

**[LTO MEMORANDUM CIRCULAR NO. 775-2006,
August 14, 2006]**

POSTAL MONEY ORDER PAID AS DEPOSIT FOR MVUC

It has been observed that there are Postal Money Order (PMO) payments that cannot be processed thru the Deposit Payment Handling Functionality (PMO Payments) of the Revenue Collection System (RCS) due to the following reasons:

- Failure on the part of some motor vehicle owners (especially bus companies) to attach xerox copies of the OR and CR of the motor vehicles being paid for;
- Only one (1) Official Receipt is issued for PMO checks covering payment of several motor vehicles;
- The remitter's name in the PMO check is different from the registered owner appearing in the OR and CR.

This practice in the manual system is no longer acceptable in the automated environment since the Deposit Payment Handling of the Revenue Collection System is designed to accept only one PMO payment for every motor vehicle and that the name of the registered owner should be the same as the name (remitter) appearing in the PMO check.

In order to process PMO payment smoothly, the following guidelines and procedures shall be observed, to wit:

1. All PMO payments must be accompanied by xerox copy of the latest OR and CR of the motor vehicle being paid for.
2. In case PMO payment was transmitted without the required OR and CR, the name of the remitter appearing in the PMO should be indicated in the OR acknowledging the PMO.
3. In the event that the name of the registered owner differs from the PMO remitter, per supporting documents submitted, the PMO shall not be applied and the corresponding MVUC with 50% penalty shall be collected.
4. There must be only one PMO payment for every motor vehicle.

In case of overpayment as reflected in the OR, the same shall be applied in the next registration year on the same motor vehicle. However, if there are miscellaneous transactions processed prior to renewal registration, the registered owner should be advised to keep a xerox copy of the registration OR to facilitate application of the overpayment for the renewal registration.