

NCDMV
LT-262 and Paylt Processing
Instructions

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Overview

The North Carolina Division of Motor Vehicles is introducing a new way for storage facilities to pay the \$16.75 fee for processing certified mail related to the LT-262 Notice of Intent to Sell a Vehicle to Satisfy Storage and/or Mechanic's Lien. You will no longer have to mail a check for payment of the fee. Instead, the NCDMV Notice & Storage Unit is providing a new PayIt website that will accept online payments by credit cards and checks.

To take advantage of the new PayIt payment process, you will submit the information for the LT-262 form along with your payment online.

Important:

- **The PayIt payment website replaces the paper LT-262 forms and checks that were previously mailed to the NCDMV Notice & Storage Unit.**
- **PayIt collects a separate \$3 convenience fee per online transaction that it uses to deliver more efficient services. The State of North Carolina does not collect or benefit from the transaction fee.**
- **A \$16.75 fee for processing certified mail is still required for each vehicle you intend to sell. As a savings, you can submit up to 10 vehicles per transaction for a single \$3 PayIt fee.**
- **The \$3 PayIt fee will be automatically added after you click the Checkout button.**

This document describes the steps for the new process to submit LT-262s along with payment through the online PayIt payment portal.

Accessing the LT-262 Online Form

<https://pay.payitgov.com/nc-notice-storage>

There are multiple ways to access the LT-262 online form:

- Click the link in an email from DMV
- Click the **Make a Payment Online** button on the ConnectNCDOT page

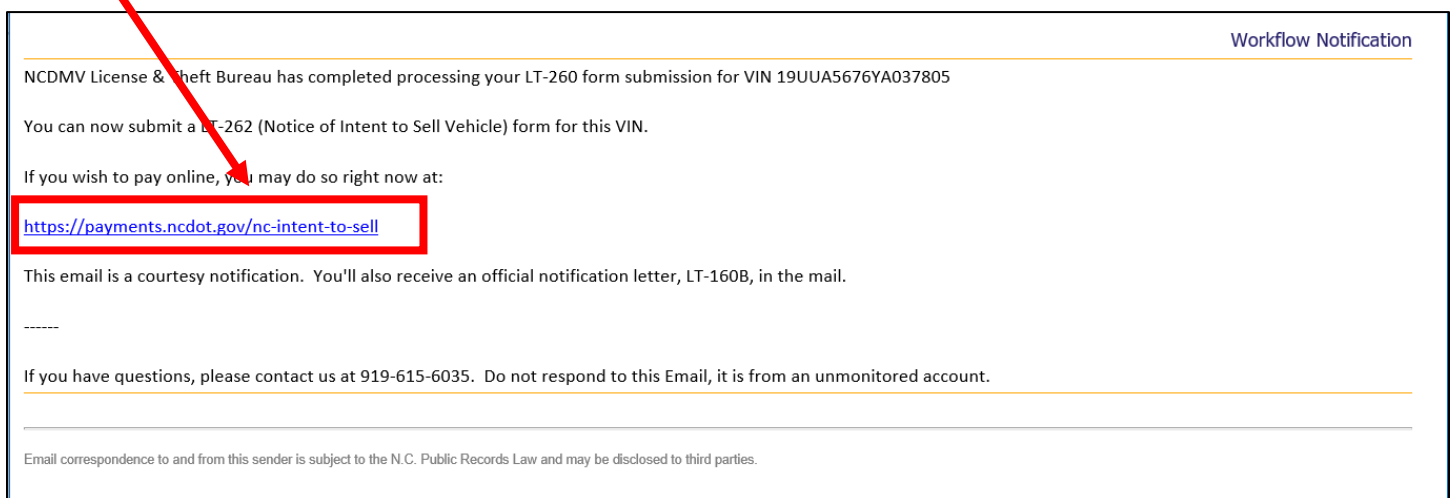
Click the Link in an Email from DMV

After the NC DMV Notice & Storage unit has finished processing your LT-260, notification will be sent to you advising that an *LT-262 Notice of Intent to Sell a Vehicle to Satisfy Storage and/or Mechanic's Lien* can be submitted.

An email will be sent to the email address that was entered on the LT-260 with a link to the URL where the LT-262 is located. The email will be from *ncdot-notifications@ncdot.gov* with a subject line of *NCDMV LT260 Processing Complete on VIN - <VIN #>*.

You will also receive a letter in the mail confirming that the LT-260 has been processed.

The link to the online site where an LT-262 can be submitted is included in the email.



As soon as you receive notification that the LT-260 processing is complete, click the link to go to the Notice & Storage ConnectNCDOT page.

You can bookmark the page for future reference.

Click the Make a Payment Online Button on the ConnectNCDOT Page

Use the button on the ConnectNCDOT page at <https://connect.ncdot.gov/business/DMV/Pages/LT262.aspx>.

Click the **Make a Payment Online** button to go to the PayIt logon site.

NOTICE OF INTENT TO SELL A VEHICLE TO SATISFY STORAGE AND/OR MECHANIC'S LIEN

Connect NCDOT > Doing Business > DMV > Submit a LT262 Notice of Intent to Sell Vehicle

News & Information

- As of Dec. 1, 2019, we will no longer accept submissions of the report of **Unclaimed Motor Vehicles (LT-260)** and **Notice of Intent to Sell Vehicle (LT-262)** together.

Online Payment Instructions

Paying online will speed up the processing of your LT-262s by removing the need to write and mail a check, then waiting for the mail to be delivered.

- If you have received a *Notification Letter (LT-160B)* – **OR** a confirmation email from NCDMV – then you are ready to complete the LT-262 form online.
- The N.C. Division of Motor Vehicles uses an online service, called PayIt, that allows you to take advantage of submitting multiple vehicles in one secure transaction. The LT-262 form and payment can now be submitted together in PayIt.
- PayIt collects a \$3 transaction fee for each transaction that it uses to deliver quality services more efficiently with no upfront costs to NCDMV.** A maximum of 10 vehicles can be submitted in one transaction for a single \$3 PayIt fee. The state of North Carolina does not collect or benefit from the transaction fee charged by PayIt.
- The \$3 payment will be automatically added to your transaction total.
- Reminder:** NCDMV charges a \$16.75 processing fee for each vehicle you intend to sell. A vehicle identification number must be entered on the form for each vehicle you intend to sell.
- Internet Explorer is not supported. Please use another browser.

Make a Payment Online

Online Payment Help

NCDMV LT-262 and PayIt Processing Instructions

Disclaimers

- DO NOT COMPLETE THIS FORM UNLESS UNCLAIMED MOTOR VEHICLES (LT-260) HAS BEEN FILED FOR THIS VEHICLE AND YOU HAVE RECEIVED A LETTER OR EMAIL FROM NCDMV TELLING YOU TO PROCEED WITH LT262.**
- FRAUDULENT OR LATE FORMS MAY RESULT IN CRIMINAL PROSECUTION.**
- INCOMPLETE FORMS WILL BE RETURNED TO SENDER FOR CORRECTION PRIOR TO PROCESSING.**

Once you have gone to the PayIt URL, you can bookmark it in your web browser for future access.

Log On to the PayIt Site

<https://pay.payitgov.com/nc-notice-storage>

Note: Internet Explorer is not supported. Please use another browser.

1. No matter which method you use to get to the PayIt URL (click the link in the email, click the **Make a Payment Online** button on ConnectNCDOT, or click the bookmark in your web browser Favorites list), a web page will open at the PayIt login. If you have never used PayIt before, click the Sign Up tab.

DMV myNCDMV
powered by payit

Log In Sign Up

Log In to PayIt

Email Address

Password

☐ Remember Me

Log In Forgot Password

Or

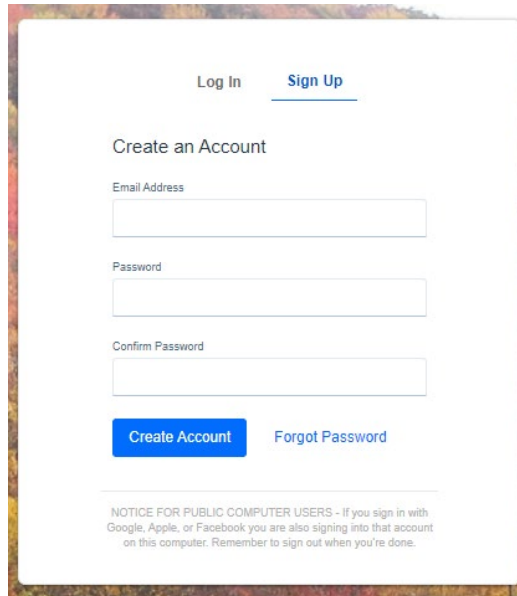
Continue with Apple

Continue with Facebook

Continue with Google

NOTICE FOR PUBLIC COMPUTER USERS - If you sign in with Google, Apple, or Facebook you are also signing into that account on this computer. Remember to sign out when you're done.

-
2. A new page will display to enter your email address and create a password. Enter your password again in the Confirm Password field and click the **Create Account** button.

A screenshot of a web page for creating an account. At the top, there are two links: "Log In" and "Sign Up", with "Sign Up" being the active link. Below the links is the heading "Create an Account". There are three input fields: "Email Address", "Password", and "Confirm Password". Below the "Password" field is a blue button labeled "Create Account" and a link labeled "Forgot Password". At the bottom, there is a small notice: "NOTICE FOR PUBLIC COMPUTER USERS - If you sign in with Google, Apple, or Facebook you are also signing into that account on this computer. Remember to sign out when you're done."

For all future visits, you can log in with your email address and password when you get to the PayIt login page.

Submitting the LT-262 and Online Payment

The following steps describe how to submit an LT-262 and payment online. Some fields are required, and you will not be able to proceed without completing all required fields.

Note: Dollar signs are not needed when entering amounts.

1. After logging in to the PayIt site, you will see an online version of the LT-262 form.

North Carolina Notice & Storage Online Payment

Thank you for using the North Carolina Notice & Storage online payment portal. If you have questions regarding your payment or additional information is needed, please contact us at: [\(919\)-615-6035](tel:919-615-6035).

You must have received notice that the Unclaimed Motor Vehicle Form ([LT-260](#)) has been processed before completing this online form.

Please submit payment, in the amount of \$16.75 for each vehicle you intend to sell. For your convenience, you can submit up to 10 vehicles on this form. A vehicle identification number must be entered for each vehicle you intend to sell. Failure to provide the correct fees or data will result in processing delays. Use the table below to determine the amount to enter into the Payment Amount field.

# of Vehicles	Payment Amount
1	\$16.75
2	\$33.50
3	\$50.25
4	\$67.00
5	\$83.75
6	\$100.50
7	\$117.25
8	\$134.00
9	\$150.75
10	\$167.50

PLEASE NOTE: There is an additional \$3 convenience fee per payment submission. This fee will be added automatically after you click the Checkout button at the bottom of the form.

By starting this transaction, I confirm that I have read and accepted the [Terms of Service](#) and [Privacy Policy](#).

The online form allows you to submit up to 10 vehicles in a single transaction, but you will still have to pay \$16.75 for each vehicle. The table at the top of the page provides a quick reference for how much you will pay depending on the number of vehicles submitted in the single transaction.

2. Enter Contact Information.

Note: The email address entered under contact information is where a confirmation email will be sent. Please be sure it is entered correctly.

Contact Information
First Name
<input type="text"/>
Last Name
<input type="text"/>
Business Name (Optional)
<input type="text"/>
Email Address
<input type="text"/>
Phone Number
<input type="text"/>

3. Enter Contact Address.

Contact Address		
Street Address		
<input type="text"/>		
Unit (Optional)		
<input type="text"/>		
City	State / Province / Region	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country		
<input type="text" value="United States"/>		

4. Enter your Payment Information. It is not necessary to enter the dollar sign (\$) in amount fields.
Do not put any of the following special characters in the Payment Information field: =, -, /, +, *

Note: The amount to be entered into the Payment Amount field should equal 16.75 times the number of vehicles being submitted. See the table at the top of the page as shown in step 1.

Example: If you are submitting 3 vehicles, \$50.25 goes in this field. The \$3 PayIt convenience fee will be automatically added on the payment summary page for a total of \$53.25.

Payment Information
Payment Amount
<input type="text"/>

5. Enter Storage Location information.

Place Stored
<input type="text"/>
Enter the business name where the vehicle is being stored [Required]
Storage Facility Address
<input type="text"/>
Storage Facility City
<input type="text"/>
Storage Facility State
<input type="text"/>
Storage Facility Zip
<input type="text"/>
Storage Facility County
<input type="text"/>

6. The next section is for Mailing Address information. You only need to fill this information out if your mailing address is different from your contact address.

Mailing Address
<input type="text"/>
Only provide if different from contact address
Mailing City
<input type="text"/>
Only provide if different from contact address
Mailing State
<input type="text"/>
Only provide if different from contact address
Mailing Zip
<input type="text"/>
Only provide if different from contact address

7. Enter Vehicle Information.

You must enter a VIN for every vehicle included in the transaction. The VIN entered must be at least 5 characters long and no longer than 25 characters. If you cannot determine the VIN, enter the word “missing” in the VIN field.

Note: It is not necessary to enter the dollar sign (\$) when entering amounts. If an amount field is not applicable you can leave that field blank.

Vehicle 1 VIN
<input type="text"/>
[Required]
Vehicle 1 Name of Authorizing Person
<input type="text"/>
Name of Person authorizing repairs, services, towing and/or storage
Vehicle 1 Address of Authorizing Person
<input type="text"/>
Address of Person authorizing repairs, services, towing and/or storage
Vehicle 1 Lien Amount (Labor, Materials, and Towing)
<input type="text"/>
Enter any Labor, Materials, and Towing lien amounts. Description of lien per N.C.G.S. §44A-2
Vehicle 1 Storage Amount
<input type="text"/>
Description of lien per N.C.G.S. §44A-2
Vehicle 1 Other Amount
<input type="text"/>
Description of lien per N.C.G.S. §44A-2
Vehicle 1 If "Other", please describe amount and type of charges:
<input type="text"/>
Vehicle 1 Furnish general listing of materials
<input type="text"/>

8. Continue entering vehicle information for every vehicle that needs to have an LT-262 submitted, up to 10 vehicles.

Note: This form allows entry of 10 vehicles, but it is not necessary to enter information in any of the fields beyond the number you are submitting. For example, if you are only submitting three (3) vehicles, after you have completed all the fields for Vehicles 1-3, you can scroll to the Checkout button.

-
9. When you have entered all information for the vehicles you are submitting, *before you click Checkout*, you may print the page for your records. **Note: The emailed receipt of your transaction *will not* include vehicle information.**

To print the browser page:

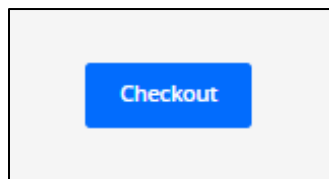
In Google Chrome

Click the settings icon (⋮) in the top right corner of the window. Select “Print...” from the drop-down menu. A separate window will open, displaying the pages to be printed. Choose your print options, then click “Print.”

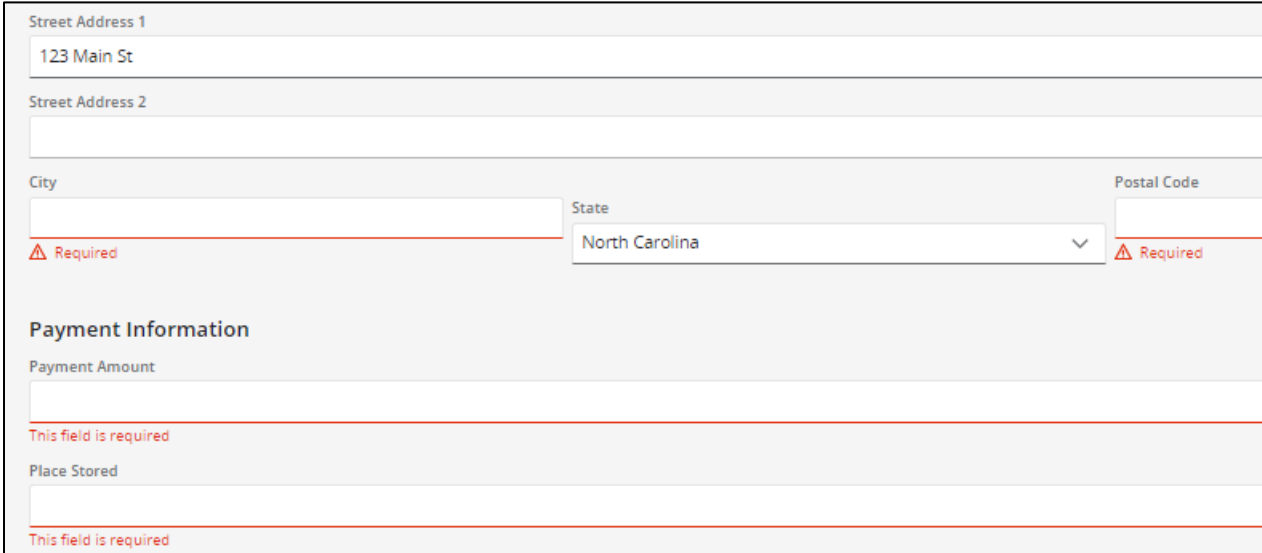
In Microsoft Edge

Click the settings icon (⋯) in the top right corner of the window. Select “Print” from the drop-down menu. A separate window will open, displaying the pages to be printed. Choose your print options, then click “Print.”

10. After you have finished entering data (and have optionally printed the page), scroll down to the bottom of the page and click the **Checkout** button.



11. If any required fields have not been completed, they will be highlighted in red text.

A screenshot of a checkout form. The form has a light gray background. At the top, there are two text input fields for "Street Address 1" and "Street Address 2". "Street Address 1" contains the text "123 Main St". Below these are three more input fields: "City", "State", and "Postal Code". The "City" and "Postal Code" fields are highlighted with a red border and have a red "Required" label with a warning triangle icon below them. The "State" field is a dropdown menu showing "North Carolina". Below these is a section titled "Payment Information". It contains two more input fields: "Payment Amount" and "Place Stored". Both of these fields are also highlighted with a red border and have a red "Required" label with a warning triangle icon below them.

Complete the required fields and click the **Checkout** button again.

12. The payment amount you entered on the LT-262 page is displayed. The \$3 convenience fee has been added.
Note: If this is the first time you've logged in to PayIt, no Payment Method will be displayed, and you will have to add a payment method.

The screenshot shows a 'Payment Summary' section with a table of charges and a 'Payment Methods' section with two buttons.

Payment Summary	
Payment for NC Notice and Storage Express View Storage Facility Address: 123 Main St	\$16.75
Convenience Fee	\$3.00
Total Payment	\$19.75

Payment Methods

[Add Payment Method](#)

[Pay \\$19.75](#)

13. Click the **Add a Payment Method** button to add a payment method. A panel will display on the right side of the screen.

The screenshot shows a 'Payment Methods' panel with a back arrow, a message, and two buttons.

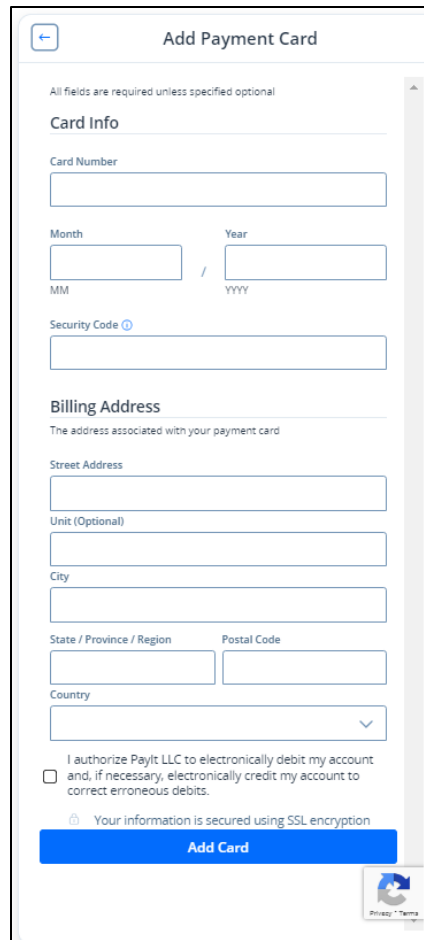
[←](#) **Payment Methods**

No payment methods on file.

[Add a Payment Card](#)

[Add a Bank Account](#)

14. To add a payment card, click the **Add a Payment Card** button to associate a card with your PayIt account. A panel will display for you to enter the necessary information.



The screenshot shows a mobile application interface for adding a payment card. At the top, there is a back arrow and the title "Add Payment Card". Below the title, a note states "All fields are required unless specified optional". The form is divided into two main sections: "Card Info" and "Billing Address".

Card Info

- Card Number**: A single-line text input field.
- Month**: A text input field with "MM" below it.
- Year**: A text input field with "YYYY" below it.
- Security Code**: A text input field with a help icon (i) to its right.


Billing Address

The address associated with your payment card

- Street Address**: A single-line text input field.
- Unit (Optional)**: A single-line text input field.
- City**: A single-line text input field.
- State / Province / Region**: A text input field.
- Postal Code**: A text input field.
- Country**: A dropdown menu with a downward arrow.

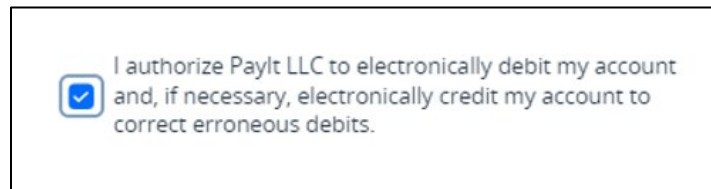
Below the address fields, there is a checkbox for authorization and a security notice:

☐ I authorize PayIt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits.

 Your information is secured using SSL encryption

At the bottom of the form is a blue button labeled "Add Card". In the bottom right corner, there is a small "Privacy - Terms" link with a circular arrow icon.

15. After completing all information, be sure to click the check box at the bottom of the screen.



This image is a close-up of the authorization checkbox from the previous form. It shows a blue square checkbox with a white checkmark inside. To the right of the checkbox, the text reads: "I authorize PayIt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits."

16. Click the **Add Card** button. The panel on the right side of the screen will close and the card just added now displays under the Payment Summary.

The screenshot shows a mobile app interface. At the top is a 'Payment Summary' section with a table-like layout. The first row shows 'Payment for NC Notice and Storage Express' with a price of '\$16.75' and a blue 'View' link below it. The second row shows 'Storage Facility Address: 123 Main St'. The third row shows 'Convenience Fee' with a price of '\$3.00'. The fourth row shows 'Total Payment' with a price of '\$19.75'. Below this is a 'Payment Methods' section with a blue 'Change' button. Underneath is a card display showing the 'VISA' logo and 'Visa ending in 1111'. At the bottom is a large blue button labeled 'Pay \$19.75'.

Payment Summary	
Payment for NC Notice and Storage Express	\$16.75
View	
Storage Facility Address: 123 Main St	
Convenience Fee	\$3.00
Total Payment	\$19.75

Payment Methods [Change](#)

VISA

Visa ending in 1111

[Pay \\$19.75](#)

17. To add a bank account, click the **Add a Bank Account** button. A panel will display for you to enter the necessary information.

The screenshot shows a mobile app interface for adding a bank account. At the top is a back arrow and the title 'Add Bank Account'. Below is a note: 'All fields are required unless specified optional'. The 'Account Info' section has two radio buttons for 'Account Type': 'Checking Account' (selected) and 'Savings Account'. Below are four text input fields: 'Account Holder First Name', 'Account Holder Last Name', 'Routing Number', and 'Account Number'. Below the 'Account Number' field is a note: 'Include any leading zeroes'. Below that is a 'Confirm Account Number' text input field. At the bottom is a checkbox with the text: 'I authorize PayIt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits.' Below the checkbox is a note: 'Your information is secured using SSL encryption'. At the very bottom is a blue button labeled 'Link Account'.

← Add Bank Account

All fields are required unless specified optional

Account Info

Account Type

☒ Checking Account ☐ Savings Account

Account Holder First Name

Account Holder Last Name

Routing Number

Account Number

Include any leading zeroes

Confirm Account Number

☐ I authorize PayIt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits.

🔒 Your information is secured using SSL encryption

[Link Account](#)

18. After completing all information, be sure to click the check box at the bottom of the screen.

The screenshot shows a close-up of the authorization checkbox. The checkbox is checked, and the text next to it reads: 'I authorize PayIt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits.'


☒ I authorize PayIt LLC to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits.

19. Click the **Link Account** button. The panel on the right side of the screen will close and the account just added now displays under the Payment Summary.

Payment Summary

Payment for NC Notice and Storage Express	\$16.75
View	
Storage Facility Address: 123 Main St	
Convenience Fee	\$3.00
Total Payment	\$19.75


Payment Methods [Change](#)

 CHECKING
STATE EMPLOYEES CREDIT UNION ending in 5678

[Pay \\$19.75](#)


20. Click the **Change** button to select or add a different payment method.


Payment Methods [Change](#)

 CHECKING
STATE EMPLOYEES CREDIT UNION ending in 5678

A panel will open on the right side of the screen and display all payment methods associated with your Paylt account.

[←](#) **Payment Methods**

 Visa ending in 1111

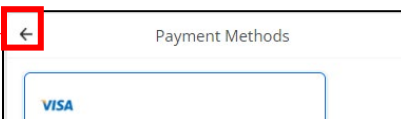
 CHECKING
STATE EMPLOYEES CREDIT UNION ending in 5678

[Add a Payment Card](#)

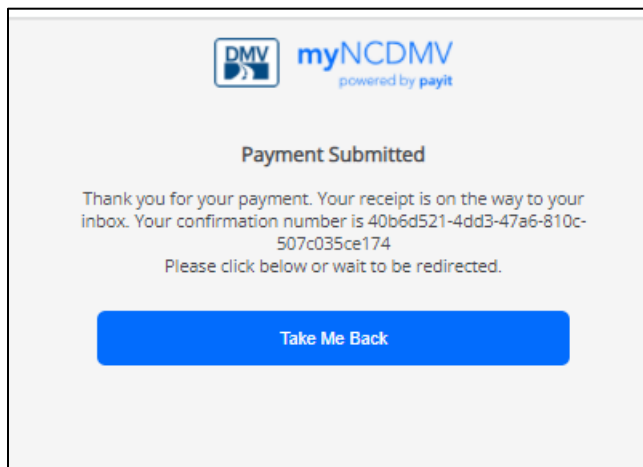
[Add a Bank Account](#)

21. To return to the Payment Summary, click the arrow pointing to the left on the accounts panel.

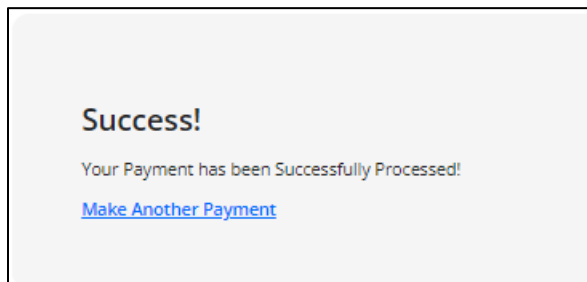
Click arrow to return to
Payment Summary



22. Click the **Pay** button. A confirmation screen displays briefly.



Then a success message displays.



23. You will receive a confirmation email from NC Notice and Storage Express.

24. If you have more vehicles to submit, click the Make Another Payment hyperlink to be returned to the LT-262 page.