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## Pending Payments

A “Pending Payment” is a situation that exists when an entity registers with the UCR Plan using the on-line National Registration System (NRS), elects to pay the UCR fee by a paper check using a mailing service, and the check has not been received by the UCR Plan and posted in the NRS.

When an entity chooses to register with UCR and pay by a paper check that is then mailed, the registration is not effective until the payment is received and applied in the NRS, and the registration is made active.

This policy is intended to address situations when a registration is entered in the NRS and a payment by check is not received. The policy will describe the actions that will be taken by UCR along with the associated timeframes for each action.

After thirty (30) days from registration and a check is not received:

- The NRS will auto-generate an e-mail alert that will be sent to the motor carrier that has registered in the system advising that their payment has not been received and that their registration is not valid. A copy of the e-mail will also be sent to the state administrative contact for the carrier’s base state.

After forty-five (45) days from registration and a check is still not received:

- The NRS will auto-generate a second e-mail alert that will be sent to the motor carrier to remind the registrant that the UCR registration is not active, and inform them that the registration will be removed from the NRS after 60 days from registration if payment is not received. The e-mail will also be sent to the state administrative contact for the registrant’s base state.

After sixty (60) days from registration and a check is still not received:

- The registration will be deleted from the NRS. In this situation, an entity may have to register again with UCR. However, the NRS will retain the registration data for an additional thirty days, not to exceed a grand total of 90 days from the start of the registration process, in the event that the payment is received soon after the original 60

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day period has expired. After this 90 day period has lapsed, the registrant will have to begin the registration process from the beginning, as though they had never registered for the given registration year.

The UCR Plan reserves the right to use its discretion and modify the timeframes above, only when a situation warrants, to accommodate a registrant's particular circumstance(s) or for the convenience of the UCR Plan.