

The background of the page is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# OFF-HIGHWAY VEHICLE WARRANTY (OHVW) REPORT USER'S GUIDE

A USER GUIDE FOR REPORTING DATA TO THE COMPTROLLER'S OFFICE

# CREATING A FILE TO UPLOAD

# FILE FORMAT

EACH DATA ELEMENT IS MANDATORY AND MUST BE A SEPARATE FIELD (COLUMN) IN THE COMMA SEPARATED VALUE (.CSV) FILE TO BE UPLOADED.

<b>Column</b>	<b>Data Element</b>	<b>Definition</b>	<b>Description</b>
A	Vehicle Identification Number (VIN)	17 characters, can be numbers and letters, but no special characters	The Vehicle ID number specific to the purchased vehicle
B	Vehicle Make	20 characters, can be numbers and letters, but no special characters	The trade name of the purchased vehicle
C	Vehicle Model	20 characters, can be numbers and letters, but no special characters	The vehicle model name
D	Vehicle Year	Four numbers, no decimals and no special characters	The vehicle model year
E	Date of Purchase	Date in the mm/dd/yyyy format, including forward slashes	The date the vehicle was purchased
F	Purchase Price (or MSRP)	15 numbers, no decimals or dollar signs	The purchase price, if available, or manufacturer's suggested retail price, in whole dollars
G	Retailer Name	50 characters, can be numbers and letters, but no special characters	The trade name of the retailer, not including special characters
H	Retailer City	30 letters, no numbers or special characters	The retailer city, outside the state of Texas
I	Retailer State	Two letters, no numbers or special characters	The retailer state, must be other than Texas
J	Retailer ZIP	Five numbers, no decimals	The retailer ZIP code
K	Customer Name	50 characters, can be numbers and letters, but no special characters	The name of the customer
L	Customer Street Address	50 characters, can be numbers and letters, but no special characters	The street address of the location where the vehicle was warrantied within Texas
M	Customer City	30 letters, no numbers or special characters	The Texas city where the vehicle was first used within Texas
N	Customer State	Two letters, no numbers or special characters	Must be Texas, "TX"
O	Customer ZIP	Five numbers, no decimals	The ZIP code where the vehicle was first used within Texas



# EDITING THE EXAMPLE TEMPLATE

IF YOU USE THE TEMPLATE PROVIDED BY OUR OFFICE, PLEASE REMEMBER TO DELETE ALL THE COLUMN HEADERS AND EXAMPLE DATA BEFORE ENTERING YOUR OWN DATA.

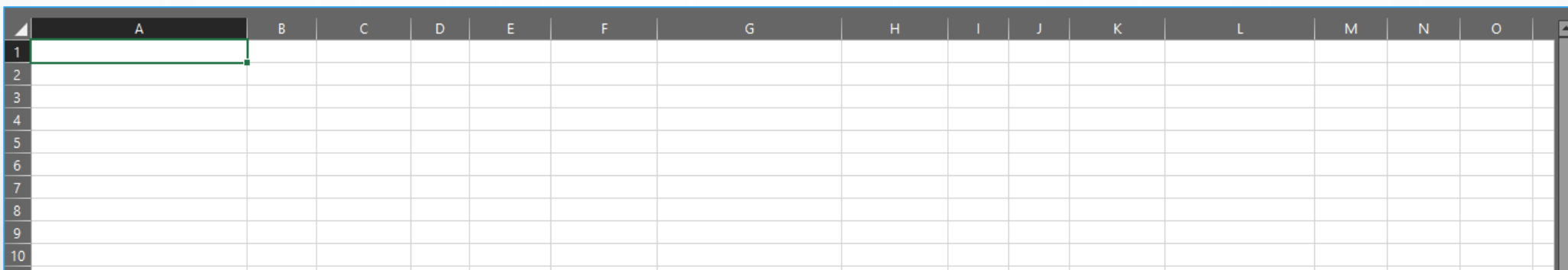
The screenshot displays the Microsoft Excel interface. The ribbon at the top includes the following tabs: Clipboard, Font, Alignment, Number, Styles, Cells, and Editing. The main workspace shows a table with the following data:

Vehicle Identification Number (VIN)	Vehicle	Vehicle	Vehicle	Date of Purchase	Purchase Price (or MSRP)	Retailer Name	Retailer City	Retailer State	Retailer ZIP	Customer Name	Customer Street Address	Customer City	Customer State	Customer ZIP
1HMAC4604AF189681				12/30/2019	8000	Honda of New York	New York	NY	10002	John Smith	1234 North 1st Street	Austin	TX	78701
1ZZFR9555H8189678				10/03/2019	2000	Garrison ATVs	Oklahoma City	OK	73107	Jane Doe	1836 Texas Ave	Amarillo	TX	79107
3G8RJ5980KY389654				07/27/2019	5000	Maxeys Motorsports	Roswell	NM	88201	Betty Black	1117 55th St	El Paso	TX	79930
1MSJT2118UF384835				02/15/2019	10200	Jerry's Camping Supplies	New Orleans	LA	70122	Gene Page	24608 Cowboy Lane	Dallas	TX	75231
3ORIG1871K4158354				01/31/2019	24000	Outta This World Vehicles	Little Rock	AR	72204	Pat Jefferson	5555 S Loop West	Houston	TX	77010

A context menu is open over the first row of data, showing options such as Cut, Copy, Paste Options, Translate, Insert..., Delete..., Clear Contents, Quick Analysis, Filter, Sort, New Comment, New Note, Format Cells..., Pick From Drop-down List..., Define Name..., and Link. The status bar at the bottom indicates 'Average: 39246.32', 'Count: 90', 'Sum: 981158', and 'Display Settings'.

# ADDING DATA TO THE .CSV FILE

BEGIN IN EXCEL WITH A NEW WORKSHEET.



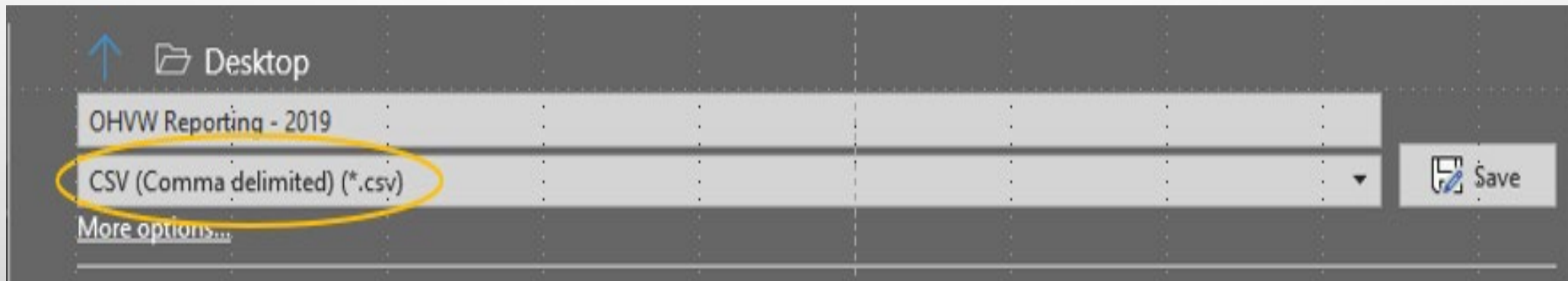
ADD DATA TO THE FILE. THE DATA SHOULD REFLECT THAT OF THE PREVIOUS CALENDAR YEAR ONLY.

NOTE: DO NOT ADD COLUMN HEADERS TO THE FILE. THE FIRST LINE OF THE FILE NEEDS TO BE THE FIRST LINE OF DATA. SEE EXAMPLE DATA BELOW.

1	3ORIG1871K4158355	Oreion	Reeper Apex	2018	01/01/2019	22500	Farm and Supply Inc	New York	NY	10002	Leslie Jordan	3648 Stegman St	Houston	TX	77010
2	1HMAC4604AF189683	Honda	TRX250X	2019	01/05/2019	8530	Honda Outdoors	New Orleans	LA	70122	Buck Evans	2648 Houston Blvd	Austin	TX	78701
3	1ZZFR9555H8189680	Kawasaki	KFX 51	2019	01/20/2019	1225	Mitchell ATVs	Roswell	NM	88201	Chris Hightower	1681 28th Ave	Amarillo	TX	79107
4	3G8RJ5980KY389656	Yamaha	TT_R231	2019	01/25/2019	5000	Motorsports Max	Oklahoma City	OK	73107	Marvin Freedman	19543 Rodeo Ln	El Paso	TX	79930
5	1HMAC4604AF189682	Honda	TRX250X	2019	02/03/2019	7250	Honda Outdoors	New Orleans	LA	70122	4H Farms	4369 FM 1198	Houston	TX	77010
6	1ZZFR9555H8189679	Oreion	Reeper Apex	2019	02/08/2019	20250	Farm and Supply Inc	New York	NY	10002	Miguel Salazar	3511 Indiana Ave	Amarillo	TX	79107
7	3G8RJ5980KY389655	Honda	TRX250X	2019	02/14/2019	7625	Honda Outdoors	New Orleans	LA	70122	Iona Garrsion	26332 Rio Grand Ln	El Paso	TX	79930
8	1MSJT2118UF384836	Kawasaki	KFX 52	2019	02/28/2019	1359	Mitchell ATVs	Roswell	NM	88201	Terry Bonds	2214 55th St	El Paso	TX	79930
9	3ORIG1871K4158355	Yamaha	TT_R232	2019	03/03/2019	5381	Motorsports Max	Oklahoma City	OK	73107	Rick Cox	35166 Hwy 2222	Dallas	TX	75231
10	1HMAC4604AF189683	Polaris	Ranger 572	2019	03/15/2019	12956	Little Rock Supply	Little Rock	AR	72204	Evan Oliver	1838 Coit Rd	Dallas	TX	75231
11	1HMAC4604AF189682	Polaris	Ranger 571	2019	03/16/2019	12175	Little Rock Supply	Little Rock	AR	72204	San Jacinto Ranch	23801 FM 892	Austin	TX	78701

# SAVE THE .CSV FILE

WHEN SAVING THE FILE, MAKE SURE THAT THE FILE TYPE IS COMMA SEPARATED VALUE, OR COMMA DELIMITED, (\*.CSV).



# ESYSTEMS LOGIN



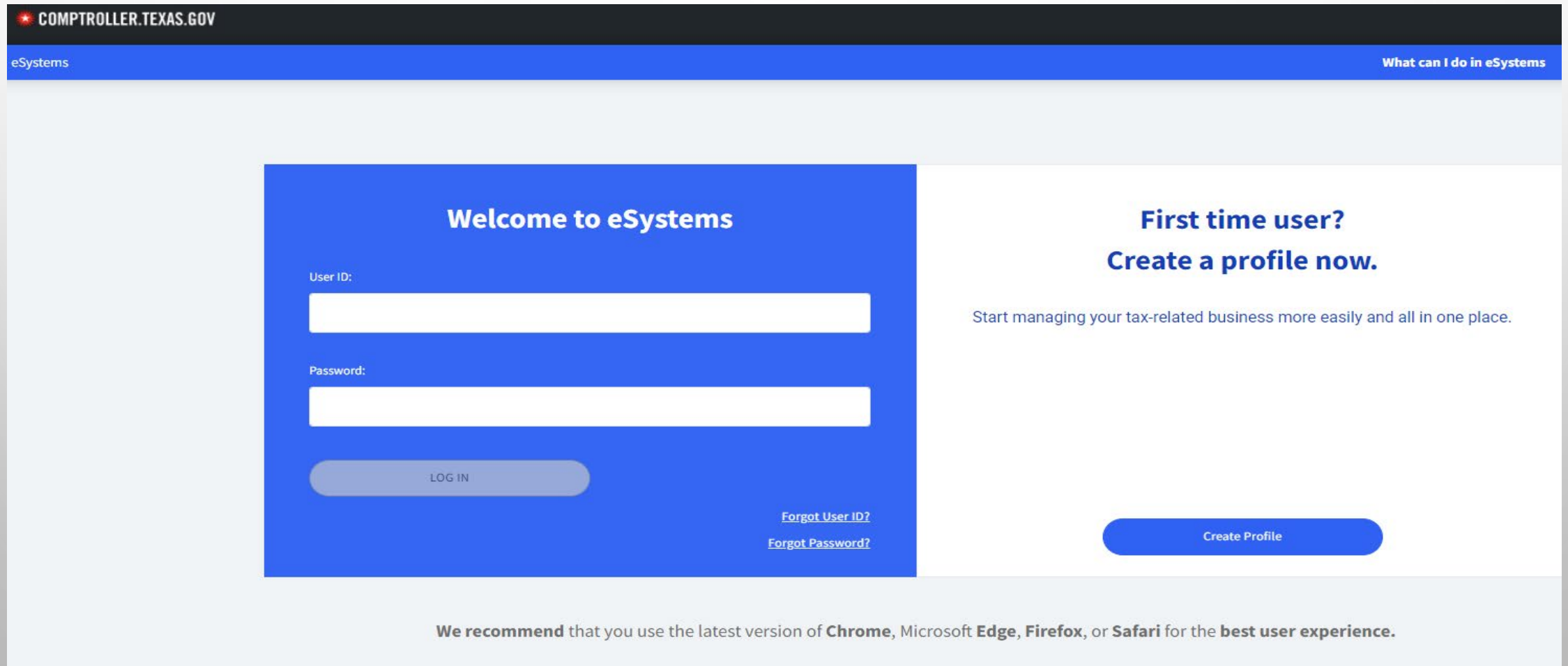
# TEXAS COMPTROLLER'S ESYSTEMS

FROM THE COMPTROLLER'S WEBSITE, [COMPTROLLER.TEXAS.GOV](http://COMPTROLLER.TEXAS.GOV) SELECT 'WEBFILE ESYSTEMS LOGIN'.

The screenshot shows the Texas Comptroller's website interface. At the top, the logo 'COMPTROLLER.TEXAS.GOV' is displayed. Below it is a navigation menu with links for HOME, TAXES, TRANSPARENCY, ECONOMY, PURCHASING, PROGRAMS, and ABOUT. A search bar is located below the navigation menu. The main content area is divided into several sections. The 'Business Center' section, which is titled 'Comptroller Resources for Taxpayers', contains a prominent 'web file eSystems Login' button with a blue arrow pointing to it. Below this button, there is a notification: 'Webfile reports in processing 299 see details'. The 'Business Center' section is further divided into 'File & Pay' (including Tax Forms, TEXNET - Electronic Payment Network, and Due Dates), 'Register' (including Sales Tax Permit Application, Ag Timber Exemptions, Centralized Master Bidders List (CMBL), and Texas Direct Deposit eSystems/Webfile), 'Webfile' (including File and Pay Electronically, Webfile Help Videos, and Videos en Español), and 'Lookup' (including Unclaimed Property, Franchise Tax Account Status, Look up Sales Tax Rates, Electronic State Business Daily (ESBD), Sales Taxpayer Search, and State Payments Issued). To the right of the 'Business Center' is the 'Announcements and Notifications' section, which includes a notice about 'E-cigarette Retailers must be permitted by Jan. 1, 2022', a 'High Call Volume' notice, and 'Modified Hours and Locations for Walk-in Taxpayer Service'. At the bottom right, there is a 'Get Help' section with a 'Fraud & ConsumerAlert' logo.

# LOGGING INTO ESYSTEMS

1. IF YOU ARE A FIRST-TIME USER, PLEASE SELECT THE 'CREATE PROFILE' BUTTON.
2. IF YOU ARE A RETURNING USER, ENTER YOUR 'USER ID' AND 'PASSWORD' TO LOG IN.



COMPTRROLLER.TEXAS.GOV

eSystems

What can I do in eSystems

## Welcome to eSystems

User ID:

Password:

LOG IN

[Forgot User ID?](#)

[Forgot Password?](#)

## First time user? Create a profile now.

Start managing your tax-related business more easily and all in one place.

Create Profile

We recommend that you use the latest version of **Chrome**, Microsoft **Edge**, **Firefox**, or **Safari** for the **best user experience**.

# FIRST-TIME USER: CREATE USER PROFILE

IF YOU ARE CREATING A NEW ACCOUNT, YOU WILL GO THROUGH FOUR STEPS BEFORE YOU CAN USE THE SYSTEM: USER INFORMATION, SECURITY QUESTIONS, TERMS OF USE AND EMAIL VERIFICATION.

STEP 1: USER INFORMATION SECTION.

The screenshot shows a registration form titled "Enter User Information". At the top, there is a progress indicator with four steps: 01 User Information (highlighted with a blue line), 02 Security Questions, 03 Terms of Use, and 04 Email Verification. Each step has an upward-pointing arrow below it. The form fields include: "User ID:" with a "Check Availability" link; "Password:" and "Confirm Password:" fields with eye icons; "First Name:" and "Last Name:" fields; "Email Address:" field; "Phone Number" section with radio buttons for "Mobile" (selected) and "Secondary"; and a country selection dropdown currently set to "US number only" with a "+" link to "Add an International Number". At the bottom, there are "Back" and "Continue" buttons.

# FIRST-TIME USER: SETUP SECURITY QUESTION

STEP 2: SET UP A SECURITY QUESTIONS FOR YOUR PROFILE, SELECT 'CONTINUE' ONCE YOU ARE DONE.

## Security Questions

01 User Information      02 Security Questions      03 Terms of Use      04 Email Verification

**i** Security questions are for User ID/Password recovery

\* Question 1: Pick an option ▼

\* Answer 1: Answer is case sensitive

\* Question 2: Pick an option ▼

\* Answer 2: Answer is case sensitive

\* Question 3: Pick an option ▼

\* Answer 3: Answer is case sensitive

← Back      Continue

# FIRST-TIME USER: ACCEPT TERMS OF USE

STEP 3: READ THE ELEVEN TERMS OF USE FOR USING ESYSTEMS AND ACCEPT THEM BY CHECKING THE BOX AT THE BOTTOM OF THE PAGE AND SELECT 'CONTINUE'. THE CONTINUE BUTTON ONLY SHOWS UP AFTER YOU CHECK THE READ AND AGREE BOX.

**Terms of Use**

01 User Information      02 Security Questions      **03 Terms of Use**      04 Email Verification

[Print this page](#)

This Terms of Use Statement covers the web site TxComptroller eSystems (TCES), managed by the Texas Comptroller of Public Accounts (TCPA). Please read these terms carefully before using this web site.

1. ACCEPTANCE OF TERMS

By accessing and using the TCES site (by creating or using a user name and the associated User Identification (ID) and Password to access this site), you accept these terms and agree to be subject to the terms and conditions described in this document. If you do not agree to these terms of use, please select cancel to exit this site immediately. The TCPA reserves the right to update the Terms of Use Statement at any time without prior notice to you, so please check this document periodically for changes. In addition, when using any particular system on the TCES site, you will be subject to any additional posted guidelines or rules applicable to such service, which may be revised from time to time. All such guidelines or rules are hereby incorporated by reference into these Terms of Use.

2. YOUR ACCOUNT

The use of the functionality of this site requires that you use a unique User ID and Password to create an individualized account designation. Upon completion of the account registration process, you are responsible for maintaining the confidentiality of your personal information including the User ID and Password, and for restricting access to your computer. You agree to accept full responsibility for any and all activities that occur under your User ID and Password. You agree to: a. immediately notify the Texas Comptroller of Public Accounts of any

I have read and agree to comply with the Terms of Use for TxComptroller eSystems.

# EMAIL VERIFICATION

STEP 4: FINAL STEP, CHECK YOUR EMAIL AND FOLLOW THE LINK TO FINISH CREATING YOUR PROFILE. ONCE YOU VERIFY YOUR EMAIL, YOU WILL GET A CONGRATULATIONS PAGE THAT SAYS YOU HAVE SUCCESSFULLY CREATED AN ESYSTEMS USER PROFILE.

## Email Verification

01

User Information

02

Security Questions

03

Terms of Use

04

Email Verification

Great! This is the final step.

Check your email and follow the link to finish creating your profile. A verification email has been sent to:

**creationsfromthesol@yahoo.com**

Still don't see an email?

Check your email account's junk or spam folder.

[Change email address](#)

[Resend verification email](#)

[← Back](#)



# FILING AN OFF-HIGHWAY VEHICLE WARRANTY (OHVW) REPORT

# ESYSTEMS MAIN MENU

ONCE LOGGED IN, YOU WILL SELECT THE 'ASSIGN TAXES/FEES BUTTON'.

## I want to...



Assign Taxes/Fees



Register for Texas Sales and Use Tax



Access E-Cigarette Services



Search State Payments Issued

See More





# ASSIGN TAXES AND FEES – STEP 1

ENTER YOUR TAXPAYER NUMBER IN THE FIELD AND SELECT 'CONTINUE'.

[← Back](#)

## Assign Taxes/Fees

Enter 11-digit Taxpayer Number [?](#)

Taxpayer Number

No dashes or spaces

Continue

# ASSIGN TAXES AND FEES – STEP 2

YOU CAN CHOOSE YOUR OFF-HIGHWAY VEHICLE WARRANTY REPORT FROM THIS MENU, YOU CAN ALSO CHOOSE ANY OF THE OTHER TAXES THAT POPULATE IN THIS WINDOW TO ASSIGN TO YOUR ACCOUNT FOR FASTER, EASIER FILINGS.

## Assign Taxes/Fees

Taxpayer #:

Taxpayer Name:



Hotel

Assign ▼



Sales and Use Tax

Assign ▼



Off-Highway Vehicle Warranty Report


Assign ▼

Cancel

Submit Changes

# ASSIGN TAXES AND FEES – STEP 3

ONCE YOU CHOOSE AN ASSIGNED TAX, A WINDOW WILL DROP DOWN AND ASK FOR YOUR WEBFILE “MR” NUMBER. ENTER THAT IN THE SPACE PROVIDED AND SELECT ‘ASSIGN’.

 Off-Highway Vehicle Warranty Report

Collapse ^

Enter WebFile Number

The Webfile MR number is located on the preprinted filing notice you received from our office

WebFile Number (e.g., MR666666)

Assign

# ASSIGN TAXES AND FEES – STEP 4

AFTER YOU HAVE ASSIGNED THE TAX OR FEE, YOU WILL NEED TO SELECT THE ‘SUBMIT CHANGES’ BUTTON TO COMPLETE THE ASSIGNING OF THE TAX OR FEE. THIS WILL ENSURE YOU CAN LOG IN FOR FUTURE FILINGS WITHOUT HAVING TO REASSIGN THE TAX OR FEE EACH TIME YOU SIGN IN.

## Assign Taxes/Fees

Taxpayer #

Taxpayer Name:



Sales and Use Tax

Assigned



Franchise Tax

Assign



Off-Highway Vehicle Warranty Report

Assigned

Cancel

Submit Changes

# ACCESS DISCLAIMER

CHECK THE 'I AGREE' BUTTON TO CONTINUE TO MY TAXES/FEES.

[← Back](#)

## Assign Taxes/Fees

By accessing this site, all account holders agree to maintain the confidentiality of any taxpayer information in accordance with state and federal law.

Pursuant to Texas Government Code, Section 552.023, a person who receives confidential taxpayer information through this website may not disclose the information to others except to the extent consistent with the authorized purposes for which consent to obtain the information was obtained.

I Agree

By checking "I Agree" and selecting "Continue to My Taxes/Fees", the account holder is agreeing to the terms and conditions of use.

Cancel

Continue to My Taxes/Fees

# MY TAXPAYER ACCOUNTS

THIS BRINGS YOU BACK TO THE TAXES AND FEES YOU HAVE ASSIGNED TO YOUR ACCOUNT. IF SET UP CORRECTLY, THE OFF-HIGHWAY VEHICLE WARRANTY REPORT SHOULD BE LISTED UNDER THE ASSIGNED TAX/FEE COLUMN.

## My Taxpayer Accounts

Click the tile or list below to access

Filter by Account #, Name or Type



+ Assign Taxes/Fees

Taxpayer/Vendor # :



Assigned Account Name :

File and Pay

Off-Highway Vehicle Warranty Report

# APPLICATION REQUIREMENTS

THIS PAGE STATES THE REQUIREMENTS FOR REPORTING OHVW DATA, INCLUDING WHO MUST FILE AND DUE DATES. SCROLL DOWN TO THE BOTTOM OF THE PAGE AND SELECT 'CONTINUE' TO UPLOAD YOUR REPORT.

## Off-Highway Vehicle Warranty Report (OHVW)

### Application Requirements

For security reasons, your session will time out after 20 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 20 minute timer.

#### Application Requirements

##### Who must file this report?

Off-highway vehicle manufacturers and distributors must file a report if:

- Licensed with the Texas Department of Motor Vehicles (TxDMV) as an off-highway vehicle manufacturer or distributor.
- Manufacture or Distribute off-highway vehicles.

The reports must include warranty information for off-highway vehicles purchased outside Texas and warranted in Texas. Off-highway vehicles include:

- All-terrain vehicles (ATVs)
- Utility vehicles (UTVs)
- Off-highway recreational vehicles (OHRV)
- Sand rails (i.e., dune buggies)

Reports must be filed even if no off-highway vehicles were warranted in Texas during the reporting period which is the previous calendar year.

##### How These Reports Are Used

TxDMV-licensed, off-highway vehicle, manufacturers and distributors must electronically file yearly information reports about off-highway vehicles sold outside Texas that are warranted in Texas. The Comptroller's office compares this warranty information to the buyer's use tax reporting and exemption claims as part of our use tax review program. The Comptroller then uses this set of data to support and enhance its off-highway vehicle use tax collection review programs.

Penalties are imposed for late or incomplete reports.

##### How to File a Report

Manufacturers and distributors must first register with the TxDMV by completing their eLICENSING account, before the off-highway warranty report can be filed.

##### Due Date

The report is due annually on March 1 of the year following the reporting period (for example, March 1, 2020 for 2019 warranty activity).

##### Penalties for Late or Incomplete Reports

If a reporting entity fails to file a complete report by the due date, the entity may face:

- Comptroller-imposed civil penalties; and
- Texas Department of Motor Vehicles (TxDMV):
  - TxDMV-imposed penalties; and/or
  - Administrative action including the suspension or cancellation of TXDMV licenses.

Comptroller-imposed civil penalties include:

- \$50 late-report filing penalty; and
- \$25 up to \$500 daily for a late or incomplete report until a complete report is filed.

[Continue](#)

[Return to Menu](#)

# CHOOSE PAY OR FILE

SELECT A FUNCTION AND THEN SELECT 'CONTINUE'. THIS EXAMPLE EXPLAINS THE FILE UPLOAD.

Off-Highway Vehicle Warranty Report (OHVW) [Help](#) | [Logout](#)

01/25/2022 03:17:51 PM

**You are logged in as:**

User Identification

Taxpayer

[Back to eSystems Menu](#)

## Off-Highway Vehicle Warranty Report (OHVW)

Main Menu

 For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

Select a function:

- Payment Only
- File Upload

[Continue](#) [Return To Menu](#)

[texas.gov](#) | [Texas Records and Information Locator \(TRAIL\)](#) | [State Link Policy](#) | [Texas Homeland Security](#) | [Texas Veterans Portal](#)



# SELECT FILE TO UPLOAD

SELECT 'BROWSE' AND A POPUP BOX WILL APPEAR FOR YOU TO SEARCH FOR YOUR COMMA SEPARATED VALUE (.CSV) FILE. IF YOU DO NOT HAVE ANY DATA TO REPORT, CHECK THE "ZERO REPORT FILING" BOX.

The screenshot shows the 'Off-Highway Vehicle Warranty (OHVW) Reporting' web application. At the top, it identifies the user as Glenn Hegar, Texas Comptroller of Public Accounts. The page title is 'Off-Highway Vehicle Warranty (OHVW) Reporting' with a 'Help | Logout' link. A timestamp shows '02/20/2020 02:28:32 PM'. On the left, a sidebar contains 'You are logged in as:', 'User Identification' (with a blank input field), 'Taxpayer' (with a blank input field), and a 'Back to eSystems Menu' link. The main content area is titled 'Off-Highway Vehicle Warranty (OHVW) Reporting' and 'Select Report to Upload'. A blue notification box states: 'For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.' Below this is an orange warning box with an exclamation mark icon: 'After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.' The 'Upload CSV File' section includes a 'Zero Report Filing:' checkbox (which is unchecked) and a 'Browse and choose the file to upload:' field with a 'Browse...' button. At the bottom of this section are 'Continue' and 'Return To Menu' buttons. The footer contains navigation links for 'texas.gov', 'Texas Records and Information Locator (TRAIL)', 'State Link Policy', 'Texas Homeland Security', and 'Texas Veterans Portal', along with contact information for Glenn Hegar and various policy links.

# SUBMITTING THE DATA REPORT

ONCE YOU HAVE SELECTED YOUR FILE, SELECT THE 'CONTINUE' BUTTON TO UPLOAD THE FILE AND SUBMIT THE REPORT.

The screenshot shows the 'Off-Highway Vehicle Warranty (OHVW) Reporting' web application. At the top left, it identifies the user as Glenn Hegar, Texas Comptroller of Public Accounts. The page title is 'Off-Highway Vehicle Warranty (OHVW) Reporting' and includes 'Help | Logout' links. A timestamp '02/20/2020 02:28:32 PM' is displayed. On the left, a sidebar shows 'You are logged in as:' with fields for 'User Identification' and 'Taxpayer', and a 'Back to eSystems Menu' link. The main content area is titled 'Off-Highway Vehicle Warranty (OHVW) Reporting' and 'Select Report to Upload'. A blue warning box states: 'For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.' Below this is an orange information box with a warning icon: 'After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.' The 'Upload CSV File' section includes a 'Zero Report Filing:' checkbox (unchecked) and a file selection area with the text 'Browse and choose the file to upload:' followed by a text input containing 'C:\' and 'XXX.csv', and a 'Browse...' button. At the bottom of the main area are 'Continue' and 'Return To Menu' buttons. The footer contains navigation links for 'texas.gov', 'Texas Records and Information Locator (TRAIL)', 'State Link Policy', 'Texas Homeland Security', and 'Texas Veterans Portal', along with contact information for Glenn Hegar and various policy links.

# SUBMITTING A ZERO REPORT

IF YOU HAVE NO SALES TO REPORT, A REPORT IS STILL DUE TO AVOID INCURRING LATE FEES.

TO FILE A REPORT, CHECK THE “ZERO REPORT FILING” BOX AND SELECT ‘CONTINUE’.

The screenshot shows the 'Off-Highway Vehicle Warranty (OHVW) Reporting' web application. At the top left, the user is identified as Glenn Hegar, Texas Comptroller of Public Accounts. The page title is 'Off-Highway Vehicle Warranty (OHVW) Reporting' and the current date and time are 02/20/2020 02:28:32 PM. The main heading is 'Off-Highway Vehicle Warranty (OHVW) Reporting' with a 'Select Report to Upload' sub-heading. A security warning states: 'For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.' An orange warning box contains the text: 'After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser. If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.' The 'Upload CSV File' section has a 'Zero Report Filing:' label with a checked checkbox, which is circled in black. Below this is a 'Browse and choose the file to upload:' label with a text input field and a 'Browse...' button. At the bottom, there are two yellow buttons: 'Continue' and 'Return To Menu'. On the left side, there is a sidebar with 'You are logged in as:' followed by 'User Identification' and 'Taxpayer' fields, and a 'Back to eSystems Menu' link.

Glenn Hegar  
Texas Comptroller of Public Accounts

Off-Highway Vehicle Warranty (OHVW) Reporting

02/20/2020 02:28:32 PM

You are logged in as:

User Identification

Taxpayer

[Back to eSystems Menu](#)

Off-Highway Vehicle Warranty (OHVW) Reporting

Select Report to Upload

For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser.  
If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.

Upload CSV File

Zero Report Filing:

Browse and choose the file to upload:

[Help](#) | [Logout](#)

# ZERO REPORT FILING WARNING

IF YOU CHECKED THE “ZERO REPORT FILING” BOX, YOU WILL RECEIVE A WARNING PAGE TO VERIFY THAT THAT NO DATA IS BEING REPORTED. IF THIS IS CORRECT, YOU MUST CHECK THE BOX UNDER “DECLARATION OF UNDERSTANDING AND INTENT” AND THEN SELECT ‘SUBMIT’.

Glenn Hegar  
Texas Comptroller of Public Accounts

Off-Highway Vehicle Warranty (OHVW) Reporting

02/20/2020 03:07:15 PM

You are logged in as:

User Identification


Taxpayer


[Back to eSystems Menu](#)

Help | Logout

## Off-Highway Vehicle Warranty (OHVW) Reporting

### Zero Report Filing Warning

 For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

 After clicking the "Agree and Continue" button, please wait for a confirmation number before closing your browser.

If a confirmation number does not appear within 1 minute, then it was not successful. Please wait 30 minutes before trying again.

#### DECLARATION OF UNDERSTANDING AND INTENT

A person violates the law if he or she fails to file a report or makes a false or incomplete report required by Rule 3.9.

[Submit](#) [Return to Previous Page](#)

texas.gov | [Texas Records and Information Locator \(TRAIL\)](#) | [State Link Policy](#) | [Texas Homeland Security](#) | [Texas Veterans Portal](#)

Glenn Hegar, Texas Comptroller • [Home](#) • [Contact Us](#)  
[Privacy and Security Policy](#) | [Accessibility Policy](#) | [Link Policy](#) | [Public Information Act](#) | [Compact with Texans](#)

# FILING CONFIRMATION

ONCE YOUR FILE HAS BEEN UPLOADED, OR YOUR ZERO REPORT HAS BEEN FILED, YOU WILL RECEIVE A CONFIRMATION PAGE. PLEASE PRINT THIS PAGE FOR YOUR RECORDS OR MAKE A NOTE OF THE CONFIRMATION NUMBER. YOUR FILING IS NOW COMPLETE, AND YOU MAY LOGOUT OR RETURN TO TAX MENU.

The screenshot shows a web application interface for the Texas Comptroller of Public Accounts. The page title is "Off-Highway Vehicle Warranty (OHVW) Reporting". The user is logged in as Glenn Hegar. The page displays a confirmation message: "Thank you for filing your report for Taxpayer Id [redacted] for filing period 2019. Your confirmation number is [redacted]. Please print this page and keep it for your records." There are two buttons: "Return to Tax Menu" and "Logout". The page also includes a session timeout warning and a "Back to eSystems Menu" link.

Glenn Hegar  
Texas Comptroller of Public Accounts

Off-Highway Vehicle Warranty (OHVW) Reporting

02/20/2020 03:15:51 PM

You are logged in as:

User Identification

Taxpayer

[Back to eSystems Menu](#)

Off-Highway Vehicle Warranty (OHVW) Reporting

Confirmation

For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

Confirmation

Thank you for filing your report for Taxpayer Id [redacted] for filing period 2019.  
Your confirmation number is [redacted].  
Please print this page and keep it for your records.

[Return to Tax Menu](#) [Logout](#)

texas.gov | [Texas Records and Information Locator \(TRAIL\)](#) | [State Link Policy](#) | [Texas Homeland Security](#) | [Texas Veterans Portal](#)

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# CHOOSE PAYMENT ONLY OR FILE UPLOAD

SELECT A FUNCTION THEN SELECT 'CONTINUE'. THIS EXAMPLE EXPLAINS THE PAYMENT PORTAL.

Off-Highway Vehicle Warranty Report (OHVW)

01/25/2022 03:17:51 PM

You are logged in as:

User Identification


Taxpayer

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## Off-Highway Vehicle Warranty Report (OHVW)

Main Menu

 For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

Select a function:

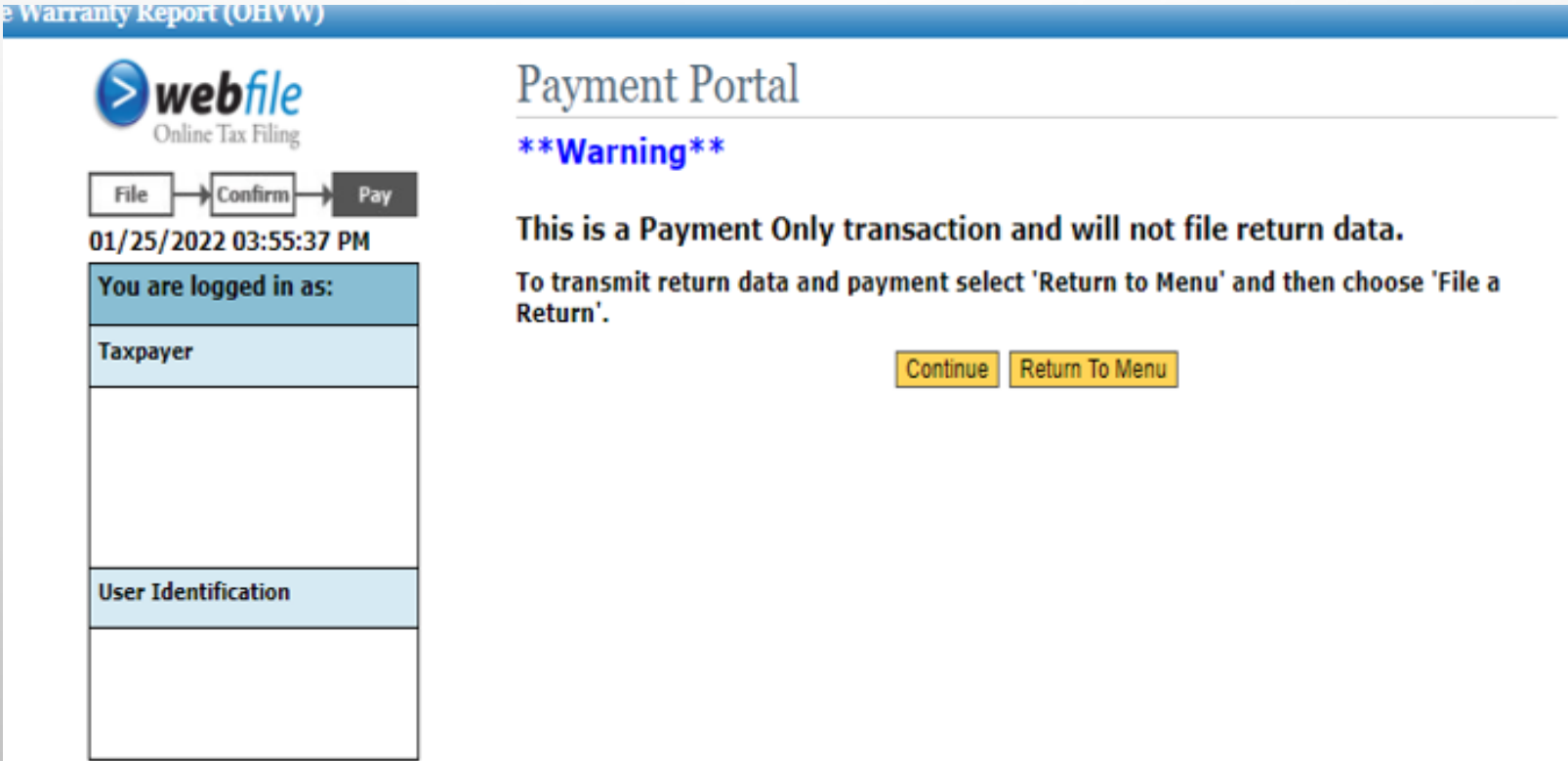
- Payment Only
- File Upload

[Continue](#) [Return To Menu](#)

# PAYMENT PORTAL

IN THIS EXAMPLE WE WILL COVER THE PAYMENT PORTAL. THIS IS ONLY A PAYMENT PORTAL; YOU CAN NOT SUBMIT RETURN DATA HERE.

Warranty Report (OHVW)



**webfile**  
Online Tax Filing

File → Confirm → Pay

01/25/2022 03:55:37 PM

**You are logged in as:**

Taxpayer

**User Identification**

## Payment Portal

**\*\*Warning\*\***

**This is a Payment Only transaction and will not file return data.**


To transmit return data and payment select 'Return to Menu' and then choose 'File a Return'.

Continue Return To Menu

# PAYMENT PORTAL – SELECT PERIOD

SELECT A REPORT PERIOD FOR PAYMENTS ONLY, SELECT 'CONTINUE'.

arranty Report (OHVW)

 **webfile**  
Online Tax Filing

File → Confirm → Pay

01/25/2022 03:56:44 PM

**You are logged in as:**

**Taxpayer**

**User Identification**

## Payment Portal

Select a Period for Payment Only

	Period	Period Ending	Due Date	Balance	Description	Pending Payment
<input type="radio"/>	2022	Dec 31, 2022	Mar 01, 2023	0.00	Return not Received	0.00
<input type="radio"/>	2021	Dec 31, 2021	Mar 01, 2022	0.00	Return not Received	0.00
<input type="radio"/>	2020	Dec 31, 2020	Mar 01, 2021	0.00	Return not Received	0.00
<input type="radio"/>	2019	Dec 31, 2019	Mar 02, 2020	0.00	Return not Received	0.00

[Continue](#)



# PAYMENT PORTAL – SELECT PAYMENT OPTION

SELECT A PAYMENT OPTION, SELECT 'CONTINUE' AND FOLLOW THE SUBSEQUENT SCREENS UNTIL YOU GET A CONFIRMATION NUMBER STATING THAT PAYMENT WAS SUBMITTED.

**webfile**  
Online Tax Filing

File → Confirm → **Pay**

01/25/2022 03:57:47 PM

**You are logged in as:**

**Taxpayer**

**User Identification**

## Payment Portal

Select a Payment Option for Payment Only for Period Ending 12/31/2022 ( 2022)

Total Tax Due	\$0.00
Balance Due	= \$0.00
Pending Payments	- \$0.00
Total Amount Due and Payable	= 0.00

**General Statement of Refund Policy:** In the event a refund of all or part of the tax or permit fee amount paid is appropriate, the Comptroller may issue a warrant, through the State's normal warrant process, to the master name and mailing address on file at the time for the designated taxpayer number. In making payment by electronic fund transfer or credit card, the taxpayer agrees to the Comptroller's refund policies and procedures.

[Choose One](#)

- Credit Card** (incurs a non-refundable Portal Processing Fee)
- Electronic Check** (Future transfer date allowed prior to due date)

**Continue**

The background features a light gray gradient with several realistic water droplets of various sizes scattered in the corners. The droplets have highlights and shadows, giving them a three-dimensional appearance. The largest droplets are in the top-left and bottom-right corners, while smaller ones are scattered throughout.

# TROUBLESHOOTING

ERROR MESSAGES AND POSSIBLE SOLUTIONS

# COMMON ERRORS


THE FOLLOWING SLIDES CONTAIN EXAMPLES OF ERRORS YOU MAY RECEIVE WHEN YOU UPLOAD YOUR FILES. IF YOUR FILE CONTAINS ERRORS, YOU WILL SEE RED ERROR MESSAGES. PLEASE FAMILIARIZE YOURSELF WITH THESE AS THEY MAY HELP YOU WHEN YOU ARE HAVING UPLOAD ISSUES.


- ALL FIELDS ARE REQUIRED TO BE ENTERED.
- IN THE FOLLOWING SLIDES, “ERROR – LINE X” REFERS TO LINE NUMBER IN WHICH THE ERROR CAN BE FOUND.
- AS A REMINDER, DO NOT INCLUDE ANY HEADERS ON YOUR FILE/REPORT.

[Help](#) | [Logout](#)

## Off-Highway Vehicle Warranty (OHVW) Reporting

Select Report to Upload

 For security reasons, your session will time out after 30 minutes of inactivity. Be sure to hit Continue to keep any data you have entered and to reset the 30 minute timer.

 After selecting the file to upload and clicking the "Continue" button, please wait for a confirmation number before closing your browser.  
If a confirmation number does not appear within 15 minutes, then the upload was not successful. Please wait 30 minutes before trying again.

### Upload CSV File for Selected Period - 2019

**Error - Your file did NOT upload. Please fix the following errors and try again.**

Zero Report Filing:

Browse and choose the file to upload:

**Error - Line 2, 'Vehicle Make' is required.**  
**Error - Line 2, 'Date of Purchase - 06/01/2018' - year should be equal to filing period.**  
**Error - Line 4, 'Vehicle Identification Number' must contain letters and numbers only.**  
**Error - Line 5, 'Customer Street Address' must contain letters and numbers only.**  
**Error - Line 6, 'Purchase Price' must contain numbers only.**  
**Error - Line 6, 'Retailer ZIP' cannot be greater than 5 characters.**  
**Error - Line 14, 'Vehicle Year' cannot be greater than 4 characters.**

# VEHICLE IDENTIFICATION NUMBER

“ERROR – LINE X, 'VEHICLE IDENTIFICATION NUMBER' (VIN) LENGTH SHOULD BE 17 CHARACTERS.”

THIS ERROR IS GENERALLY CAUSED BY THE VIN CONTAINING EITHER LESS THAN OR GREATER THAN 17 CHARACTERS, OR WHEN SPECIAL CHARACTERS ARE INCLUDED.

## POSSIBLE SOLUTIONS:

- REMOVE ALL SPACES
- REMOVE ALL SPECIAL CHARACTERS
- VERIFY THAT THERE ARE EXACTLY 17 LETTERS/NUMBERS
  - EXAMPLE: 123GH78K56O974WSQ

# VEHICLE YEAR

“ERROR – LINE X, 'VEHICLE YEAR' MUST CONTAIN NUMBERS ONLY.”

THIS ERROR IS GENERALLY CAUSED BY THE YEAR CONTAINING LETTERS OR SPECIAL CHARACTERS.

## POSSIBLE SOLUTIONS:

- REMOVE ALL LETTERS
- REMOVE ALL SPACES
- REMOVE ALL SPECIAL CHARACTERS
- VERIFY THAT THERE ARE EXACTLY FOUR NUMBERS

# DATE OF PURCHASE

“ERROR – LINE X, 'DATE OF PURCHASE - XXXXX' IS AN INVALID DATE. DATE PATTERN SHOULD BE IN 'MM/DD/YYYY'.”

THIS ERROR IS GENERALLY CAUSED BY THE DATE CONTAINING HYPHENS, SPACES OR IS OUTSIDE THE PREVIOUS CALENDAR YEAR.

## POSSIBLE SOLUTIONS:

- REMOVE ALL LETTERS
- REMOVE ALL SPACES
- REMOVE ALL SPECIAL CHARACTERS, EXCEPT FOR FORWARD SLASHES “/”
- VERIFY THE DATE IS CORRECT AND IS WITHIN THE PREVIOUS CALENDAR YEAR

# PURCHASE PRICE

“ERROR – LINE X, 'PURCHASE PRICE' MUST CONTAIN NUMBERS ONLY. ENTER THE PURCHASE PRICE, IF AVAILABLE, OR MANUFACTURER’S SUGGESTED RETAIL PRICE, MUST BE IN WHOLE DOLLARS.”

THIS ERROR IS GENERALLY CAUSED BY THE FIELD CONTAINING SPECIAL CHARACTERS, SPACES OR DECIMAL PLACES.

## POSSIBLE SOLUTIONS:

- REMOVE ALL DECIMALS
- REMOVE ALL SPACES
- REMOVE ALL SPECIAL CHARACTERS (INCLUDING DOLLAR SIGNS)
  - EXAMPLE: 28999 OR 29000

# STATE ABBREVIATIONS

“ERROR – LINE X, 'RETAILER STATE' CANNOT BE GREATER THAN 2 CHARACTERS.”

“ERROR – LINE X, 'CUSTOMER STATE' CANNOT BE GREATER THAN 2 CHARACTERS.”

THIS ERROR IS GENERALLY CAUSED BY THE FIELD CONTAINING EITHER LESS THAN OR GREATER THAN TWO LETTERS OR CONTAINING NUMBERS AND/OR SPECIAL CHARACTERS.

POSSIBLE SOLUTIONS:

- USE ONLY THE TWO-LETTER ABBREVIATION FOR THE STATE
  - EXAMPLE: “IL”, “OK” or “MO”



# ZIP CODES

“ERROR – LINE X, 'RETAILER ZIP' MUST BE 5 DIGITS.”

“ERROR – LINE X, 'CUSTOMER ZIP' MUST BE 5 DIGITS.”

THIS ERROR IS GENERALLY CAUSED BY THE FIELD CONTAINING EITHER LESS THAN OR GREATER THAN FIVE NUMBERS OR CONTAINING LETTERS AND/OR SPECIAL CHARACTERS.

## POSSIBLE SOLUTIONS:

- REMOVE ALL LETTERS
- REMOVE ALL SPACES
- REMOVE ALL SPECIAL CHARACTERS
- VERIFY THAT THERE ARE EXACTLY FIVE NUMBERS, WITHOUT THE FOUR-DIGIT EXTENSION
  - EXAMPLE 60606

# BLANK FIELDS

“ERROR – LINE X, ‘*FIELD NAME*’ IS REQUIRED.”

THIS ERROR IS GENERALLY CAUSED BY THE FIELD NOT CONTAINING ANY DATA.

POSSIBLE SOLUTIONS:

- VERIFY THAT THE FIELD CONTAINS THE CORRECT DATA

# ADDITIONAL RESOURCES

MORE INFORMATION ABOUT THE OFF-HIGHWAY VEHICLE WARRANTY – REPORTING  
CAN BE FOUND AT:

[HTTPS://COMPTROLLER.TEXAS.GOV/TAXES/SALES/OHVV-REPORT.PHP](https://comptroller.texas.gov/taxes/sales/ohvw-report.php)

YOU CAN ALSO CONTACT THE OHVV HELP HOTLINE AT:

EMAIL: [OHVV.HELP@CPA.TEXAS.GOV](mailto:OHVV.HELP@CPA.TEXAS.GOV), OR

TELEPHONE: 833-227-0770