

KITTITAS COUNTY / SUBAGENT REPLACEMENT SUBAGENT REQUIREMENTS

- I. Facilities:
 - a. Provide easy access, including handicap access
 - b. Provide adequate customer waiting area
 - c. Provide adequate customer parking
 - d. Provide adequate work space for employees, workstations, and secured storage for 30 days supply of inventory
 - e. Provide adequate security for money during working and non-working hours.
 - f. Restrict access in the work area to authorized personnel only
 - g. Provide a secured area for automated equipment; restrict access to automated equipment to authorized personnel

- II. Notices:
 - a. The following notices must be posted at the work area
 - i. Certificate of appointment
 - ii. Sign designating business as a vehicle / vessel license subagent
 - iii. Sign designating hours of operation
 - iv. Schedule of subagent fees charged

- III. Services:
 - a. Hours must be maintained as proposed and approved on the application
 - b. Someone must be available to provide service during the posted hours
 - c. Service must be provided to everyone for all types of transactions

- IV. Bank Account:
 - a. Account must be in the name of the Department of Licensing, Agency Account
 - b. Two people from the agency, Auto License Manager from the Auditor's Office, and the comptroller from the Department of Licensing must sign the bank signature card
 - c. Only vehicle / vessel license fees (including subagent fees) may be deposited into this account
 - d. Checks should be endorsed and made payable to the Department of Licensing.
 - e. Remit Auditor fee directly to the Auditor's office on a daily basis.
 - f. Obtain a receipt from the bank for each day's deposit
 - g. Maintain a checkbook indicating the transaction date, payee, amount of the check or ACH, the amount of the deposit, with an up-to-date running balance
 - h. Maintain a zero or positive bank balance in the DOL Bank account
 - i. Reconcile the bank account each month using an approved county Reconciliation Sheet / or software

- V. Bond / Insurance:
 - a. You must obtain and provide proof of coverage for bond
 - b. You must obtain and provide proof of insurance coverage as required by the Department of Licensing (\$300,000)

- VI. Documents:
 - a. All work must be remitted to the Department (DOL) the day following the acceptance of the application
 - b. Retain your work copies in accordance with the DOL Directives and Washington State Archives recommendations.
 - c. Copies for the Auditor's Office must be sent or delivered to the main office the next day

- VII. Inventory:
 - a. Daily – enter beginning and ending accountable inventory items as request by the system based on a physical count of such items
 - b. Monthly – run monthly physical inventory report on the 15th of each month
 - c. Reconcile physical inventory on hand with inventory report and account for all discrepancies (adjustments, de-assignments, and missing items)
 - d. Send "Auditor's Copy" to the County Auditor's Office by the close of the 2nd business day following the fifteenth calendar day of the month

- VIII. Training:
 - a. Trainings will be conducted by the Auditor's Office or DOL personnel
 - b. All training sessions scheduled by the Auditor or Sate, must be attended
 - c. All reference and training material distributed must be kept and updated

- IX. Compensation:
 - a. Licensing transactions processed at a Subagent have an additional fee included: effective 6/1/10- a subagent shall collect a service fee of \$12.00 (twelve dollars) for changes in a certificate of ownership, and \$5.00 (five dollars) for registration renewal.