

STATE OF TEXAS
COUNTY OF TRAVIS

§
§

INTERLOCAL AGREEMENT

THIS CONTRACT is entered into by the Contracting Parties under Government Code, Chapter 791.

I. CONTRACTING PARTIES:

The Texas Department of Motor Vehicles (TxDMV)
Webb County (Local Government)

FILED June 6th 20 25 @ 2:07pm
MARGIE RAMIREZ IBARRA
COUNTY CLERK, WEBB COUNTY, TEXAS
BY [Signature] DEPUTY

II. PURPOSE: Scofflaw Services contract for marking Texas Motor Vehicle Registration Records.

III. STATEMENT OF SERVICES TO BE PERFORMED: TxDMV will undertake and carry out services described in **Attachment A**, Scope of Services.

IV. CONTRACT PAYMENT: Contract payment shall conform to the provisions of **Attachment B**, Budget.

V. TERM OF CONTRACT: This contract begins when fully executed by both parties and terminates five years from the date this contract is executed by the state, or when otherwise terminated as provided in **Attachment C**, Article 5 of this Agreement.

VI. LEGAL AUTHORITY:

THE PARTIES certify that the services provided under this contract are services that are properly within the legal authority of the Contracting Parties.

TxDmv further certifies that it has the authority to perform the services by authority granted in Section 502.010 of the Texas Transportation Code.

The governing body, by resolution or ordinance, dated July 13, 2015, has authorized the Local Government to obtain the services described in **Attachment A**.

This contract incorporates the provisions of **Attachment A**, Scope of Services, **Attachment B**, Budget, **Attachment C**, General Terms and Conditions, **Attachment D**, Resolution or Ordinance, **Attachment E**, Contact Information, **Attachment F**, Account Information and **Attachment G**, County Scofflaw Input File Requirements.

Webb County (Name of Local Government)

By: [Signature]
AUTHORIZED SIGNATURE

Date: May 27, 2025

Tano E. Tijerina

TYPED OR PRINTED NAME

Webb County Judge

TITLE

FOR THE STATE OF TEXAS

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Department of Motor Vehicles Board.

By: _____
AUTHORIZED SIGNATURE

Date: _____

Annette Quintero

TYPED OR PRINTED NAME

Director, Vehicle Titles and Registration Division

TITLE

COUNTY OF TRAVIS

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Webb County

(Name of Local Government)

By:

Date:

AUTHORIZED SIGNATURE

TYPED OR PRINTED NAME

TITLE

Executed for the Executive Director and approved by the Texas Department of Motor Vehicles Board for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Department of Motor Vehicles Board.

By:

Date: 05/19/2025

AUTHORIZED SIGNATURE

Annette Quintero

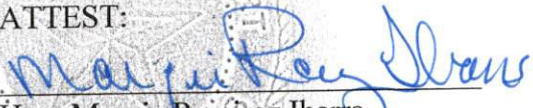
TYPED OR PRINTED NAME

Director, Vehicle Titles and Registration Division

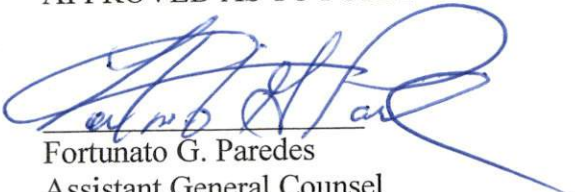
TITLE



ATTEST:


Hon. Margie Ramirez Ibarra
Webb County Clerk

APPROVED AS TO FORM:


Fortunato G. Paredes
Assistant General Counsel
Webb County Civil Legal Division

*The General Counsel, Civil Legal Division's Office, may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval of their own respective attorney(s).

ATTACHMENT A
Scope of Services

TxDMV will:

1. Place “flags” on vehicle records based on submission data received from Local Government containing “flag” request codes.

A flagged record will cause:

A. A “scofflaw” remark will be displayed on inquiry devices as part of the vehicle record when an inquiry is made on a “flagged” record.

B. The Registration renewal notices to be printed with a “scofflaw” remark so the Local Government may deny registration.
2. Remove “flags” from vehicle records based on submission data received from Local Government “clear” request codes.
3. Provide a report to Local Government showing successful “flag” and “clear” counts and errors after completion of the computer run.
4. Return to Local Government bad or corrupted data with no further action by TxDMV.

Local Government shall:

1. Provide CD-ROMs or e-mail attachments in accordance to TxDMV specifications (see attachment G), to TxDMV, for computer runs for flagging of vehicle records (“flag”) and removal of flags (“clear”). CD-ROMs shall be labeled externally with the type of run to be made (“flag” and/or “clear”) and the number of logical records.
2. Provide information contained on CD-ROMs or e-mail attachments with the county number, vehicle identification number (VIN), registration plate number, and “flag” or “clear” code.
3. Submit CD-ROMs or e-mail attachments to TxDMV from a single source within the Local Government, as approved by the commissioner’s court.
4. Understand that submission of CD-ROMs or e-mail attachments to TxDMV constitutes a certification that the Local Government has notified owners of vehicles whose records appear on the CD-ROMs or e-mail attachments that past due fines, fees, or taxes are owed to the Local Government.
5. Submit an application to establish the method of payment (see Attachment F), and establish an account prior to submitting requests for flagging of vehicle records.
6. Comply to and in accordance with Texas Transportation Code Title 7, Subtitle A, Chapter 501, Section 501.147, in which the Local Government shall honor the vehicle transfer notice. If a date exists in the “vehsolddate” (Vehicle Sold Date) field, a transfer notice has been submitted; therefore the registered owner on this record is no longer subject to civil and criminal liability on and after the vehicle sold date.

ATTACHMENT B

Budget

Fees for file submission and transactions shall be submitted to TxDMV in accordance with 43 TAC Chapter 207.

Payments should be made to the following address:

Texas Department of Motor Vehicles
Administrative Services Division
PO Box 5020
Austin, TX 78763-5020

A. If the Local Government chooses to submit their input file via CD-ROM, the attached "Account Information" form must be completed. The applicable payment shall be made each time a request to place or remove "flags" from motor vehicle records are submitted to TxDMV ("Pay Upon Request Account").

B. As an alternative, if the Local Government chooses to send their input file as an e-mail attachment, the attached "Account Information" form must be completed. The Local Government shall establish a non-interest bearing escrow account ("Prepaid Account") with TxDMV. Upon agreement between the Local Government, TxDMV and payment of applicable fees, as described below, TxDMV will establish an account in the name of the Local Government. Charges shall be deducted from the escrow account until the balance of that account reaches the minimum required balance for the Local Government, as determined by TxDMV and provided herein.

A deposit of at least \$500.00 must be maintained in a non-interest bearing escrow account. This initial deposit is to cover estimated service use. The escrow account shall be established with TxDMV prior to placing or removing "flags" from motor vehicle records for the Local Government. Payment of the deposit shall be made by check or warrant, payable to the "Texas Department of Motor Vehicles" and is due upon execution of this contract. The \$500.00 minimum balance to be maintained in the escrow account may increase depending on established monthly usage by the Local Government. When it becomes necessary to increase the Local Government's escrow account minimum balance, as determined by TxDMV, the Local Government agrees to pay the sum in increments of \$500.00. This additional funding is payable within fifteen (15) days from receipt of notification from TxDMV.

TxDMV will provide a statement to the Local Government which indicates the remaining balance in the Local Government's escrow account.

If the balance in the non-interest bearing escrow account falls below the \$500.00 minimum balance, TxDMV may suspend placing or removing "flags" from motor vehicle records for the Local Government until such time as a deposit is made by the Local Government, in an amount sufficient to increase the balance in the escrow account to the \$500.00 minimum balance.

ATTACHMENT C
General Terms and Conditions

Article 1. Amendments

This contract may only be amended by written agreement executed by both parties before the contract is terminated.

Article 2. Conflicts Between Agreements

If the terms of this contract conflict with the terms of any other contract between the parties, the most recent contract shall prevail.

Article 3. Disputes

TxDMV will be responsible for the settlement of all contractual and administrative issues.

Article 4. Ownership of Equipment

Except to the extent that a specific provision of this contract states to the contrary, all equipment purchased by TxDMV under this contract shall be owned by TxDMV.

Article 5. Termination

This contract may be terminated by mutual written agreement, or 30 days after either party gives notice to the other party, whichever occurs first.

Article 6. Gratuities

Any person who is doing business with or who reasonably speaking may do business with TxDMV under this contract may not make any offer of benefits, gifts, or favors to employees of TxDMV.

Article 7. Responsibilities of the Parties

Each party acknowledges that it is not an agent, servant, or employee of the other party. Each party is responsible for its own acts and deeds and for those of its agents, servants, or employees.

Article 8. Compliance with Laws

The parties shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations and with the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this agreement.

Article 9. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

ATTACHMENT D

Resolution or Ordinance

On the 13th day of July, 2015, the Webb County
Commissioner's Court passed Order No. _____, hereinafter identified
reference, authorizing the County's participation in the Program. by _____

**Official Minutes for Webb County
Commissioners Court Meeting**

**Monday, July 13, 2015 at 9:00 AM
(Approved July 27, 2015)**

Let it be remembered that a regular meeting of the Webb County Commissioners Court was held at 9:00 a.m. at the regular meeting place with the following members present to wit:

Tano E. Tijerina,	County Judge
Frank Sciaraffa,	Commissioner, Pct. 1
Rosaura "Wawi" Tijerina,	Commissioner, Pct. 2
John C. Galo,	Commissioner, Pct. 3
Jaime Alberto Canales,	Commissioner, Pct. 4

Thus constituting a quorum, the Commissioners Court proceeded to act upon the Agenda as posted in the meeting notice of the 10th day of July 2015. Present also were Ms. Virginia Martinez, Deputy County Clerk representing Mrs. Margie Ramirez Ibarra, Ex-officio Clerk of the Commissioners Court, various officers and others interested in the business of the Court.

CALL TO ORDER BY THE HONORABLE TANO E. TIJERINA, WEBB COUNTY JUDGE

1. Roll Call by Honorable Margie Ramirez-Ibarra, Webb County Clerk

2. Pledge of Allegiance

3. Approval of Minutes for June 22, 2015

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa

Vote: 5 - 0 Motion Carried

4. Approval of Bills, Payroll, and Monthly Report

Discussion on file at the Webb County Clerk's Office July 13, 2015 Commissioners Court Meeting DVD.

Chief Deputy Auditor, Mr. Rafael Perez presented the monthly report for June 2015.

Commissioners Court Administrator, Mr. Leroy Medford and County Attorney, Mr. Marco Montemayor were both present to address the Commissioners Court on the Auditor's monthly report for June 2015.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 3 John C. Galo to have the County Auditor's Office provide a report on the transfer that resulted in a Budgetary Amendment in April 2013; as far as expenditures, where the money went, and how it got transferred from the 660 Fund

Vote: 5 - 0 Motion Carried

Judge Tijerina stated that the Auditor's monthly report for June 2015 would be deferred.

Discussion on file at the Webb County Clerk's Office July 13, 2015 Commissioners Court Meeting DVD.

Fire and EMS Chief, Mr. Rick Rangel was present to address the Commissioners Court on item #14.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina

Vote: 5 - 0 Motion Carried

Commissioners Court Administrator

15. **Discussion and possible action to review, revise, and/or adopt the contract for rental of the community centers owned by Webb County to include reconsideration of rental amounts, deposit amount, security officer requirements, and any other terms the Commissioners Court or legal counsel may suggest; and any other matters incident thereto. [Requested by Marco Montemayor, County Attorney]**

Issue: The rental contract for the community centers has not been revised or reviewed in many years.

Solution: A revised, standard contract for rental of the community centers should be reviewed, revised, and/or adopted with a consideration of new terms including, but not limited to, rental amount, deposit amount and provisions for providing of security services in those situations where those services are required.

Result: A new standardized rental contract should be adopted to meet the current needs of the county, the community centers, and the community of users.

Discussion on file at the Webb County Clerk's Office July 13, 2015 Commissioners Court Meeting DVD.

Commissioners Court Administrator, Mr. Leroy Medford and County Attorney's Office, Ms. Alexandra Colessides Solis were both present to address the Commissioners Court on item #15.

Judge Tijerina stated that no action would be taken on item #15.

Honorable Marco Montemayor, County Attorney

17. **Discussion and possible action to approve an Interlocal Agreement between the County of Webb and The Texas Department of Motor Vehicles. The agreement will provide for the implementation and enforcement of "Scofflaw". The Texas Department of Motor Vehicles will flag a vehicle which has an unpaid fine, thus allowing the Tax Assessor Collector to deny registration until all fines are paid. A deposit of \$500.00 must be maintained in a non-interest bearing escrow account. The contract begins when fully executed and terminates Five (5) years from that date and authorizing the county Judge to sign all relevant documents; and any other matters incident thereto.**

Discussion on file at the Webb County Clerk's Office July 13, 2015 Commissioners Court Meeting DVD.

Chief Deputy Auditor, Mr. Rafael Perez and Tax Assessor Collector, Ms. Patricia Barrera were both present to address the Commissioners Court on item #17.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina

Vote: 5 - 0 Motion Carried

18. **Discussion and possible action to approve an "Order Pertaining to County's Scofflaw Program", pursuant to Section 502.010 of the Texas Transportation Code. This allows the Commissioners Court of Webb County to impose an additional fee of Twenty Dollars and no cents (\$20.00) to be collected by the County Tax-Assessor Collector to be used for the purposes specified in accordance with the law. That fee will be imposed for each fine, fee, tax or failure to appear owed to the county and authorizing the County judge to sign and execute all relevant documents; and any other matters incident thereto. [Requested by Patricia Barrera, Webb County Tax Assessor-Collector]**

Discussion on file at the Webb County Clerk's Office July 13, 2015 Commissioners Court Meeting DVD.

County Attorney's Office, Mr. Ray Rodriguez and Tax Assessor Collector, Ms. Patricia Barrera were both present to address the Commissioners Court on item #18.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa

Vote: 5 - 0 Motion Carried

19. **Discussion and possible action to approve a new Federal Forfeiture Fund for the County Attorney to deposit forfeiture funds from the United States Department of Treasury Joint Law Enforcement Operation (JLEO); and any other matters incident thereto.**

Discussion on file at the Webb County Clerk's Office July 13, 2015 Commissioners Court Meeting DVD.

County Attorney's Office, Mr. Ramon Villafranca, County Attorney, Mr. Marco Montemayor, and Chief Deputy Auditor, Mr. Rafael Perez were all present to address the Commissioners Court on item #19.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve the grant and declare the emergency next time to create the line item

Vote: 5 - 0 Motion Carried

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring up item #35

Vote: 5 - 0 Motion Carried

Engineer

35. **Discussion and possible action to approve the investment grade audit agreement from Schneider Electric for design upgrades to the chiller plant and energy conservation retrofit opportunities countywide through the County's membership with the Inter-local Purchasing System contract No. 2032714; and have the County Judge sign all relevant documents.**

Issue: Central chiller plant and cooling towers are approaching its end of service life.

Solution: Design and install new high efficiency central plant along with a county wide comprehensive solution to help offset the cost of the chiller plant and other equipment that is at its end of service life.

Result: Daily operations with less down time, contingency plan, alternate chiller back up plan, multiple building and multiple chillers connected to system providing

ORDER No. _____

THE STATE OF TEXAS §
 §
COUNTY OF WEBB §

ORDER PERTAINING TO COUNTY'S SCOFFLAW PROGRAM

WHEREAS, the County's scofflaw program will be of assistance in collecting unpaid fines and fees owed to the County;

WHEREAS, Transportation Code, Section 502.010 permits the county assessor-collector to refuse to register a motor vehicle if it receives information that the owner of the vehicle:

- (1) owes the county money for a fine, fee or tax that is past due as therein defined; or
- (2) failed to appear in connection with a complaint, citation, information, or indictment in a court in the county in which a criminal proceeding is pending against the owner;

WHEREAS, Transportation Code, Section 702.003, permits a county assessor-collector to refuse to register a motor vehicle if the assessor-collector or the department receives under a contract information from a municipality that the owner of the vehicle has an outstanding warrant from that municipality for failure to appear or failure to pay a fine on a complaint that involves the violation of a traffic law;

WHEREAS, Transportation Code, Section 502.010, authorizes a county to contract in order to provide information to the Texas Department of Motor Vehicles necessary to make a determination if a fine, fee, or tax is past due;

WHEREAS, Transportation Code, Section 502.010 permits a county that has a contract with the Texas Department of Motor Vehicles in order to provide information to the Texas Department of Motor Vehicles necessary to make a determination if a fine, fee, or tax is past due to impose an additional fee of \$20 to

- (1) a person who fails to pay a fine, fee, or tax to the county by the date on which the fine, fee, or tax is due; or
- (2) a person who fails to appear in connection with a complaint, citation, information, or indictment in a court in which a criminal proceeding is pending against the owner;

WHEREAS, Transportation Code, Section 702.003 provides that a municipality that has a contract with a county in which the municipality is located to provide information to the county assessor-collector necessary to make a determination that the owner of the vehicle has an outstanding warrant from that municipality for failure to appear or failure to pay a fine on a complaint that involves the violation of a traffic law may impose an additional \$20 fee to that owner;

WHEREAS, under Transportation Code, Section 502.010 and Section 702.003, the additional fee may be used only to reimburse the department or the county assessor-collector for its expenses for providing services under the contract, or another county department for expenses related to services under the contract;

WHEREAS, the additional fees imposed by the County or participating municipalities are needed to offset the expenses of the service provided for flagging and de-flagging those persons identified as a result of past due fines, fees, or taxes or failures to appear as required for County purposes or for outstanding warrants for traffic violations or failures to appear for municipal purposes as specified by law and is entitled to be collected as a fee for contemporaneous service rendered to enable the owner to

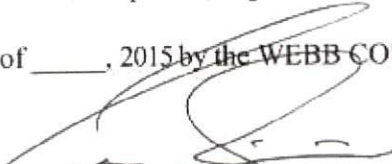
register the owner's vehicle;

WHEREAS, the County and participating municipalities with an interlocal agreement with the County have authority to impose said additional fee under Transportation Code, Sections 502.010 and 702.003 and are given the authority to collect same in the most effective way consistent with law; and

WHEREAS, the Legislature has not specified the means by which the fee is to be collected;

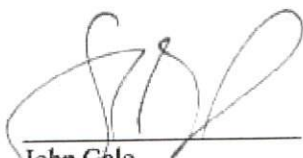
NOW THEREFORE, IT IS HEREBY ORDERED that pursuant to Section 502.010 of the Texas Transportation Code, the Commissioners Court of Webb County imposes the additional fee of Twenty Dollars and No Cents (\$20.00) to be collected by the county tax assessor-collector to be used for the purposes specified therein in accordance with the law. The Tax-Assessor Collector shall collect the County imposed additional fee at the time of service and shall notify the owner flagged under the system before the owner attends to and pays or otherwise takes measures to clear the past due fines, fees, or taxes or failures to appear that the additional fee shall be paid before registration may proceed. Interlocal agreements between the County and any participating municipality shall control the collection of the additional fee imposed by the municipality under Transportation Code, Section 702.003 and may authorize the Webb County Tax Assessor-Collector to collect said fee. Additional fees collected for the County and any participating municipalities shall be used for the purposes described by the statute. The Tax Assessor-Collector shall prepare a form to be used to evidence the action taken to clear such past due fines, fees, or taxes or failures to appear for County purposes or outstanding warrants for traffic violations or failures to appear for municipal purposes clearly stating that the fee is imposed and that actions taken to clear the aforementioned county or municipal fines, fees, taxes or failures to appear shall remain subject to the payment of the additional fee at the time of the registration service to be rendered to the owner. Upon registration of the owner's vehicle, the Tax Assessor Collector shall immediately take action to clear the owner's name from the scofflaw information systems used by the Tax Assessor-Collector. The fee shall not be collected from any owner flagged under the scofflaw program due to error or mistake made by County or personnel working for a city with an interlocal agreement with the County for scofflaw program enforcement or where, due to court order, all of that owner's flagged fines, fees, taxes, or failures to appear have been disposed of without requiring the owner to make an actual payment of money. An additional \$20.00 fee is imposed on and shall be collected from the owner flagged under the County scofflaw program for each fine, fee, tax or failure to appear owed to the County and cleared by actual payment of money. An additional \$20.00 fee shall be collected from the owner flagged under a municipality's interlocal agreement with the County for each outstanding warrant for traffic violations or failures to appear owed to the municipality and cleared by the owner's actual payment of money. Where there is more than one owner of the same vehicle to be registered or re-registered that owe money to the County or a municipality with an interlocal agreement with the County for scofflaw purposes, only one of the co-owners shall be required to clear the amount owed prior to registration or re-registration.

ADOPTED this ___ day of ___, 2015 by the WEBB COUNTY COMMISSIONERS COURT.


TANO E. TIJERINA
County Judge


Frank Sciaraffa
Commissioner Pct. #1


Rosaura Tijerina
Commissioner Pct. #2

A stylized, cursive handwritten signature in black ink, appearing to read 'J. Galo'.

John Galo
Commissioner Pct. #3

A stylized, cursive handwritten signature in black ink, appearing to read 'Jaime Canales'.

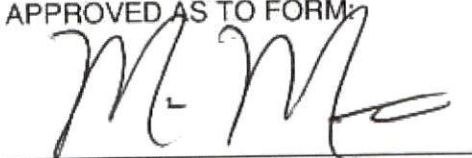
Jaime Canales
Commissioner Pct. #4

ATTEST:


Margie Ramirez Ibarra
Webb County Clerk



APPROVED AS TO FORM:



Marco A. Montemayor
Webb County Attorney

*By law, the county attorney's office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

ATTACHMENT E

Contact Information

Technical assistance regarding the placing and removing of “flags” from motor vehicle records or information regarding payments for your account may be obtained by contacting the Administrative Services Division, Technology Support Branch, at (512) 465-7590 or (512) 465-7950 (Monday through Friday 8:00 AM - 5:00 PM).

ATTACHMENT E

For TxDMV Use:
Contract Number

ACCOUNT INFORMATION

GENERAL INFORMATION: Please read carefully, incorrect forms will be returned.

Accounts are "Prepaid". Funds must be available in your account to cover the cost of the Scofflaw remarks file request. Fees are in accordance with Texas Administrative Code, §217.124, and are \$23 per computer run + \$0.12 per record.

IMPORTANT NOTE: The third party contacts provided herein, if applicable, are authorized to communicate with TxDMV staff with *questions* regarding the account/billing ONLY. **CHANGES** to any information provided must come from the contracted entity directly. Change requests from any persons outside of the contracted entity will be *denied*.

ACCOUNT INFORMATION: PLEASE READ!! Information below **MUST** be from the contracted entity **ONLY**

ACCOUNT NAME:	Webb County Tax Office	
MAILING ADDRESS:	1110 Victoria St. Ste. 107	
ACCOUNT CONTACT:	Deodata Torres	950-523-4711
	Full Name (required)	Phone Number
BILLING CONTACT:	Deodata Torres	950-523-4711
	Full Name (required)	Phone Number
TECHNICAL CONTACT:	Deodata Torres	950-523-4711
	Full Name (required)	Phone Number

BILLING EMAIL ADDRESS(s): For Account Balance statements and Additional Funds Requests

dtorres@webbcountytx.gov	
For contracted entity, <u>required</u>	For third party representative, <u>optional</u>
Additional email address, <u>optional</u>	

PERSON(S) RESPONSIBLE FOR SENDING FILES AND RECEIVING OUTPUT FILES

NOTE: The EMAIL address(s) provided shall not be a "do not reply" email address. The email account must be enabled to receive REPLY emails.

dtorres@webbcountytx.gov	☒	Check box if same email address as above
EMAIL ADDRESS for contracted entity, <u>required</u>		
	☐	Check box if same email address as above
EMAIL ADDRESS for third party representative, <u>optional</u>		
	☐	Check box if same email address as above
Additional email address, <u>optional</u>		

For Department Use Only

Contract Signed: _____	<u>Contract/Account Terminated</u>	
Escrow Amount: \$ _____	☐ Non-Payment	☐ Expired/Non-Renewal
Signed By: Annette Quintero	☐ Entity Request	☐ Statutory Change
Account Number: _____		

ATTACHMENT G

COUNTY SCOFFLAW INPUT FILE REQUIREMENTS

There are two processes available within the RTS COUNTY SCOFFLAW processing program. The available processes are:

“F” – Flag (set COUNTY SCOFFLAW data)
 “C” – Clear (lift COUNTY SCOFFLAW data)

The following input file format is required for both of the above two processes.

INPUT:			
OFCISSUANCENO	3 bytes	Position 1– 3	/*County Number
VIN	22 bytes	Position 4–25	/*Vehicle Identification Number
PLTNO	7 bytes	Position 26–32	/*License Plate Number
DOCNO	17 bytes	Position 33–49	/*Title Document Number (Not required, if unknown, leave blank)
CODE	1 byte	Position 50	/*F = Flag /*C = Clear
FILLER	30 bytes	Position 51–80	
TOTAL	80 bytes		

Note: Both “flag” and “clear” requests require OFCISSUANCENO (County Number), VIN (Vehicle Identification Number), PLTNO (Plate Number), and CODE (“Flag” or “Clear”).