

Batch Category Form

Name of County: _____

Work Date / Invoice Number: _____

(Please **check one** only per batch)

State Title Work

State Registration Only (RO) Work

County Issued Title Work

(In Issued Title Number Order)

County Registration Only (RO) Work

(In Issued RO Number Order)

Undercover

Placards

Discharge of Lien

(Only discharges which need to be processed by the state should be mailed to the state)

Dealer Applications

CERT – Correspondence Team

Voided County Issued Title Work

(Please indicate on each application that the title number is voided)

Voided County Issued Registration Only (RO) Work

(Please indicate on each application that the registration number is voided)

ERRORS

Daily and Renewal Remittance Reports should never be mailed in without the check/physical payment. For check payments mailed in monthly please submit Remittance Report(s) totaling the amount for the month with your check only.

For ACH payments please discontinue mailing Daily and Renewal Remittance Reports altogether.

TOPs have been removed from this list please discontinue mailing the 80 transaction type into the state. We are no longer archiving the documentation for these temporary permits.

Please address faded printer toner promptly. Faded patch codes and barcodes will not scan properly.

If you have questions about using this Batch Category Form, please email CountyClerk.help@tn.gov