

## PIF Audit Requirements

As part of the Enhanced Inspection and Maintenance Program, the PIF Audit Requirements will be as follows:

- PIFs will not be required to print out passing Vehicle Inspection Reports (VIRs).
- PIFs will still be required to print a customer copy of failing VIRs.
- Each inspection conducted at a PIF must have an invoice prepared.
- The invoice should contain the following:
  - ✓ Business name, address, and phone number
  - ✓ Invoice number
  - ✓ Acknowledgement stamp ( failures)
  - ✓ Customer name, address, phone number
  - ✓ Vehicle description, which must include make, model, model year, vehicle identification number and plate.
  - ✓ Insurance information such as name of company and policy number.
  - ✓ PIF stamp imprinted or incorporated on invoice.
- Invoices must list (itemize) separately all charges such as inspection fee, sticker cost, parts, labor and sales tax.
- Sales tax can not be charged on the inspection fee or sticker. Sales tax must be charged for all other costs.
- PIFs will also have the option to “repair to pass” safety items. PIFs will be required to list the cost of the repair on an invoice for a repair to pass item.
- When performing a re-inspection, the original customer copy of the VIR must be retained with the invoice. If the customer misplaces their copy of the VIR, copies of VIRs can be reprinted from the MVC webpage at <http://www.state.nj.us/mvc/index>. Click on the icon that says “get your vehicle inspection report.” PIF’s can print any VIR from the “Vehicle Inspection Menu” by selecting the option for “Reprint VIR”.
- All stickers must be used in numerical sequence. The PIF will no longer be required to maintain a sticker ledger. In place of the ledger, the “Inspection Detail Report” can be printed from the workstation on demand by the MVC auditor to perform an audit.
- MVC Auditors will require the PIF to print two reports for them so they may conduct the audit of PIF inspections. The reports can be found on the “Workstation Menu” under “Reports”. The reports are “Sticker Usage Report” and “Inspection Detail Report”. PIFs will not be required to print out these reports on a daily basis but might find it useful from time to time to reconcile invoices and stickers.

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PIFs will be requested by MVC auditors to print out these reports to perform the required record audits.

- PIFs will still be required to maintain all audit materials for one inspection cycle or two years. At the completion of an audit, the MVC auditor will seal the invoices, a copy of the Sticker Usage Report and Inspection Detail Report.
- Examples of vehicle inspection reports (VIRs), invoices, and Inspection Detail Report are enclosed. The examples of invoice and VIR include:
  - ✓ one initial inspection pass (EXHIBIT 1 and 1A),
  - ✓ one initial inspection fail (EXHIBIT 2 and 2A),
  - ✓ one re-inspection pass (EXHIBIT 3 and 3A)
  - ✓ Inspection Detail Report (EXHIBIT 4).

If you have any further questions about these audit requirements please contact your regional office.

NORTH	- (908) 232-6295	MVCMORRISTOWNSS@DOT.STATE.NJ.US
CENTRAL	- (732) 869-8335	MVCASBURY PARKSS@DOT.STATE.NJ.US
SOUTH	- (609) 567-8873	MVCWINSLOWSS@DOT.STATE.NJ.US