ADOT

Motor Vehicle Division

An Arizona Management System Agency

Douglas A. Ducey, Governor
John S. Halikowski, Director
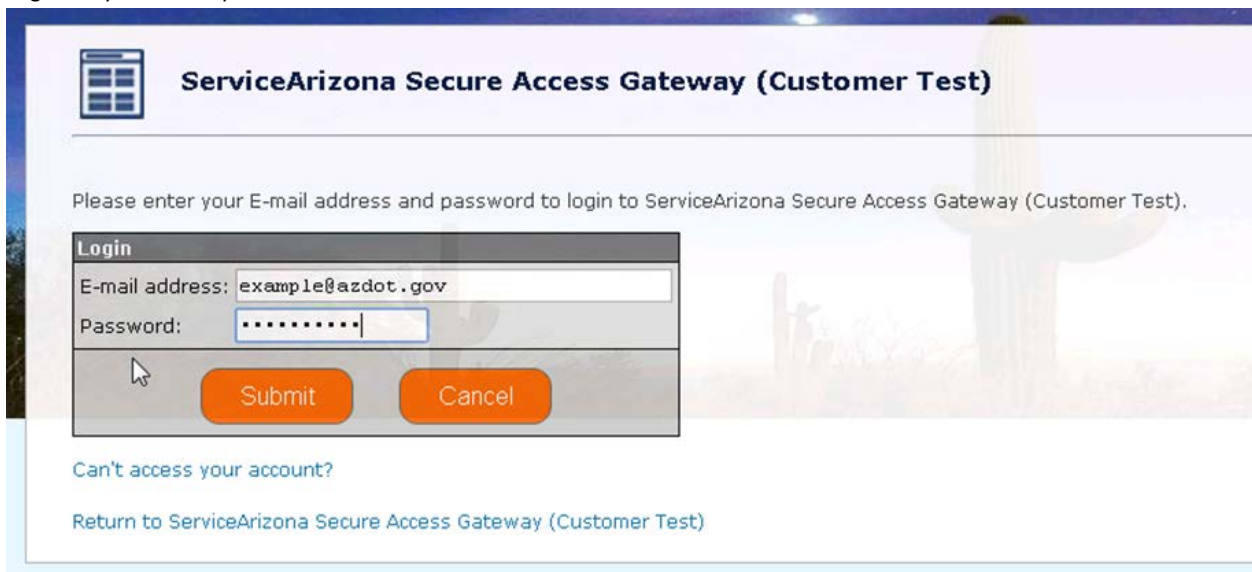**Eric R. Jorgensen**, Division Director

Banking/Financial

In order to comply with 28-1462(H) and R17-5-614 the Ignition Interlock Service Provider (IISP) will need to collect a fee, in an amount of $20, for each certified ignition interlock that is installed. The IISP will remit the collected fees to the department on a monthly basis in a manner established by the department.

The Process

The IISP will first need to supply their banking information to the Department through the Service Arizona Secure Gateway located at https://secure.servicearizona.com/gwRegister/gateway/UserHome.The Gateway that is being used for Interlock MVR's is being updated to add a section where the IISP may put in their banking information.

*Note: the following screenshots were from our test system so they may appear slightly different from what you may see in live production. Also, only those at the Manufactuer/IISP level will have access to see the Banking Information service. Service centers will not have this option on their dashboard.

Log on as you normally would

Click on MVD-INTMVR to allow you access to the Interlock MVR development application

Click on Update Banking Information

Put in your Banking information

Update Bank information

On File:

Account Number: [   ]

Routing Number: [   ]

Reenter Account Number: [   ]

Reenter Routing Number: [   ]

Day Time Phone Number: ([   ]) [   ] - [   ]   ext.: [   ]

Bank Account Type: [-Select Bank Account Type ▼]

☐ I hereby authorize the Arizona Department of Transportation to process debit entries from the account specified above.:

[Update]   [Go Back]

Double check to make sure the information is typed in correctly and click the authorization statement.

Update Bank information

On File:

Account Number: 123456789

Routing Number: 999999992

Reenter Account Number: 123456789

Reenter Routing Number: 999999992

Day Time Phone Number: (480) 555 - 1234   ext.: 1234

Bank Account Type: Business Checking ▼

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User Guide

You will then receive this confirmation statement that the information was processed successfully.

Update Bank information

Bank Information updated successfully!

On File: xxxxx6789

Account Number: 123456789

Routing Number: 999999992

Reenter Account Number: 123456789

Reenter Routing Number: 999999992

Day Time Phone Number: (480) 555 - 1234   ext.: 1234

Bank Account Type: Business Checking ▼

☑ I hereby authorize the Arizona Department of Transportation to process debit entries from the account specified above.:

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On the 2nd of every month the Department will send a report to the e-mail address on file for the daily reports of adverse conditions and extensions. This report will consist of all reported installs from the prior month, Report Type I, and how much money will be debited from the account. To avoid improper payment, please ensure proper reporting procedures are followed.

Sample Report:

```
MV610333-I                ARIZONA DEPARTMENT OF TRANSPORTATION  02/01/2018  PAGE   1
MV325                              MOTOR VEHICLE DIVISION
                                   DRIVER LICENSE SYSTEM
                 002 000 000 CIID INSTALLS DUE FOR THE MONTH OF JANUARY 2018
                       IN ACCORDANCE WITH ARS 28-1462 AND R17-5-614
-----------------------------------------------------------------------------------
002 000 000    CST / AZ MOBILE ACCESS
DXXXXXXXXX
DXXXXXXXXX
DXXXXXXXXX
DXXXXXXXXX
DXXXXXXXXX

TOTAL INSTALLS  REPORTED                                               ####5
TOTAL FEES DUE TO MVD                                              $##100.00
```

On the 10th of every month the Department will debit the funds from the account provided through the Gateway. This is an automated process and thus it is imperative that funds be available.

Note Money will be debited from the account as outlined in the report. The IISP must contact the Ignition Interlock Unit at ignitioninterlock@azdot.gov to resolve any inconsistencies prior to the Department processing the next scheduled payment. Any corrections/refunds can only be made manually on a day the department has already collected funds, ex. the 10th of the month. Additional payments must be paid via credit card or certified funds.

If there are not enough funds when the Department attempts to debit from the account, there will be a penalty assessed in accordance with A.R.S. §28-372 and Arizona Administrative Code R17-1-203. Also any payments that are dishonored shall be deemed a material breach of contract and may result in cancelation of the IISP's authorization. Payment, after the failed attempt, shall be made manually via a credit card or certified funds.