



# TAX & TAG TIPS

From

**Denise R. Mitchell, MPA**  
Tax Commissioner



## Money-Saving Tip: How to Avoid Insurance Lapse Fees

When an owner sells or trades in a vehicle, they often cancel the insurance coverage before they cancel the registration. This is a Big Mistake! The Georgia motor vehicle system assesses the vehicle as on the road without insurance and triggers a letter from the state of Georgia that an insurance lapse fee is due. Avoid the extra cost, time, and tension.

**Tip: Cancel your vehicle registration BEFORE you cancel the vehicle's insurance to avoid being assessed an insurance lapse fee.**

When you trade in your vehicle to a dealer, be aware that the **dealer cannot** access your registration to cancel it. So even if they tell you they will "take care of everything," that does not include canceling the registration. That is your responsibility.

You can cancel your registration online -- it's quick and easy!

1. Go to [www.GwinnettTaxCommissioner.com/eservices](http://www.GwinnettTaxCommissioner.com/eservices).
2. In the "Vehicle Title and Registration" box, click the "Cancel Vehicle Registration" link.
3. Enter your vehicle and identity information and click "Submit."

If a lapse fee has been assessed to your vehicle, you must pay it or request to have it removed due to a qualifying reason before you cancel the registration.

To apply for removal, go to [www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com) and download and complete the "Insurance Fee Waiver Form." Email a copy of the completed form and a copy of your valid driver's license to [tag@gwinnettcountry.com](mailto:tag@gwinnettcountry.com). A waiver is only allowed for one of the reasons listed on the form.

**INSURANCE FEE WAIVER FORM**

Department of Motor Vehicles

**Requirements:**

- A vehicle owner is limited to a **one-time** insurance lapse/registration fee waiver per vehicle they own or owned.
- A vehicle owner may apply in person at a Gwinnett tag office, a vehicle owner's valid driver's license is required.
- A vehicle owner may also apply by mailing, faxing or emailing this form. **A clear copy of the vehicle owner's valid driver's license is required.**
- Mail to: Gwinnett County Tax Commissioner, P.O. Box 829, Lawrenceville, GA 30046, fax to 678-377-4300, or email to [tag@gwinnettcountry.com](mailto:tag@gwinnettcountry.com).

Name: \_\_\_\_\_ driver's license/ID number/issuing state \_\_\_\_\_  
 current owner or  former owner of the following motor vehicle

By signing below, I hereby affirm this vehicle did not have continuous mandatory Georgia liability insurance coverage as required by Georgia law for the reason indicated below. Enter the exact dates next to the applicable reason below; only applications with complete dates can be processed.

Vehicle sold/transformed or lease terminated on: m / m / y / y / m / m / y / y

Vehicle owner moved to/registered in another state on: m / m / y / y / m / m / y / y

Vehicle wrecked, salvaged, or parked on: m / m / y / y / m / m / y / y

Vehicle was stolen or repossessed on: m / m / y / y / m / m / y / y

Vehicle was not operated because it was inoperable, stored, or being used seasonally during the period of: m / m / y / y / m / m / y / y

The vehicle was owned by an active duty military member stationed outside Georgia during the period of: m / m / y / y / m / m / y / y

Check one of the following. Incomplete forms cannot be processed.

I wish to cancel the registration on this vehicle to prevent future lapse fees.

I DO NOT wish to cancel my current registration on this vehicle. I understand that by making this election, I must maintain current Georgia insurance on this vehicle to prevent future lapses.

I, the undersigned, do hereby request this one-time waiver of an insurance lapse fee on the above vehicle I currently own or previously owned, and I do hereby affirm that the statement is a true and correct statement of the facts and circumstances surrounding the insurance lapse and that I am not requesting a waiver of any other fees. I understand that the Georgia law states any person making application shall be guilty of false statements, whether or not an application is actually administered, if the person provides false information. I understand that any person who provides false information shall be subject to the under oath penalty of a vehicle registration prior to receiving liability insurance on their vehicle.

Owner Signature: \_\_\_\_\_

P.O. Box 829  
Lawrenceville, GA 30046 [www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com) Phone 770-822-8818 [tag@gwinnettcountry.com](mailto:tag@gwinnettcountry.com)

Best regards,





# GET YOUR DECAL INSTANTLY AT A KIOSK



Kiosks are a convenient way to renew your tag. All you need is your driver's license and debit or credit card to get your decal instantly. Convenience fees apply and one fee covers up to 10 vehicles. You can renew your vehicle up to 60 days before your birthday. Kiosks are located across the county and metro area and in many Kroger stores. To find one near you, visit [www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com).

## RENEW YOUR TAG WITHOUT EVER LEAVING YOUR VEHICLE

Did you know that two of our locations offer drive-thru services? At the tag offices in **Lawrenceville (750 S. Perry St.)** and **Snellville (2845 Lenora Church Rd.)**, you can renew your tag and receive or renew a disabled person's placard without having to leave your car.

When renewing at a drive-thru you can renew up to three tags in a single transaction and can pay using a credit card, check, cash, or money order.

Disabled person's placard applications can be picked up in the drive-thru, and the placard can be issued as long as the completed application is submitted. You can also download the application from our website or pick up one in any tag office.

*Please note: Title work cannot be processed in a drive-thru and property tax payments are only accepted inside.*

## We're Here to Help!

Customer Service Agents available 8 a.m. - 5 p.m. weekdays.

Property Tax: [tax@gwinnettcountry.com](mailto:tax@gwinnettcountry.com) • 770-822-8800  
Motor Vehicles: [tag@gwinnettcountry.com](mailto:tag@gwinnettcountry.com) • 770-822-8818  
Chat with us at [www.GwinnettTaxCommissioner.com](http://www.GwinnettTaxCommissioner.com).



Tag Office Hours • All Locations

MON • TUE • THU • FRI	WED	SAT • SUN
8:30 - 5:30	8:30 - 6:00	Closed

