

Options for processing transactions without coming into the office:

You may continue to send in your renewals, tax payments, etc. via mail, online or drop box. ***All transactions sent to us should include your contact information (including a phone number and email) in the event we have any questions.***

There have been many questions regarding specifics about certain transactions. I have created a list showing your options for our most common transactions. If you feel you have a situation that has not been addressed, please contact our office. Reminder- these services are for Miami County residents only. Also, ALL processed items will be mailed out, so please let us know if you have a separate mailing address.

Please be patient and understand that this is a new situation for our office as well. We are handling a higher call and email volume in an already very busy office, but are responding as quickly as

Summarized contact information for the Miami County Treasurer's Office is below, followed by a detailed list by topic.

Miami County Treasurer's Office

201 S Pearl St, Ste. 103

Paola, KS 66071

Fax: (913)294-9540

Motor Vehicle Phone: (913)294-4164

Tax Phone: (913)294-2353

Email: treasurer@miamicountyks.org

Drop Box Location: Our payment drop box is located on the south side of the Administration building and is on the left hand side as you are leaving the parking lot going towards S. Agate St.

Thank you for your understanding and patience during this time.

~Jennie Fyock, Miami County Treasurer

Real Estate and Personal Property Tax

For delinquent taxes, please contact our office at 913-294-2353 for a current amount due. There have been no extensions for the taxes second half 2019 taxes that were due on May 11, 2020. You may make payments for both current and delinquent taxes via mail, drop box or over the phone.

Vehicle Registration Renewals

There are several options for renewing your vehicles. You may renew online if you were issued a PIN, by using the iKAN app or visiting <https://ikan.ks.gov>. You may also mail in your renewals to our office or use the drop box. Please remember to include your phone number and a copy of your insurance.

All renewals will be processed as quickly as possible. Please continue to utilize these options for your renewals as we will be extremely busy with transactions that we cannot currently process, once our office opens back up to the public.

Beginning on May 29, 2020 you can now renew delinquent vehicle renewals online as well. If you were due during the months affected by COVID 19 extensions, then you will not be charged fees. This will be until the 60 day extension has expired.

Lien Releases

Lien releases may be faxed, emailed or placed in our drop box. Be sure that you indicate the mailing address that you want the title mailed to, along with a phone number in case we have questions.

Duplicate Title and Secure Title Applications

Duplicate title and secure title applications can be mailed or placed in the drop box along with the appropriate fees. The Kansas Dept of Revenue Manual Title Application form TR-720b will need be completed and signed. You may obtain this form at <http://www.ksrevenue.org> and search for TR-720b.

Personalized Plates

For any vehicles with personalized plates that are up for renewal that you wish to keep the same combination, you may complete the Kansas Personalized Plate Application, TR-715 form, which may be obtained at <http://www.ksrevenue.org> and search for TR-715. Along with the completed form you will submit a check for \$45.50 along with your renewal notice and additional payment for registration and pp tax on your renewal notice.

Handicap Placards

For a first time Permanent Disabled Placard OR if you need to obtain a first time Temporary Disabled Placard, you may have an eligible professional (the list of accepted professionals is located on the instructions that accompany the TR-159 form) complete a Kansas Certification of Disability for Disabled Parking Placard/Plate/Decal TR-159 form, which may be obtained at <http://www.ksrevenue.org> and search for TR-159. This form can also be mailed or emailed out to you by our staff at your request. The disabled party must be sure to sign their name as indicated on the form. The resident normally has the option to have two disabled placards OR one disabled placard and one disabled plate. However, during our office closure we are not issuing disabled plates due to needing the current license plate returned for the vehicle you are choosing to place it on.

If you currently have a Permanent Disabled Placard and it is getting ready to expire, you may complete the TR-159a form and mail in or place in the drop box.

If you currently have a Temporary Disabled Placard and it is getting ready to expire, you will need a new TR-159 form from your healthcare professional.

Driver's License Renewals

Some situations may allow you to renew your driver's license online by using the iKAN app. The restrictions include if you are between the ages of 21-50 and have had a vision exam within the past year. However, you will not be able to make changes or add REAL ID at that time.

60-Day Tags

We are able to process 60-day tags with the required documentation. You will need to send our office a clear copy, scan or fax of the front and back of the title; proof of insurance on the vehicle; a copy of the applicants/owners driver's license(s); a completed TR-212a form; and \$8.50 for the fee, made payable to Miami County Treasurer. You will need to have the Title and Registration Manual Application, TR -212a form completed in its entirety and signed by the owner(s) of the vehicle. You can obtain this document by visiting <http://www.ksrevenue.org> and search for TR-212a. Staff can also email or mail this document to you at your request.

Please note—A 60-Day Tag is only good for 60 days after the purchase date, not from when the tag is issued.

Title Work

You may mail or place in the drop box your title work documents beginning today. I would encourage you to mail your documents as there will be limited space in the drop box for title work. Also, the opening on the drop box is small, so your documentation will need to be able to fit. If you are placing documents in the drop box, please put everything into an envelope so nothing gets lost.

You will need to have a Title and Registration Manual Application TR -212a form completed in its entirety and signed by the owners of the vehicle. You can obtain this document by visiting <http://www.ksrevenue.org> and search for TR-212a. Staff can also email or mail this document to you at your request. Also, 1) please be sure that the owners have signed and printed their names on the Title in the appropriate places; 2) add the color of the vehicle onto the form; and 3) include the declared tag weight if you are titling a truck. Current insurance must also be supplied for the vehicle that is being titled. If you would like a Park Pass, you will need to request that with your initial title work drop off, it cannot be added later. Completing these steps prior to sending in your documentation will help expedite your transaction and minimize how many times you may need to send in documentation. If you are attempting to process a tag transfer, you will need to contact our office for instruction.

Please be patient, as each situation for titling a vehicle is different and may require different documentation. The information provided is not all inclusive and may not include details for every situation that may arise, so please keep that in mind. Our office will contact you for documentation needed, the amount due, etc. You **must** send in your contact information (phone number and/or email) for this process to work. The turnaround time for title work will be longer than normal as you will need to place your payment in the mail or drop box once we have reviewed the transaction and contacted you with the amount due.