CHRIS CRAFT Serving Our Neighbors
TAX COLLECTOR
ST. LUCIE COUNTY

Dealer Drop-Off Procedure

- Each dealer will be required to bring a folder into our office with their work enclosed. Folders with transactions can be dropped off at the dealer desk in each tax collector location.
- Dealers can access the transaction worksheet online at www.tcslc.com. There is a maximum of ten transactions per worksheet.
- The dealer representative must sign-in in the dealer log book before dropping off.
- The tax collector will strive to do a 24/48 hour turnaround; however, we may require more time in peak workload times. The tax collector's will contact the dealer/ company if the pick-up time is delayed.

Wait-on Procedure

- Wait-on transactions will not be processed between noon and 2 p.m.
- Each dealer/company will be allowed to do **THREE** wait-on transactions per day at the tax collector's office.
    - One transaction per clerk per check
- The dealer representative must sign-in in the dealer log book before every transaction and return to the end of the line.
- Allowing more than three transactions in the same day will be a supervisor decision.

Fees

- In the event that a dealer/company loses the decal or tag, normal replacement fees will be charged.

Payment

- Cash, check or credit card (must be in company's name)