

**Chapter 308-04 WAC
GENERAL PROVISIONS**

Last Update: 10/23/23

WAC

308-04-010 Requirements for checks in payment of licenses, certificates, etc.—Penalty.
308-04-020 Handling fee for dishonored checks in payment of vehicle or vessel licenses and certificates of ownership.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

308-04-001 Appointment of director—Agency documents. [Statutory Authority: RCW 43.17.060. WSR 85-22-080 (Order 85-2), § 308-04-001, filed 11/6/85. Statutory Authority: RCW 43.17.060, 43.24.040 and 46.01.160. WSR 81-07-045 (Order DOL 622), § 308-04-001, filed 3/16/81.] Repealed by WSR 96-17-040, filed 8/19/96, effective 9/19/96. Statutory Authority: RCW 34.05.354, 18.16.030, 43.17.060, 43.24.040, 43.24.024, 46.01.160, 18.145.050 and 18.39.175.

308-04-030 Retail sales and use tax exemption criteria for clean alternative fuel vehicles. [Statutory Authority: RCW 82.08.809 and 82.12.809. WSR 16-21-090, § 308-04-030, filed 10/18/16, effective 11/18/16.] Repealed by WSR 23-22-033, filed 10/23/23, effective 11/23/23. Statutory Authority: RCW 46.01.110, 82.08.809, and 82.12.809. Later promulgation, see WAC 308-56A-170.

WAC 308-04-010 Requirements for checks in payment of licenses, certificates, etc.—Penalty. (1) All checks must be made payable to the state treasurer or department of licensing, except those checks written in payment for transactions through the department's vehicle and vessel licensing agents may be made payable to the county auditor.

(2) State warrants equal to or less than the amount of license fees due shall be accepted when tendered for payment of a department of licensing transaction. If the warrant is less than the amount due, the applicant shall pay the difference by cash, check, or money order.

(3) Checks should be written for the exact amount due and the purpose for which the check is intended should be noted on its face. Overpayments for vehicle transactions will not be accepted.

(4) The drawer's name (licensee) and address should appear upon each check. All dishonored (DHC) checks will be redeposited once. If they fail to clear at the time of the second deposit, the following action will be taken:

(a) The drawer (licensee) will be sent a letter advising him or her that the registration, license, or permit shall be canceled and any other transaction may be canceled for which the DHC had been submitted unless a money order, cash, or cashier's check for the full amount due, including the handling fee, is received within sixty days of the date of this letter.

(b) The failure to pay a license fee or tax due after notice of dishonor has been given will result in cancellation of any service, license, permit, or registration provided.

(5) Checks written on foreign banks and foreign postal money orders (outside of the United States) shall be payable in U.S. dollars.

[Statutory Authority: RCW 46.01.110 and 43.24.023. WSR 17-02-060, § 308-04-010, filed 1/3/17, effective 2/3/17; WSR 99-01-104, § 308-04-010, filed 12/17/98, effective 1/17/99. Statutory Authority: RCW 46.01.230. WSR 86-08-069 (Order 86-1), § 308-04-010, filed 4/1/86; WSR 80-13-002 (Order DOL 592), § 308-04-010, filed 9/4/80; WSR 78-04-040 (Order 487-DOL), § 308-04-010, filed 3/20/78; Rule 1, filed 6/29/67.]

WAC 308-04-020 Handling fee for dishonored checks in payment of vehicle or vessel licenses and certificates of ownership. (1) **Will the department accept a check for registrations, licenses, permits or certificates of ownership for vehicles or vessels?** Yes, registrations, licenses, or permits relating to the licensing or titling of vehicles or vessels may be paid by check to county auditors, agents, vehicle licensing offices and subagents appointed or approved by the director under RCW 46.01.140.

(2) **If my check is dishonored, do I have to pay a handling fee?** Yes, when a financial institution dishonors a check by nonacceptance, stop payment, or nonpayment, a handling fee in the amount of twenty-five dollars will be assessed for each check.

(3) **Who may collect the fee for dishonored checks?** County auditors, agents, department vehicle licensing offices and subagents may collect and retain the handling fee.

[Statutory Authority: RCW 46.01.110, 82.36.435, 82.38.260, 82.42.040, 46.87.010(2). WSR 00-08-032, § 308-04-020, filed 3/28/00, effective 4/28/00. Statutory Authority: RCW 46.01.110 and 43.24.023. WSR 99-01-104, § 308-04-020, filed 12/17/98, effective 1/17/99. Statutory Authority: RCW 46.01.230(3). WSR 87-21-014 (Order TL/RG 38), § 308-04-020, filed 10/9/87.]