Special Services Guide for Insurance Companies & Their Agents

guamTAX.com

Online Vehicle Insurance System

As part of our continuing efforts to enhance services to the taxpayers of Guam, the Department of Revenue and Taxation has launched the Online Vehicle Registration Renewal Service, which allows vehicle owners to renew their vehicle registrations electronically using MyGuamTax.com.

Role of Insurance Companies & Their Agents

Renewal of a vehicle registration online is contingent upon the online submission of required registration data from special third parties, as follows:

- A "Passed" Vehicle Safety Inspection from an authorized safety inspection station
- A current insurance policy from an authorized insurance company

At a Glance...

WHAT:
Online Vehicle Registration Renewal Service

DESCRIPTION:
Allows vehicle owners to renew their vehicle registrations electronically over the Internet.

SUPPORTING SERVICE:
The Online Vehicle Insurance System allows insurance companies and their agents to submit required vehicle insurance policy data to Rev&Tax electronically over the Internet using **GuamTax.com.**

This system works in conjunction with the Online Vehicle Registration Renewal Service.

YOUR ROLE: To facilitate the online renewals of vehicle registrations by submitting insurance policy data to our department via the online system for commercial entities, GuamTax.com

Methods for Online Data Submission

Insurance companies and their agents have two methods of submitting data online:

INDIVIDUAL

This method allows you to add or update required policy information one record at a time.

BATCH

This method allows you to specify a batch file to upload to our system to massively add or update insurance policy records.

Technical Requirements

To utilize the batch upload method, the batch file must be fixed-length, ASCII text file in the format described below: (Records/lines are separated by CR/LF).

FIELD	TYPE	LENGTH	FORMAT/COMMENTS
VIN number	Character	30	Required; left-justified
Owner's name	Character	67	Left-justified
Mileage	Numeric	7	
Policy number	Character	20	Required, left-justified
Effective date	Numeric	8	YYYYMMDD; required
Expiration date	Numeric	8	YYYYMMDD; required
Cancellation date	Numeric	8	YYYYMMDD
Status	Character	1	Required Values: **A** - active policy **E** - expired policy **C** - cancelled policy **N** - no policy

Accessing the System

The specialized online services for insurance companies and their agents are available on **www.guamtax.com**.

Register for a GuamTax account

Your company must register for an account using the Registration Form for Specialized Services Providers, which can be downloaded from the GuamTax.com site. Insurance companies may register for more than one GuamTax account.

Each user account will be able to access and update data entered by other user accounts from the same insurance company. Insurance agents may also register for multiple accounts, but access to data will be limited to the respective user's account only, unless granted company-wide access by its represented insurance company.

GuamTax.com System Requirements

To use the online services available on GuamTax.com, you must have the following:

- Internet access
- Standard web browser with Cookies and Java enabled
  GuamTax.com optimized for Microsoft Internet Explorer
- Latest version of Adobe Reader, available for free from adobe.com.

Technical Support & Feedback

If you have questions about our online services, please call the system administrator of online services at (671) 635-1809, send e-mail to pinadm@revtax.gov.gu, or use our online contact form at www.guamtax.com.