Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

JAMES ZEHRINGER, DIRECTOR

Division of Wildlife
Scott Zody, Chief
2045 Morse Road, G-3
Columbus, Ohio 43229

February 11, 2013

Dear Ohio Hunting & Fishing License Sales Agent:

The Division of Wildlife would like to thank you for being a valued license agent. So far in the 2012 license year, the Division of Wildlife has provided just over 2 million licenses and permits to customers. Over 80 percent of those were purchased directly from one of the 1,018 license agents.

The automated license system was a significant change for all of us and the Division of Wildlife will strive to improve the system. In 2013, there are several changes that will occur. These changes affect both the customers and the agents. Please carefully review the system changes below and share these changes with all staff that process license sales. As we test and implement the changes, additional communication regarding the licensing system may be sent to you.

License Sales Start Date

- License sales for the 2013-2014 license year begin on February 22, 2013.
- The 2012 Licenses will not be available for purchase after February 21, 2013, but they are valid for use through the end of February. Either year's license will be valid during the last week of February.

Paper Stock

- The license paper will no longer be perforated or colored. The Division of Wildlife will supply white paper which will arrive in a box similar to previous shipments. Each ream of paper will have an orange sticker to identify it as license paper. Please make sure to use this paper **only** for licenses.

New License Layout

- All licenses will be printed directly from Internet Explorer and will no longer use Adobe software.
- A sales receipt will be printed for the customer on the bottom of the last license page. This will help the customer determine what products where purchased in each transaction.
- Annual licenses will now be printed together on a single license. For instance, if a hunting and a fishing license are purchased together, then they will print on the same license. However, permits and daily licenses will print on separate pages. If a customer wants each annual license on a separate piece of paper, he/she will need to purchase them separately.

Printing of Licenses

- Since Adobe software is no longer used, the printing of the licenses will be different. The licenses will need to be printed using the print buttons in the Internet Explorer browser.

  To print a license, choose one of the following:
  - Click on the Printer icon in the menu bar at the top of the screen
  - Click on "File" from the menu at the top of the screen, then choose "Print"
  - Right mouse click on the license, then in the popup menu, select "Print"
- Please have all clerks sell a license using the test customer of John Test Jones (customer ID 999912348, date of birth 03/08/1946) to ensure they are familiar with how to print a license.

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Deer and Turkey Permit Changes

- Fall turkey and Deer permits will not be available for purchase until June 1. This allows for regulations affecting permits to be changed before the permits are available to customers.
- Temporary/permanent tags are no longer issued on the permits. Only the deer or turkey permit will be provided to the hunter. Hunters must make their own game tag with their Name, Date of Kill, Time of Kill, and County of Kill on the tag. This game tag must then be attached to the animal before it can be moved.
- This new permit process does not affect the agents, except that agents will receive questions from hunters. If you or the customers have questions, call 1-800-WILDLIFE (945-3543).
    - Once the game animal is checked, the entire 18-digit confirmation number needs to be attached to the animal. We recommend the confirmation number be written on the back of the game tag.
    - For additional information, please refer to Publication 5105: Spring Turkey Checking and Tagging which you will receive the week of February 18.

Policy 40 – Termination Policy for Non-Transfer of Funds

- The Division of Wildlife has revised the Termination Policy for Non-Transfer of Funds as referenced in the License Issuance and Game Check Contract (#24). Effective March 1, 2013, there will be a $30 fee for any failed EFT. This policy is enclosed and is also available at Ohiolicenseagent.com.

REMINDERS

Fishing Regulations

- You should receive an initial supply of 1 case of the 2013-2014 Ohio Fishing Regulations by February 21th. Please make sure these publications are available to license buyers. If you do not receive your initial supply by February 21th or if you would like to order addition cases, please order them from within the licensing system.

License Agent Website

- A license agent website, Ohiolicenseagent.com is available to better assist our license agents and to provide information to those wishing to become an authorized license agent. The website offers access to items such as the Social Security Number Exemption form, Quick Reference Card, License Offerings Card, Electronic Funds Transfer (EFT) Bank Account Change Form, Links to Regulations, Letters of Correspondence, etc.

Deer & Turkey Game Check Requirement

- License agents are required to perform deer & turkey game check, as agreed to under item #5 of the License Issuance and Game Check Contract "**The License Agent agrees to perform electronic deer and turkey game check transactions, and other transactions as required".**

Voids

- Just as last year, a manager has only 15 minutes to void a transaction. If you require a void outside of this time period you will need to call the Division of Wildlife.
- DO NOT provide a customer with part of a transaction. If a mistake is made or the customer does not want part of a transaction, you must void the entire transaction and start over. A void will invalidate any license or permit associated with the transaction. In addition, the store will be responsible for any remaining dollar amount not collected from the customer.

To help understand the changes and how it may affect your store, a timeline summary is provided below.

February 18-21:	License paper shipments will arrive. Shipments of 2013 Fishing Regulations and the Spring Turkey Checking and Tagging publication will arrive.
February 21:	Last day the 2012 licenses are available for purchase.
February 22:	The new 2013 licenses are available for purchase and valid for use.
February 28:	Last day the 2012 licenses are valid for use.
March 1:	Policy 40 changes are effective.
June 1:	Fall turkey and deer permits are available for purchase.
April 20 -21:	Youth spring turkey season.
April 22-May 19:	Spring turkey season.

Please circulate this information to anyone who processes license sales at your agent location. I encourage everyone to use the John Test Jones customer to make sure you are aware of the new layout of the licenses and how to print the transactions. The ODNR, Division of Wildlife appreciates your participation in the license sales and game check program.

Sincerely,

Andrew Burt

Andrew Burt
Licensing Coordinator

TERMINATION POLICY FOR NON-TRANSFER OF FUNDS

The purpose of the Termination Policy is to address paragraph twenty-four (24) of the Division of Wildlife's (DOW) License Issuance & Game Check Contract for the Automated License System. The policy provides guidelines for managing the non-transfer of funds to the DOW by License Agents. The Fiscal Control section within the Business Operations Group will administer this policy.

The License Agent is required to have sufficient funds available for the weekly Electronic Funds Transfer (EFT). Any time that funds are not available, for any reason, the License Agent will be charged with a Non-Transfer of Funds (NTF).

POLICY STATEMENT: License Agents who fail to make payment to the DOW as the result of an NTF will be subject to the following actions:

- Assessment of a NTF fee
- Suspension of Point of Sale account
- Re-payment terms
- Additional penalties as described in this policy
- Termination of the Point of Sale account

DEFINITIONS

Non-Transfer of Funds (NTF):

The DOW withdraws funds weekly from the License Agent's designated bank account for the sale of licenses and permits. If, for any reason, funds are not available on the scheduled day of withdrawal, the License Agent will be charged with a NTF.

Non-Transfer of Funds Fee:

In order to recover the cost of financial processing, the DOW will assess a fee of $30.00 for *each* NTF. The fee will be charged to the License Agent Point of Sale (POS) account upon notification from the State's bank of the NTF.

Suspension of a License Agent POS Account:

Upon notification from the State's bank of an NTF, the License Agent's ability to sell licenses and permits through the POS account will be immediately suspended. The License Agent will be unable to login to their POS account and will be prompted to call the DOW. The License Agent account will remain suspended until full payment is received and available funds are verified.

Payment Terms of a Non-Transfer of Funds (NTF):
Payment in full, including any additional fee assessed by the DOW, must be received within ten business days of the NTF. Payment in full must be made by certified check, bank check, or money order. At the DOW's discretion, payment may also be accepted by EFT.

Payment by certified check, bank check, or money order is to be hand delivered or sent via certified or overnight mail to: Ohio Division of Wildlife, Attn: Fiscal Control, 2045 Morse Road, Bldg. G-2, Columbus, OH 43229-6693.

Failure to comply with payment terms will result in additional penalties as described below.

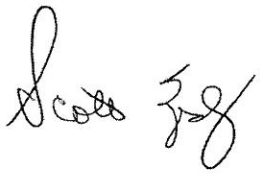
Posting Schedule:
Payments will be posted by the close of business on the day after payment is received. The License Agent's POS account will be re-activated the day after payment is posted.

Penalties:
In addition to the NTF fees, any License Agent with more than three NTFs in a 24 month period, or whose account is past due more than 10 days, will have their account locked and will be subject to additional penalties including, but not limited to those described below:

- Suspension of the POS account for a period of 6 months
- Require a more frequent EFT schedule (for example, instead of weekly, an EFT would be initiated any time a License Agent reaches a pre-determined sales amount)
- Reactivation of a suspended License Agent under a probation period
- Termination of the POS account
- Other penalties as determined by the Chief of the DOW

Termination:
Although the DOW wishes to make licenses, permits and stamps available through as many license outlets as possible, the termination of a License Agent may sometimes be necessary to avoid the potential loss of license revenue. License Agents may be terminated for multiple NTFs at the discretion of the Chief of the DOW. In the event that the Chief terminates a License Agent, the Fiscal Administrator will send a certified letter with the reason for termination, along with a final invoice and a request to return all voided licenses.

APPROVED:



12/24/2012

Chief

Date

Effective January 1, 2013