



# 2019-2020 VEHICLE STICKER APPLICATION INFORMATION

Your vehicle sticker application(s) for 2019-2020 is (are) enclosed. These applications are mailed to vehicle owners who reside in the Village or whose motor vehicles are based within the Village.

## DEADLINE

Stickers must be purchased by May 31 and displayed by June 1, 2019.

## PLACEMENT

In accordance with Village Code, vehicle stickers should be fastened in a prominent and visible place on the lower right hand (passenger side) of the front windshield at all times. Remove old stickers. Only the current year sticker should be displayed.

## STICKER SHIELD

Sticker Shields, which allow you to easily place and remove the vehicle sticker from the windshield, are available for purchase at Village Hall for \$5.95 plus tax.



## FORMS

We may have enclosed multiple forms. Please review all forms and check them for accuracy. Please update and make changes or additions directly on each form and return all forms to us. If you received a form with generic information on it, please fill out the correct information for your vehicle(s) and return it to us. Please see the back side of this sheet for examples.

## VEHICLE OWNERSHIP

If you no longer own the vehicle listed on the form you received, check the "NO LONGER OWNED" box on the form. Return all forms to us. We will inactivate the vehicle in our records. If you retained your licence plate after selling a vehicle, please provide the new vehicle information associated with the plate on the form. Please see the back side of this sheet for examples.

## FEES

Refer to the COMMON FEES box on the enclosed form for the most common fees. A full fee schedule is available online at [www.roselle.il.us/VehicleStickers](http://www.roselle.il.us/VehicleStickers).

## PAYMENTS

We accept payments for vehicle stickers in multiple ways.

### • U.S. Mail or Village Hall Drop Box

Use the return envelope to mail back all forms with any updated information. Total your fees and make your check payable to "Village of Roselle". We will mail the stickers to you within two weeks.

### • Credit Card Payment Online

Convenience fees apply. Visit the Village's website at [www.roselle.il.us/payments](http://www.roselle.il.us/payments) and follow the E-Pay link under Other Payments. If you made changes or additions on your form, please mail it or email it to us at [financedept@roselle.il.us](mailto:financedept@roselle.il.us) so we can update our records. If you did not need to make changes to your form and you are paying online, we do not need your form returned to us. We will mail the stickers to you within two weeks.

### • In Person

Bring all updated forms along with cash, credit card (convenience fees apply), or check payable to "Village of Roselle" to the Finance Counter at Village Hall, 31 S. Prospect St.

## VILLAGE HALL HOURS

Monday	8:00 a.m. - 6:00 p.m.
Tuesday	8:00 a.m. - 5:00 p.m.
Wednesday	8:00 a.m. - 1:00 p.m.
Thursday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday - Sunday	CLOSED

Call (630) 980-2000 for more information.

## QUESTIONS

# VEHICLE STICKER FORM: EXAMPLES OF UPDATES

If you received a generic form mailed to CURRENT RESIDENT, we do not have any information for your vehicle(s). Please complete the form by entering the information for all owned vehicles and return it to us. Fee amounts and codes are available online at [www.roselle.il.us/VehicleStickers](http://www.roselle.il.us/VehicleStickers). Make sure to fill out your name & address.



31 S. Prospect St.  
Roselle, IL 60172-2023  
(630) 980-2000

## VEHICLE STICKER APPLICATION

Sticker must be displayed in lower right-hand corner of windshield by June 1st. (Expires May 31st)

LICENSE PLATE #	MAKE	MODEL	COLOR	YEAR	CODE	DO NOT OWN	STICKER #	FOR OFFICE USE ONLY	AMOUNT
G707439	Ford	F150	Black	2018	TRB				\$45

Name Joe Jones  
Address 103 S. Prospect St.  
City Roselle State IL Zip Code 60172

**TOTAL PAYMENT ENCLOSED**     \$45

PLEASE PROVIDE PHONE NO ► 630-555-1221

If you received a form with NEED indicated in a field, please complete the form with all updated vehicle information and return it to us. Please update other information, like a change in phone number, as necessary.



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(630) 980-2000

## VEHICLE STICKER APPLICATION

Sticker must be displayed in lower right-hand corner of windshield by June 1st. (Expires May 31st)

LICENSE PLATE #	MAKE	MODEL	COLOR	YEAR	CODE	DO NOT OWN	STICKER #	FOR OFFICE USE ONLY	AMOUNT
BL2985K	CHEVR	MALIBU	RED	2012	CAR				45.00
29727R	NEED <u>Honda</u>	NEED <u>Civic</u>	<u>White</u>	2017	<u>CAR</u>				45.00

JOHN Q PUBLIC  
31 S PROSPECT ST  
ROSELLE, IL 60172

**TOTAL PAYMENT ENCLOSED**     90.00

PLEASE PROVIDE PHONE NO ► ~~630-555-4527~~  
224-555-9927

If you no longer own the vehicle listed, please check the DO NOT OWN box and we will remove it from our records. If you purchased a new vehicle and transferred your old license plate to the new vehicle, check the DO NOT OWN box and provide the new vehicle information on the line below the old vehicle. If you purchased a new vehicle and applied for new plates, please enter all of the new vehicle information on a blank line. Please return the updated form to us.



31 S. Prospect St.  
Roselle, IL 60172-2023  
(630) 980-2000

## VEHICLE STICKER APPLICATION

Sticker must be displayed in lower right-hand corner of windshield by June 1st. (Expires May 31st)

LICENSE PLATE #	MAKE	MODEL	COLOR	YEAR	CODE	DO NOT OWN	STICKER #	FOR OFFICE USE ONLY	AMOUNT
DM2985L	TOYOTA	CAMRY	BLUE	2009	CAR	X			45.00
647922H	TOYOTA <u>Ford</u>	CAMRY <u>Focus</u>	TAN <u>Red</u>	2016 <u>2019</u>	CAR <u>CAR</u>	X			45.00
<u>J769101B</u>	<u>Audi</u>	<u>A4</u>	<u>Silver</u>	<u>2019</u>	<u>CAR</u>				

JENNIFER PEARSON  
100 E MAPLE AVE  
ROSELLE, IL 60172

**TOTAL PAYMENT ENCLOSED**     90.00

PLEASE PROVIDE PHONE NO ► 630-555-8619