

DF&A Renewal Block

The *Renewal Block* feature allows you to send a message to DF&A to flag a particular PPAN as *blocked*. Once flagged, that person will not be able to register his/her vehicle. The revenue agent can not override this flag, even if the taxpayer has a paid receipt.

The block can be removed by sending a *Tax Paid* message. This is done automatically when you receipt their payment in the system. You can also do this manually on the DF&A Utilities menu.

Note that this feature is not automatically available in each county it will be disabled on the state's system until a test is performed in your county. Once the test has passed, the state will activate that feature on their system for you.

The test consists of sending a block for a dummy PPAN, having DF & A verify it at the state, and then calling the revenue department and trying to register. The revenue agent should see a message on their screen about the renewal being blocked by the Collector. If so, you will then clear the block. The state verifies receipt of the message, then you call the revenue office again and make sure it is OK.

To do this in the Collector's Apprentice, our recommendation is to create a PPAN with all 9's. Keep in mind that the PPAN must match your county's standard format or it will be rejected by DF&A. Ask the state to create the vehicle assessment records for you. Otherwise, your Assessor will have to do it. They were able to do this for both the counties we tested, so this shouldn't be a problem. If you create the PPAN with a \$0 value and tax amount, it won't affect your final settlement. Clearing the block at the end of the test is easy then too, because you don't have to pay anything. Simply resend the payment status, from the DF & A utilities menu.

If you have any problems running the test, please feel free to call our support staff for assistance.