, or managing inventory please contact us:

Permit Program Specialist or Permit Program Assistant

503-986-0717

503-986-0712

E-Mail: opr.permits@oregon.gov

Issuing Permits

- **NO AGENT SHALL CHARGE MORE THAN \$10.50 FOR A PERMIT.**
Per OAR 736-004-0060(4), 736-004-0045(6), ORS 390.580(5) & ATV Permit Agent Agreement
- **PERMIT SALES ARE FINAL;** once a permit is sold, no refund will be issued.
- **COMPLETE ALL FIELDS, WRITE LEGIBLY AND PRESS FIRMLY on the permit form using a ballpoint pen. All customer information is entered into a State Database.** Information must be clearly visible on the pink seller copy for records. If the customer refuses to provide the required information, do not make the sale.
- **KNOW THE PERMIT CLASSES;** train your staff and check the correct box. The gas tax funds allocated to the ATV program are determined by the number and class of ATV permits purchased. **See Page 5**
- **VOID A PERMIT: DO NOT DESTROY ANY PART OF THE PERMIT, THE ORIGINAL DECAL MUST BE RETURNED TO OPRD.** If an error is made while issuing a permit or a customer changes their mind simply write VOID across the permit decal and all permit copies. More information on pages 6 & 7
- To replace a permit or decal that is lost, destroyed or mutilated the owner must purchase a new permit. If an agent receives a request to replace a permit or decal with a manufactures defect; advise the customer to contact the Permit Program Staff. **AGENTS ARE NOT ALLOWED TO ISSUES A REPLACEMENT FOR A DEFECTIVE PERMIT AT NO CHARGE.**
- **RETAIN ALL RECORDS FOR SIX (6) YEARS.** Agents are required to keep record of all permits received and sold for six (6) years from the date of sale, including the seller's pink permit copies.

The numbering on this page corresponds with the example on the following page.

1. Sell permits in numerical sequence.
2. Mark the type of permit as Class I, II, III or IV. See "Vehicle Class Chart" on page 5 of this manual or the inside flap of permit book. Correct classification is very important.
3. **Enter the expiration month, which is the same month the permit is issued/sold, no exceptions. Validate the permit decal by punching out the expiration month on the border surrounding the permit decal.** Please use a standard single hole-punch only.
4. Enter both the make (*manufacturer*) and model name (*i.e.: CRF 250 or Sportsman 550 not simply 250 or 550*) (*description of vehicle if model is unknown*). If the vehicle is homemade, list the MAKE as "Homebuilt".
5. Enter the Vehicle Identification Number (VIN) provided to you by the owner. If the vehicle is homemade or the customer is unable to provide the VIN, a serial number or description of the vehicle is acceptable.
6. Enter the complete name and mailing address of the vehicle owner. Please do not omit this information and do not abbreviate the name of the city.
7. Enter the date you are selling the permit in the 'Date of Issue' field. Double check that the above field showing expiration month is completed. This is the same as the month of sale.
8. Enter your assigned Agent Number.
9. Enter your initials in the 'Issued By' field.
10. The fee for a permit is \$10.00; if you charge a commission, the total fee is \$10.50. The maximum agent commission is \$.50; therefore, the maximum charge for an ATV Permit is \$10.50.
11. Give the white Customer Receipt and permit decal to the customer; keep the yellow State Parks HQ Copy and submit it with your Monthly Sales Report; retain the pink Seller Copy in the permit book for your records.

EXAMPLE PERMIT

Vehicle from 02/01/15. The Total Cost is \$10.00. The Total Cost is \$10.00. The Total Cost is \$10.00. The Total Cost is \$10.00.

ATV PERMIT

Decal / Permit

Class I (VT)

Class II (OV)

Class III (MC)

Class IV (SS)



NO'S PRINT BLACK

XXXXXXXX

THIS PERMIT EXPIRES ON THE LAST DAY OF THE MONTH INDICATED	EXPIRATION DATE
	MONTH: YEAR: 2017

VEHICLE DESCRIPTION

MAKE:	MODEL:		
VEHICLE IDENTIFICATION NUMBER:			
NAME OF OWNER (PRINT LAST, FIRST, MIDDLE):			
ADDRESS OF OWNER (MAILING ADDRESS):			
CITY, STATE, ZIP CODE:			
DATE OF ISSUE:	AGENT NO.:	ISSUED BY:	FEE:

63400-2145 (9/14)

CUSTOMER COPY TO RETAIN

This decal must be affixed to the Class I, Class II, Class III or Class IV ATV being operated on lands where it is required. If you lose this decal, you must reapply for a decal and pay the fee. This decal is not transferable to another Class I, Class II, Class III or Class IV ATV. This decal expires on the last day of the month and year indicated. Upon expiration of this permit you are responsible for reapplying for a new decal.

HOW TO APPLY DECAL

• Do not apply in freezing weather. • Clean and dry surface before applying to vehicle. • It is suggested to clean surface with rubbing alcohol.

WHERE TO APPLY DECAL

• For side-by-sides, jeeps, trucks and passenger vehicles, the decal must be visible from the rear of the vehicle. Suggested placement areas are bumper, tailgate or rear window. • For quads, place decal on right hand side of vehicle in visible location. • For sandrail vehicles (dune buggies), the decal is to be displayed on the backside of the rollbar in the middle. • For motorcycles, display decal in a location that is visible while the rider is on the vehicle.



ATV Class 1-4 Descriptions

Class I ATV - as defined in ORS 801.190: a motorized, off-highway recreational vehicle that:

- A. Is 50 inches or less in width;
- B. Has a dry weight of 1,200 pounds or less;
- C. Travels on three or more pneumatic tires that are six inches or more in width and designed for use on wheels with a rim diameter of 14 inches or less;
- D. Uses handlebars for steering;
- E. Has a seat designed to be straddled for the operator; and
- F. Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain.

Class II ATV - as defined in ORS 801.193: any motor vehicle that:

- A. Weighs more than or is wider than a Class I all-terrain vehicle;
- B. Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain;
- C. Is actually being operated off a highway or is being operated on a highway for agricultural purposes under ORS 821.19 and;
- D. Is not a Class IV all-terrain vehicle.

Class III ATV - as defined in ORS 801.194 means: a motorcycle that travels on two tires and that is actually being operated off-highway.

Class IV ATV - as defined in ORS 801.194 means any motorized vehicle that:

- A. Travels on four or more pneumatic tires that are six inches or more in width and that are designed for use on wheels with a rim diameter of 14 inches or less;
- B. Is designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland or other natural terrain;
- C. Has non-straddle seating;
- D. Has a steering wheel for steering controls;
- E. Has a dry weight of 1,800 pounds or less; and
- F. Is 65 inches wide or less at its widest point.

VEHICLE CLASS CHART			
CLASS I	CLASS II	CLASS III	CLASS IV
			
Quad, 3-Wheeler	Automobile Dune Buggy Golf Cart Jeep Motorhome Rock Crawler Sandrail Truck	Motorcycle, Moped, Mini Bike	Side-by-Side Vehicles under 65" wide. For example, Rhino, RZR, Mule, Ranger, Go-Cart

Managing Monthly Sales Reports

- **A Monthly Sales Report must be submitted each month. Even if no permits are sold.** The Monthly Sales Report accounts for permits sold by permit number and the amount of money collected each month.
 - **The Monthly Sales Report period is the first day through the last day of each month.**
 - **Due date of Monthly Sales Report is the 10th of the following month.** For example, the Monthly Sales Report for June is due on July 10th. Reports received after the 10th are considered late.
 - **Submit ONLY ONE sales report for each month. Total of 12 reports per year. If you find permits from another month then see the following instructions:**
 - **Do Not Prepare A Separate Months Report,** if you discover permits sold from a previous month **AND** you have already submitted a sales report for that month. Simply include the discovered permits on the current month's sales report. **HOWEVER**
 - **Prepare a Separate Months Report (Do Not Combine Monthly Sales)** if you **HAVE NOT** already submitted an individual months report and now have more than one month of sales to report. Do not combine the monthly sales, each month must be reported separately.
 - **Sales reports are audited as they are received.** Agents are notified of any discrepancies via a Corrected Copy of the report and a Correction Letter. Keep both items for your records; they explain the discrepancy and if necessary, give directions to follow in order to correct it.
 - **VOIDED PERMITS - DO NOT DESTROY VOIDED PERMITS.** If you must void a permit, use a permanent marker and write "void" across the permit decal (*to prevent re-use*) and across the face of all permit copies. Return both the permit decal attached to the white "Customer Receipt" and the yellow "State Parks HQ" copy to OPRD with your Monthly Sales Report. Retain the pink "Seller Copy", marked as a void, in the permit book for your records.
- A PERMIT SUBMITTED AS A VOID WITHOUT RETURNING THE ORIGINAL PERMIT DECAL WILL NOT BE CONSIDERED A VALID VOID AND THE AGENT WILL BE RESPONSIBLE FOR THE FULL COST OF THE PERMIT**
- **Submit Monthly Sales Report to Below Address.** Submit both white copies of the monthly sales report. Submit the yellow state park copy of all permits listed as sold. Submit the original decal, the white customer copy and the yellow state park copy of all permits listed as void.
 - **Keep agent copies of sales reports and permits for six (6) years.** Keep the yellow copy of the Monthly Sales Report and the pink 'Seller Copy' of each permit sold, or voided, for your records. You must keep records of all permits received and sold for six (6) years from date of sale.

Mail report materials to

Oregon Parks and Recreation Department
ATV Permit Program
725 Summer Street NE, Suite C
Salem, OR 97301-1266

Completing a Monthly Sales Report

GETTING STARTED

Locate and remove the yellow 'State Parks HQ' copy of all permits sold in the month you are reporting. Sort and arrange permits into numerical order, lowest number on top. Group permits into the unbroken sequences of permit numbers you will be listing on your report.

The numbering on this page corresponds with the example on the following page.

1. Agent Business Name, Agent Number, Report for Month Of
 - a. Enter the agent business name and agent number.
 - b. Enter the month and year you are reporting sales for.

2. ATV Permits Sold Section- Top of Report

Report sold permits only in this section. Do not include voided permits. If no permits were sold, write Zero Sales, sign, date and submit the report.

 - a. Permit Serial Numbers: List all sold permits in numerical order, sequence by unbroken sequence. Break the sequence if there is a void, missing permit, or a change in the numbering sequence. List one unbroken sequence per line.
 - b. Beginning Number is the lowest permit number sold of the unbroken sequence.
 - c. Ending Number is the highest permit number sold in the same unbroken sequence.

If only one permit is listed in the unbroken sequence the beginning and ending number are the same.

3. Number of Permits
 - a. Calculate the Number of Permits in the unbroken sequence using the following formula
 - b. "Ending number" minus "beginning number" plus 1 equals the "number of permits" in the sequence. ie: $1687672 - 1687582 = 90 + 1 = 91$
 - c. Double check that this number matches a manual count of the permits.
 - d. If it does not, then something is wrong in the sequence. Re-check the permit numbers, re-calculate and re-count the permits to determine the cause and correct the reporting error.

4. Amount
 - a. Multiply the Number of Permits by the \$10.00 fee for each sequence listed.
 - b. Enter the sum in the 'Amount' column

5. Voids Returned
 - a. Report voided permits in the same month in which they occur and list only voided permits in this section.
 - b. Enter the Beginning and Ending Number(s) of the voided permit(s), just as you did in Step 2 for permits sold.
 - c. There is No Fee and Amount for voided permits. No monetary transaction occurs for voided permits.

6. Subtotal
 - a. Enter the sum of the "Amount" column numbers.
 - b. The subtotal should be the same as the total number of permits sold multiplied by \$10.

7. Adjustments for the Month of
 - a. If you did not receive instructions to make an adjustment, leave this line blank.
 - b. If you received a Correction of a sales report that indicates an overage or shortage on your account balance, please follow the instructions in the Correction Letter. Enter the adjustment month/year and the amount on this line to add or subtract from the Subtotal.

8. Total
 - a. Add or subtract any adjustment from the subtotal and enter the sum.
 - b. This is the amount due and payable to OPRD.

9. Date and Signature
 - a. Sign and date the report
 - b. Submit report, permit copies and your payment to OPRD no later than the 10th of each month.

Example

ATV OPERATING PERMIT AGENT MONTHLY SALES REPORT						SHADED AREA ▼ FOR OPRD USE ONLY ▼			
AGENT'S BUSINESS NAME		AGENT'S NUMBER		REPORT FOR MONTH OF		Rec Date _____ Check # _____ Amount: _____ Initials _____			
Jane's Off-Road		866		Oct. 2014					
CATEGORY	PERMIT SERIAL NUMBERS		NUMBER OF PERMITS	FEE FOR EACH	AMOUNT	NUMBER CLASS 1	NUMBER CLASS 2	NUMBER CLASS 3	NUMBER CLASS 4
SOLD PERMITS	BEGINNING NUMBER	ENDING NUMBER							
	1687582	1687672	91	\$10.00	910.00				
	1687674	1687675	2	\$10.00	20.00				
	1722551	1722551	1	\$10.00	10.00				
				\$10.00					
				\$10.00					
				\$10.00					
				\$10.00					
				\$10.00					
				\$10.00					
VOIDS RETURNED									
	1687673	1687673	1	NO FEE	—				
				NO FEE					
				NO FEE					
				NO FEE					
				NO FEE					
				NO FEE					
				NO FEE					
				NO FEE					
SUBTOTAL					940.00				
ADJUSTMENTS FOR THE MONTH OF: Sept. 2014					(OVER OR SHORT)	30.00			
AGENT'S CHECK PAYABLE TO: OPRD					TOTAL	970.00			
INSTRUCTIONS: 1. SUBMIT REPORT BY 10th OF MONTH FOLLOWING SALES. 2. SEND BOTH WHITE COPIES TO: OPRD, 725 SUMMER ST. NE STE. C, SALEM OR 97301-1266. 3. RETAIN YELLOW COPY FOR YOUR RECORDS. 4. DO NOT WRITE IN SHADED AREA.						DATE REPORT SUBMITTED			
						11-6-2014			
						AGENT'S SIGNATURE			
						X <i>J. Dough</i>			

63400-2142 (03-14)

Supply Orders

TIPS FOR MANAGING INVENTORY

- Monitor your supply of permits and anticipate one week for delivery. The one-week period may be shorter, but emergency requests for permits cannot always be accommodated.
- Supply orders are filled in the order that they are received.
- Permits are considered controlled inventory and are always sent via UPS Ground.
- Supplies will not be sent “overnight” for any reason, even at the expense of the agent.

Complete the “Supply Order Form” as shown then mail or fax to

Oregon Parks and Recreation Department
ATV Permit Program
725 Summer Street NE, Suite C
Salem, Oregon 97301-1266
FAX 503-986-0648

The numbering on this page corresponds with the example on the following page.

1. Enter your three-digit agent number.
2. Enter your agent/business name and physical location. Supplies are shipped via UPS, which requires a physical location, **not a post office box**.
3. Indicate the quantity of each item you are requesting (*ATV Permits come in books of 25*).
4. Do not write below this line, this shaded area of the form is for OPRD-Salem use only.
5. An authorized agent contact **must sign and date** the supply order form.
6. Mail both the white and yellow copies to OPRD; retain the pink copy for your records; the yellow copy will be returned with your supplies.

Receiving Shipment of Controlled Items

Upon receipt of the shipment of supplies, compare the receipt to the supplies received. Agents are responsible for keeping track of all permit inventory received from OPRD. Therefore, if you find any discrepancies or missing permits in the supplies received from OPRD, contact the permit program staff immediately.

Example



ATV PERMIT SUPPLY ORDER FORM

Agent Number: 866

Agent Name: Jayne's Off-Road

Agent Address: 200 OHV Road
Hometown, OR 97000

Send order form to:
Oregon Parks and Recreation Department
ATV Permit Program
725 Summer St NE, Ste C
Salem, OR 97301

QUANTITY	DESCRIPTION	COMMENTS
125	Permits	Permits come in books of 25
5	Monthly Sales Report Form	
2	Supply Order Form	
60	Oregon OHV Guide	Order individuals, 25/bundle or 150/box
1	Agent Sales Manual	

SHADED AREA FOR OPRD USE ONLY

DATE SHIPPED:		SHIPPED VIA:	
QUANTITY ORDERED	DESCRIPTION	INCLUSIVE NUMBERS (START # — END #)	QUANTITY SHIPPED
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	
		—	

AGENT SIGNATURE <input checked="" type="checkbox"/> <u>Jayne Tough</u>	DATE <u>10-17-2013</u>
OPRD SIGNATURE <input checked="" type="checkbox"/>	DATE

White Copy — OPRD Copy
 Yellow Copy — Receipt to be returned with order
 Pink Copy — Agent, please retain for your records.

63400-2143 (3/13)

Returning Unused Inventory

WHEN DOES AN AGENT RETURN INVENTORY

In January, each agent is provided with a new supply of permits because the previous year's permits are no longer for sale; therefore, they must be returned to OPRD.

Upon termination of the agent agreement by the agent or OPRD.

Recall of permits by OPRD for any reason.

Completing An Unused and Returned Permit Inventory Form

GETTING STARTED

Before completing the form, arrange the permits (and/or permit books) you are returning to OPRD in numerical order. This will make it easier to list the permits on the form in numerical order, sequence by uninterrupted sequence.

If you have used only a portion of the book, return only the unused permits with the original permit decals and all corresponding yellow copies to OPRD. You keep the pink 'Seller Copy' of any permits issued out of the same book for 6 years.

The numbering below corresponds with the example on the following page.

1. Check the ATV Permits box on the upper right hand corner of the form.
2. Enter the Agent Business Name and Agent Number.
3. Returned Inventory Section
 - a. Permit Serial Numbers: List all returned permits in numerical order, sequence by unbroken sequence. Break the sequence if there is a missing permit, or a change in the numbering sequence. List one unbroken sequence per line.
 - b. Beginning Number is the lowest permit number of the unbroken sequence.
 - c. Ending Number is the highest permit number in the same unbroken sequence.
If only one permit is listed in the unbroken sequence the beginning and ending number are the same.
4. Number of Permits
 - a. Calculate the Number of Permits in each unbroken sequence using the following formula
 - b. "Ending number" minus "beginning number" plus 1 equals the "number of permits" in the sequence.
i.e.: $1726775 - 1726701 = 74 + 1 = 75$
 - c. Double check that this number matches a manual count of the permits.
 - d. If it does not, then something is wrong in the sequence. Re-check the permit numbers, re-calculate and re-count the permits to determine the cause and correct the reporting error.
5. Total the column under 'Number of Permits'. The total should match a manual count of all permits you are returning to OPRD. Please note: The shaded area is for OPRD verification of returned permit inventory.
6. Sign and date the form.

Mail all unused permit inventory along with the white and yellow copies of the Unused & Returned Permit Inventory form to:

Oregon Parks and Recreation Department
ATV Permit Program
725 Summer Street NE, Suite C
Salem, OR 97301

The yellow copy will be returned to the vendor after the returned inventory is audited by OPRD.

