



URGENT SUBCONTRACTOR UPDATE

October 13, 2011

PURPOSE

To provide you with important information regarding acceptable media for use by Subcontractor Service Providers for Registration Renewal Transactions.

DETAILS

New Registration Title System equipment upgrades are currently being distributed to county tax offices. These new machines are not equipped with 3 ½ inch floppy diskette drives. Consequently, Subcontractor transactions transported to the county for processing will no longer be allowed on these floppy drives.

SUBCONTRACTOR ACTION

If you are a subcontractor who transports transactions via 3 ½ inch floppy diskette, you must immediately convert to flash drive (also known as 'thumb' drive) media. Your county tax office will not be able to process transactions transported on a floppy diskette after installation of their new equipment.

Please contact your county tax office for more information on this equipment replacement.