



# October 2024 Bulletin

## ATTORNEY'S CORNER

Let's title this one, "Don't be Joe"! Fictional but you could become "Joe" In a bustling corner of Brooklyn, Joe's Service Station was known for its friendly service and quick repairs. One crisp autumn morning, a customer named Lisa drove in with her old sedan. After a routine oil change, Lisa paid in cash and headed off, believing the transaction was complete.

Joe, the owner, was a bit flustered that day, juggling a new shipment of parts and a stack of invoices that needed filing. He told Lisa he'd get her the invoice later, but she left before he could finish the paperwork.

Weeks later, Joe received a letter from the New York State Department of Motor Vehicles (DMV). He was puzzled to find it was a notice of a proposed fine. According to the DMV, Lisa's car had gotten stuck on the BQE because of a suspension failure. She had to be towed off the highway and she took it into another shop for repairs. She told the officers that the car had been serviced by Joe. The police forwarded the information to the NYS DMV. It found its way to the Brooklyn office who assigned an AFI to investigate. Lisa didn't have an invoice, and Joe was now flagged as missing proof of what service Joe provided.

Frustrated, Joe realized his oversight in not providing an invoice detailing exactly the service he provided, he was mortified. He contacted the AFI to explain the situation and said that all he did was an oil change.

However, the AFI didn't care and said to Joe that he violated the regulations and the DMV wasn't lenient. They informed Joe that the station was fined for failing to provide a proper invoice. Joe learned the hard way about the importance of adhering to regulations, especially in a city where rules were strictly enforced.

Joe's Service Station eventually recovered from the incident, but Joe made sure to always provide timely invoices and keep meticulous records from then on. The moral of the story – don't be like Joe.

### **TAKE NOTE - YOU MUST FILE**

As you may be aware, a new federal law took effect on January 1, 2024, requiring the filing of a Beneficial Ownership Information Report (BOI) with the Financial Crimes Enforcement Network (FinCEN). This requirement applies to both new and existing business entities registered across the United States, including LLCs, Corporations, LLPs, PCs, and PLLCs. Entities formed on or after January 1, 2024, must submit this report within 90 days of their formation, while entities formed before 2024 must submit this report by the end of 2024.

## ASSOCIATION CONTEST

**CONGRATULATIONS TO THE SEPTEMBER 2024 CONTEST WINNER, RALPH'S MOTOR REPAIR, WASHINGTONVILLE, NY.** Please read through this bulletin for your chance to win!!! Call the office or email [cobalde@ssdgnny.org](mailto:cobalde@ssdgnny.org) with the correct answer to the trivia question and you will be entered in the monthly drawing for a chance to receive a free month's dues; a value of \$45.00.

## PAYING FOR YOUR DUES

To avoid writing a monthly check for your membership dues, you now have an option to pay your dues in increments of 3 months for \$135.00, 6 months for \$270.00 or 12 months for \$495.00 (which saves you a month's savings of \$45.00).

If you would like to start this, just send in the amount you wish to pay up front and we will adjust your account accordingly.

If you have any questions, please call the association and speak to Carla or Mandi.

**SSDGNY is a member of TST. Because you are members of SSDGNY, you are automatically able to receive certain benefits from that organization.**

#### **This means:**

- Discount - Live Seminars
- Discount - Yearly Big Event & Trade Show
- Discount - Live Simulcast / Webcasts
- Discount - On-Line Videos
- Watch Members Only Videos
- Discount - Tools and Equipment
- Access to Members only Store
- Discount - Training Materials (Books)

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## DMV/VERIFI TIP OF THE WEEK #115 AVOIDING VERIFI ERRORS

To avoid entry and transaction processing errors and avoid enforcement proceedings, dealers must follow this list of VERIFI requirements.

1. **Validation Errors** – Dealers are required to have all relevant documents in hand upon transferring a vehicle in VERIFI. Confirm that all paperwork is for the correct vehicle before transferring a vehicle and submitting the application for processing. **ENSURE NO VIN TYPOS.**
2. **Insurance Validation** – Dealers are required to have a valid insurance card effective on the date the vehicle is transferred in VERIFI, or effective prior to transfer date. Dealers must make certain that they have entered the correct date of insurance. Failure to do so can have catastrophic and long-term consequences for consumers if it results in an insurance lapse.
3. **Active Inventory Maintenance** – Dealers are responsible for maintaining an accurate and current inventory in VERIFI of the vehicles they have purchased and sold. Vehicles sold but unaccounted for in VERIFI (typically when a secure paper MV-50 is used) will remain as AVAILABLE in a dealer's active inventory despite already being sold. Failure to maintain accurate vehicle inventory records may lead to enforcement action.
4. **Secure Paper MV-50s** – Dealers must account for all secure paper MV-50s. Dealers must enter secure paper MV-50s on the day issued, and prior to the application processed date. If this is not possible, dealers must use the Exceptions Log to account for secure paper MV-50s. Inaccurate status entries of secure paper MV-50s, such as Void instead of Issued, will delay book replacement, and may lead to enforcement action.

## MAKE SURE YOUR WORKERS COMPENSATION PAYROLL AUDIT IS DONE

### Why Payroll Verification Matters

If you are in our Safety Group #485, you should have received a dividend check. If you haven't received it, it may be because you did not do an annual payroll audit.

Your billed premium is based on the payroll estimate you provide at the beginning of the policy year, which is how workers' comp premiums are calculated across the insurance industry. However, over the course of the year, your payroll may change and payroll verification - also known as a workers' compensation audit - is necessary to align your premium to your actual payroll.

### 3 Ways to Verify Payroll

NYSIF offers three convenient options to conduct a payroll verification or workers' compensation audit:

- **Onsite:** To have a NYSIF auditor meet with you onsite at your place of business or a representative's office, make an appointment using our Premium Audit Scheduling System (PASS), which is available 24/7. Schedule the appointment for a time that's most convenient for you.
- **Virtual Payroll Verification:** Conduct your payroll verification and communicate with your NYSIF auditor in real time via video conference using Microsoft Teams.\* You can schedule your virtual appointment using our Premium Audit Scheduling System (PASS), which is available 24/7. Schedule the appointment for a time that's most convenient for you. **This is our recommended option if an in-person payroll verification is not available.**
- **Audit Document Upload:** Initiate your payroll verification remotely by submitting the required documents online at [nysif.com/auditupload](https://nysif.com/auditupload). We will conduct the payroll verification in-house and then contact you to review the results.

**MAKE SURE YOUR PAYROLL AUDIT IS DONE EVERY YEAR TO ENSURE YOU GET YOUR DIVIDEND CHECK!**



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## OCTOBER TRAINING



Valvoline Learning Center

Online training including:

- Pricing Oil Changes
- Employee management
- Recruiting the right people

For more information click on the QR code below:



Hunter Engineering

Online training including:

- Wheel alignment
- Specific equipment training
- ADAS

For more information click on the QR code below:



## WELCOME NEW MEMBERS

Rowbot Wash, Inc.  
Newburgh, NY

### REFERRALS

If you know of a station that needs our services and is interested in becoming a member, refer them to us and upon signing you will receive a \$50.00 Amazon gift card. If you know of someone interested, please contact our Sales Representative Bill Griese at 914-227-0144.

We still have some raffle tickets left and you can still apply for the \$1,000.00 Michael J. Innella Memorial Scholarship. The donation for a raffle ticket this year is \$25.00, and there will be eight prizes of \$500.00 each.

This drawing will be held at the Board of Directors meeting in December 2024. The winners of all prizes will be notified then.

If you would like to participate in the drawing you can call the office to set up a payment and we will send you the raffle ticket or you can call your representative to come to your shop.

Don't forget to fill out the application for the Michael J. Innella Memorial Scholarship in this bulletin. Be sure to send in your application as soon as possible. To be entered in the drawing all applications must be received no later than November 25, 2024.

## CLASSIFIEDS

**For Sale:** Inspection License for Putnam County & NYVIP3 Inspection Machine.

For information, please call Cyndie at 914-804-4149.

**Wanted:** 9,000 pound lift any brand NOT ASSYMETRICAL, Air Conditioning machine. Please call John at 914-698-6444.

**For Sale:** Auto Repair Shop, downtown Nyack, turnkey operation, 44 years in business. 6 lifts plus floor space approximately 3300 square feet. Gated lot, never a gas station. Contact Michael Chang at Rand Commercial 917-664-5441.

## TRIVIA QUESTION

What needs to be done to ensure your workers compensation dividend check?

Call the office or email [cobalde@ssdgny.org](mailto:cobalde@ssdgny.org) with an answer for a chance to win a free month's dues.

I hope you enjoyed reading this month's bulletin. If you have any questions, feel free to call the association. We are here to help you and your industry.

Regards,

*Carla Obalde*

Operations Manager



**2024  
MICHAEL J. INNELLA  
MEMORIAL SCHOLARSHIP**

**SERVICE STATION DEALERS & AUTOMOTIVE  
SERVICES OF GREATER NEW YORK INC.**

**MICHAEL J. INNELLA MEMORIAL SCHOLARSHIP**

YOUR ASSOCIATION WILL AWARD ONE LUCKY WINNER A \$1,000.00 SCHOLARSHIP FOR 2024. The rules and regulations are as follows:

1. Any member in good standings or their employee's sons or daughters who graduate from high school in 2024 or are currently enrolled in college or trade school are eligible.
2. To be eligible, the member or his employee must submit the name, address and telephone number of the child and the college or trade school they will be attending within the allotted time. Submission is limited to one entry per person.
3. The deadline for entering is NOVEMBER 25, 2024. All entries must be post-marked by that date. The winner will be selected by a random drawing during our monthly Board Meeting in early December 2024.
4. The check will be made out to both the student and to the school of the student's choice.
5. The scholarship is not limited to potential college students but may be won by anyone wanting to further their education, whether it be college, trade school, etc.

(cut along line and return by post marked date )

**MICHAEL J. INNELLA MEMORIAL SCHOLARSHIP**

MEMBER'S STATION NAME: \_\_\_\_\_

BUS. PHONE: \_\_\_\_\_ EMPLOYEE'S NAME: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

NOW ATTENDING SCHOOL AT \_\_\_\_\_

APPLICANT'S HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ YEAR GRADUATED HIGH SCHOOL \_\_\_\_\_

COLLEGE CHOICE, ETC. (IF KNOWN) \_\_\_\_\_

\*\*\*\*\* ALL APPLICATIONS MUST BE COMPLETED IN FULL \*\*\*\*\*

**DEADLINE: NOVEMBER 25, 2024**

**RETURN TO: Service Station Dealers & Automotive Services of Greater New York, Inc.  
421 Waverly Avenue  
Mamaroneck, NY 10543**