



Instructions to run the 2025 NCVTS State TR Vehicle Report



Important! – Review before running this report.

It is recommended that you wait until the 10th day of January before running this report.

There normally will be transactions and system adjustment that will not be fully processed until this time.

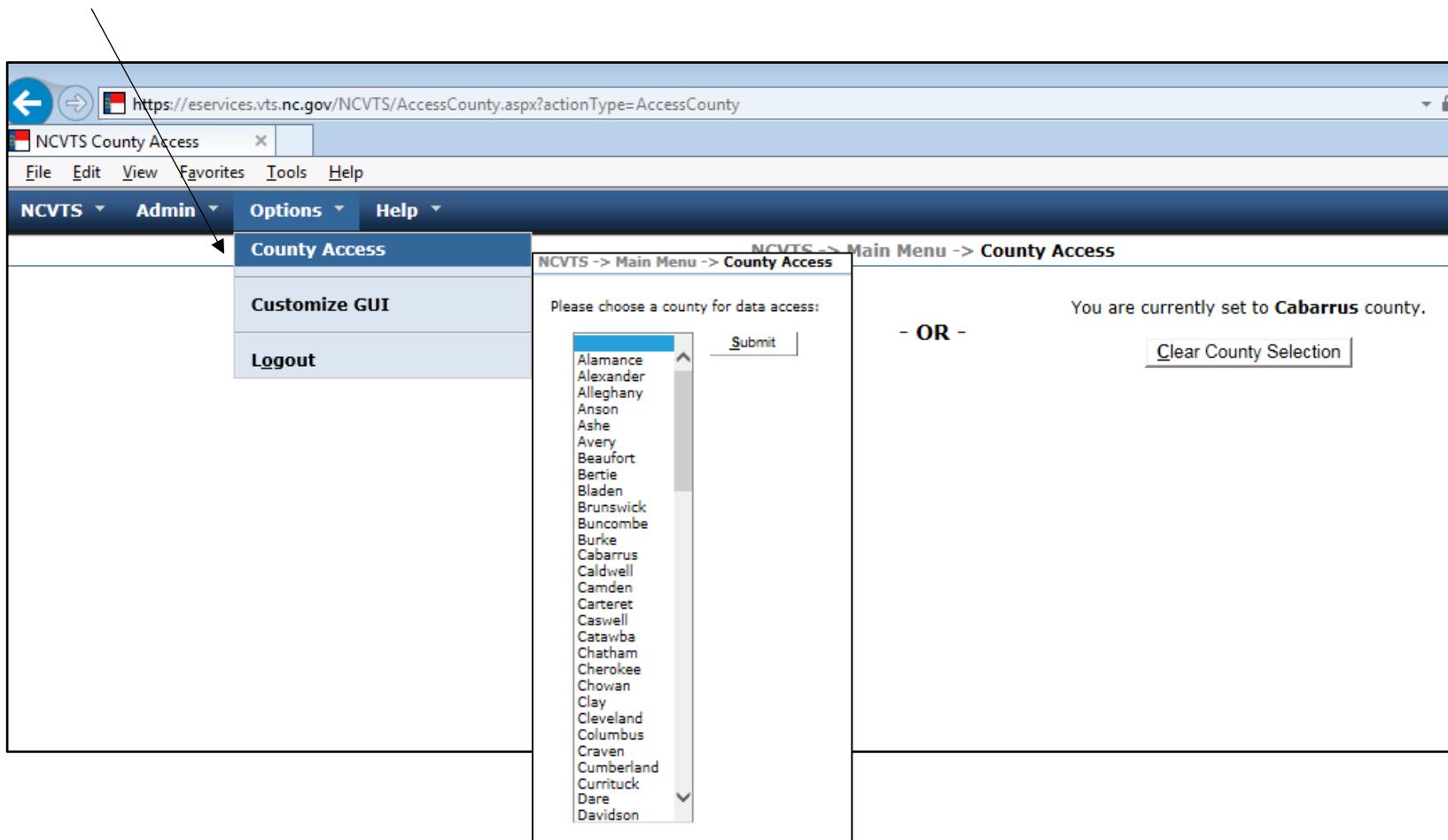
Please note that the data never is truly “locked” and there will be immaterial changes to the data throughout the year due to reclassifications and changes to the vehicle tax amounts.



Instructions to run the NCVTS State TR Vehicle Report

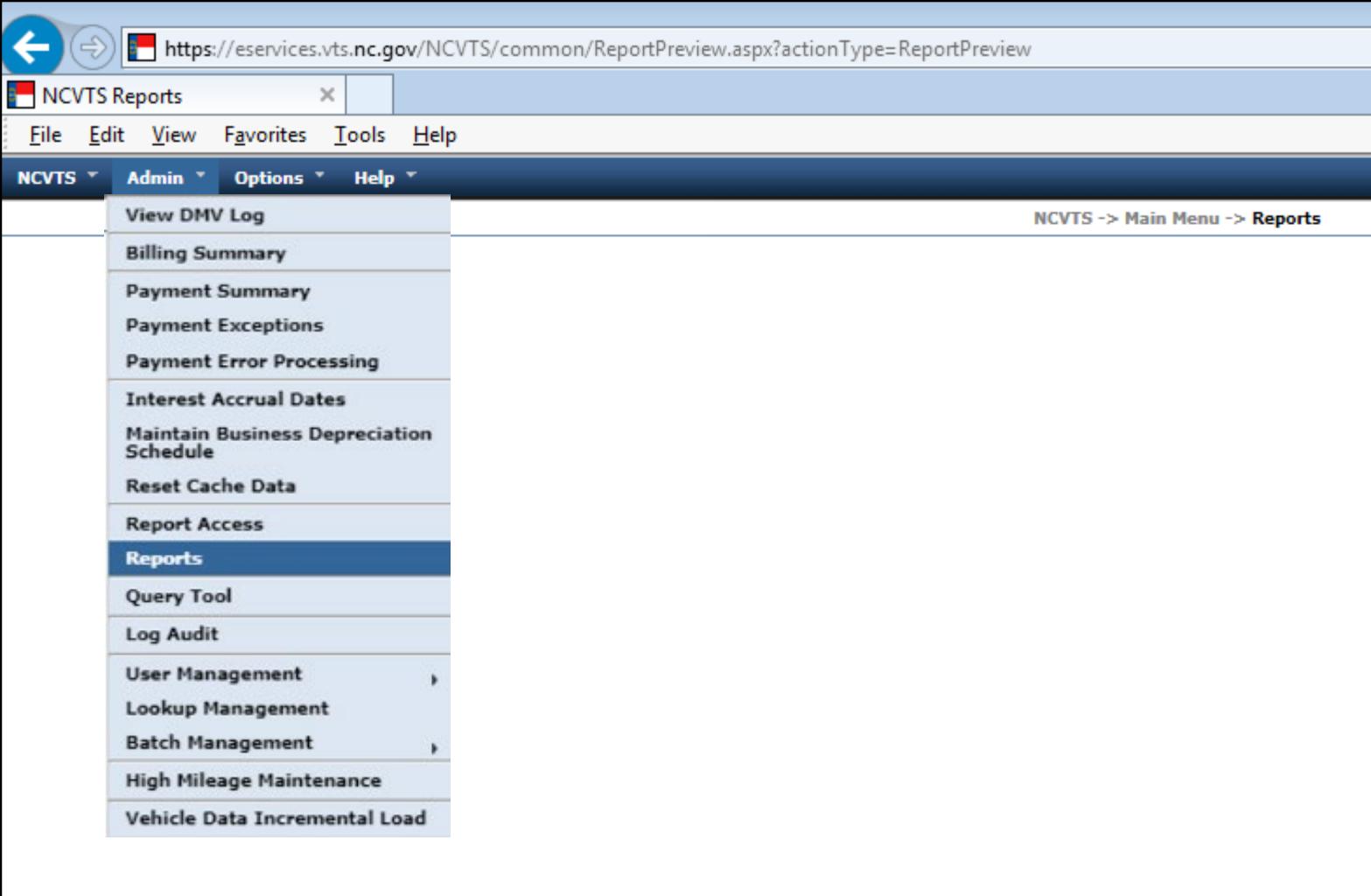
- Preparers of the TR forms will need to run the NCVTS State TR Vehicle Report to complete pages 4, 5 and 5a of the TR-1 report, and page 5 of the TR-2 report.

Step 1. Choose County - (only if you are not already logged in to your county. Skip this step if you are logged in) Go to “Options” and choose “County Access”



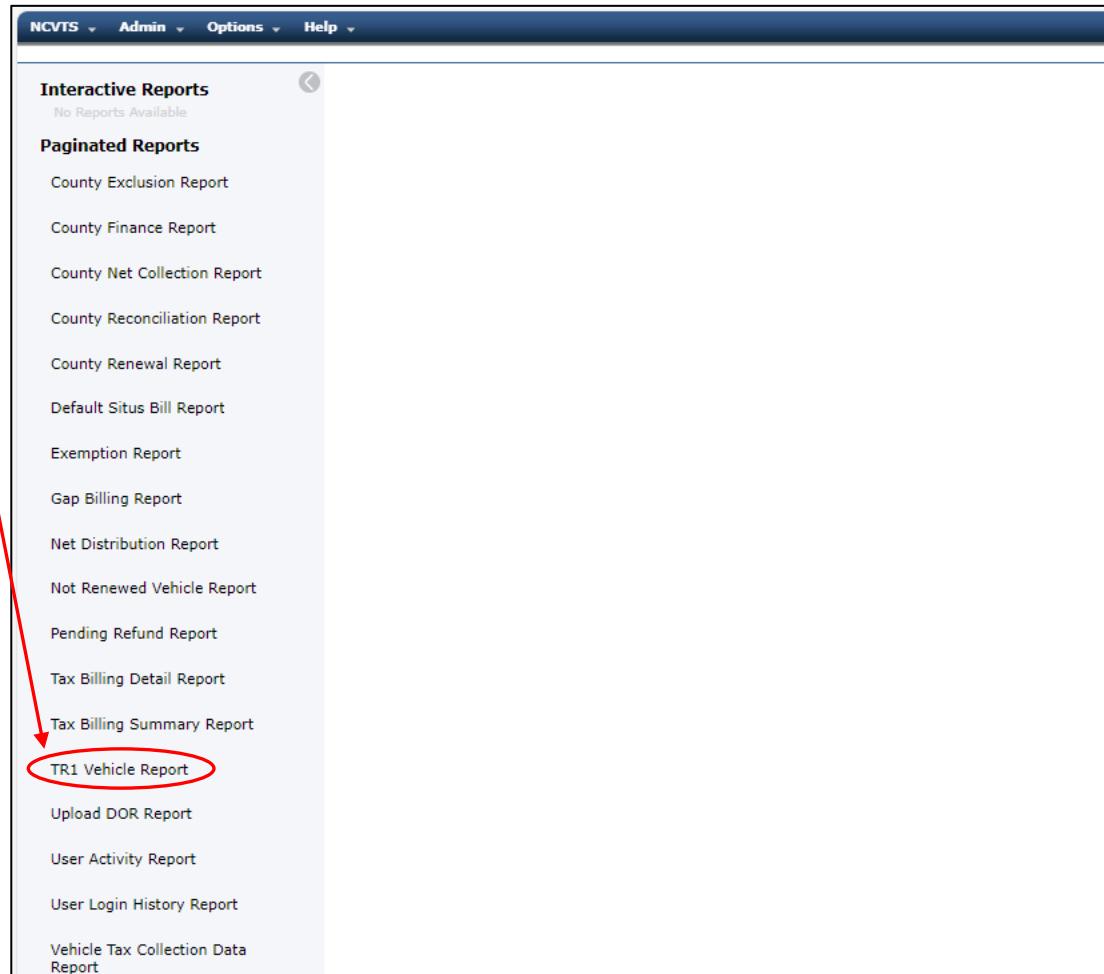
The screenshot shows a web browser window for the NCVTS County Access application. The URL in the address bar is <https://eservices.vts.nc.gov/NCVTS/AccessCounty.aspx?actionType=AccessCounty>. The page title is "NCVTS County Access". The menu bar includes File, Edit, View, Favorites, Tools, Help, NCVTS, Admin, Options, and Help. A dropdown menu for "Options" is open, showing "County Access" as the selected item. The main content area has a breadcrumb navigation: NCVTS -> Main Menu -> County Access. It displays a list of counties for data access, with "Cabarrus" selected. The list includes: Alamance, Alexander, Alleghany, Anson, Ashe, Avery, Beaufort, Bertie, Bladen, Brunswick, Buncombe, Burke, Cabarrus, Caldwell, Camden, Carteret, Caswell, Catawba, Chatham, Cherokee, Chowan, Clay, Cleveland, Columbus, Craven, Cumberland, Currituck, Dare, and Davidson. A "Submit" button is located next to the county list. To the right, a message states "You are currently set to **Cabarrus** county." Below it is a "Clear County Selection" link. A note "- OR -" is present between the county list and the clear selection link. A black arrow points to the "County Access" option in the open "Options" dropdown menu.

Step 2: Access Reports - Click on “Admin” and click on “Reports”



The screenshot shows a web-based application interface for NCVTS Reports. At the top, there is a header bar with a back and forward button, a search bar containing the URL <https://eservices.vts.nc.gov/NCVTS/common/ReportPreview.aspx?actionType=ReportPreview>, and a title bar labeled "NCVTS Reports". Below the title bar is a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". A dark blue navigation bar is at the top, with "NCVTS" on the left and "Admin", "Options", and "Help" dropdown menus on the right. The "Admin" menu is currently active. A vertical sidebar on the left contains a list of administrative options: "View DMV Log", "Billing Summary", "Payment Summary", "Payment Exceptions", "Payment Error Processing", "Interest Accrual Dates", "Maintain Business Depreciation Schedule", "Reset Cache Data", "Report Access", "Reports" (which is selected and highlighted in blue), "Query Tool", "Log Audit", "User Management", "Lookup Management", "Batch Management", "High Mileage Maintenance", and "Vehicle Data Incremental Load". The main content area on the right is currently empty, with the text "NCVTS -> Main Menu -> Reports" displayed.

Step 3: Choose Report – From list of reports on the left side panel, click on the “NCVTS TR1 Vehicle Report” and click on “Go”.



NCVTS Admin Options Help

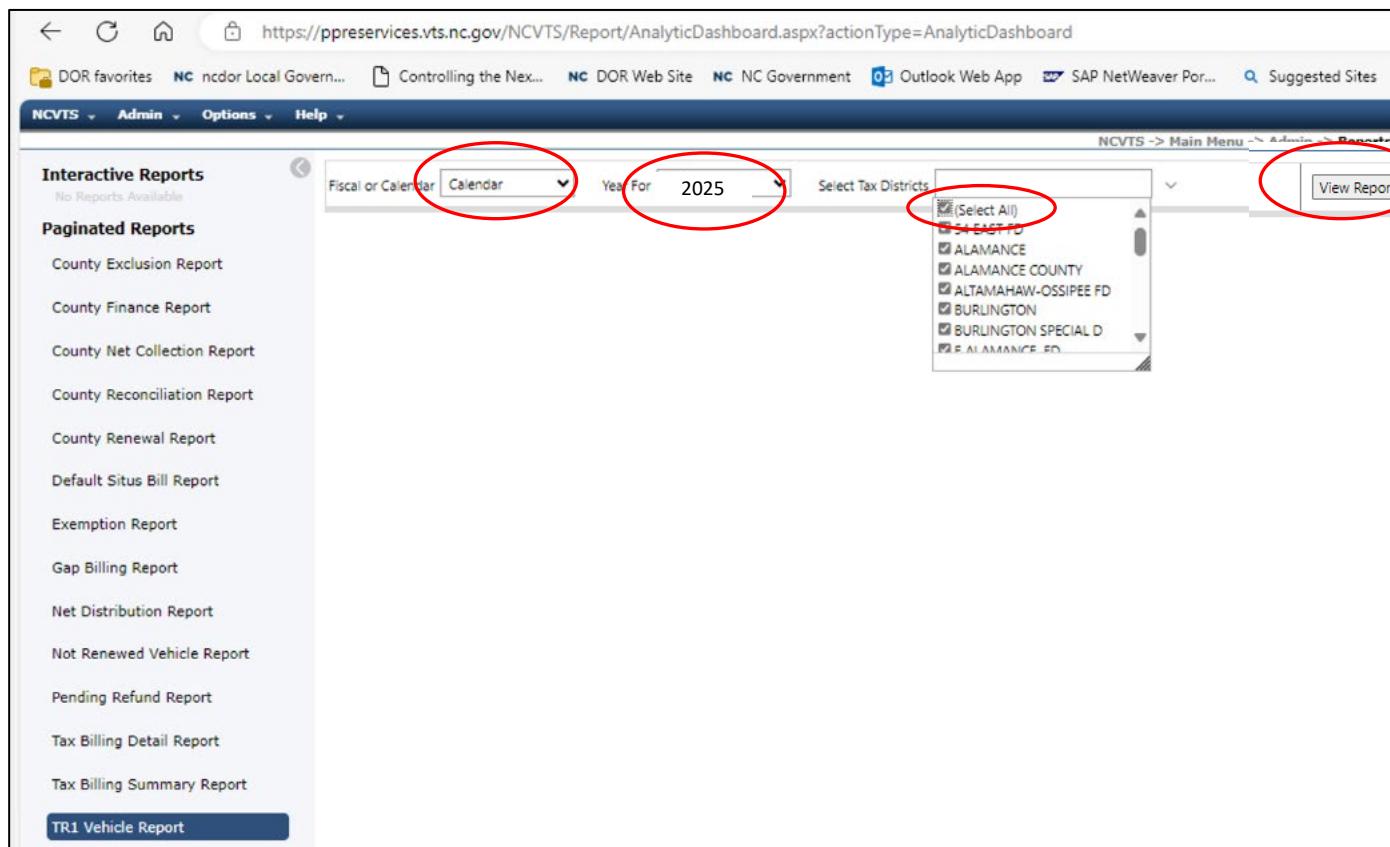
Interactive Reports
No Reports Available

Paginated Reports

- County Exclusion Report
- County Finance Report
- County Net Collection Report
- County Reconciliation Report
- County Renewal Report
- Default Situs Bill Report
- Exemption Report
- Gap Billing Report
- Net Distribution Report
- Not Renewed Vehicle Report
- Pending Refund Report
- Tax Billing Detail Report
- Tax Billing Summary Report
- TR1 Vehicle Report**
- Upload DOR Report
- User Activity Report
- User Login History Report
- Vehicle Tax Collection Data Report

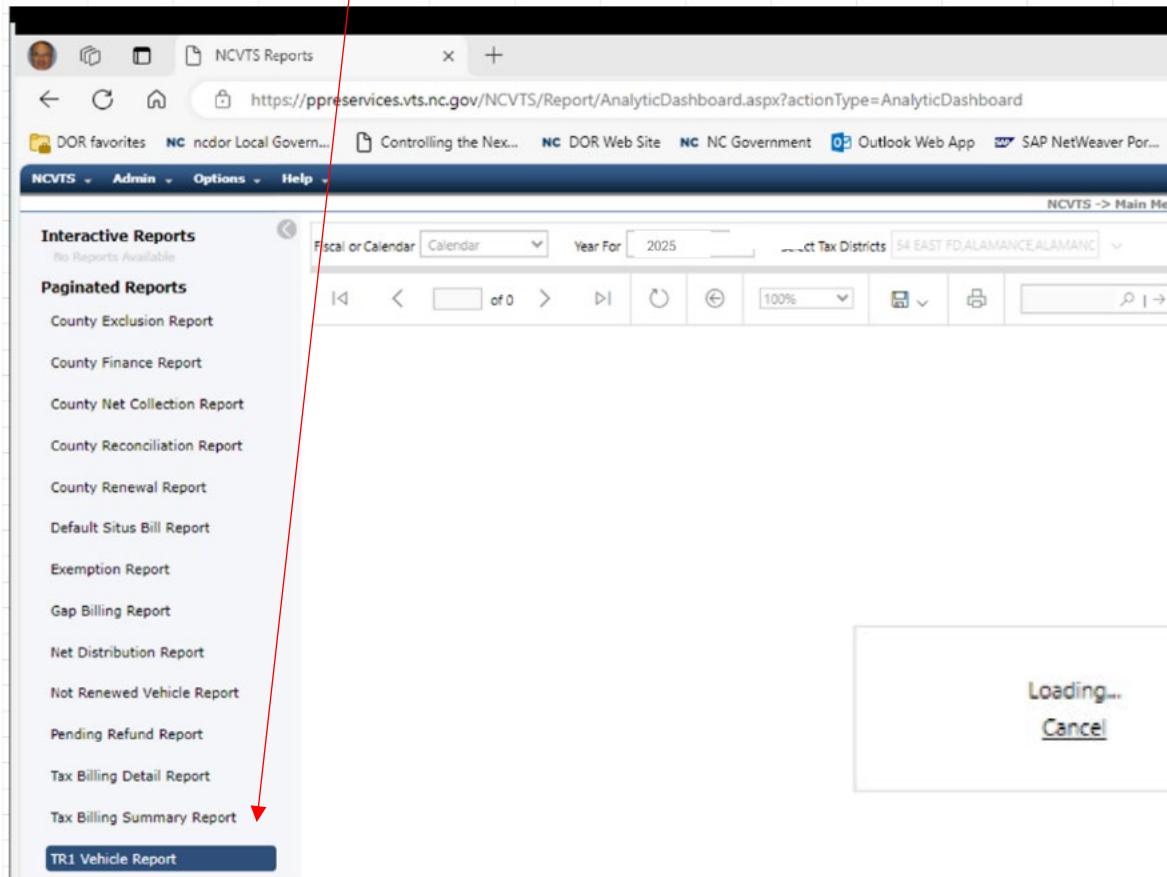
Step 4: Populate the Report Parameters & Run the Report – In the “Select Tax Districts” field choose “(select all)” to include all the districts in the report. In the “Fiscal or Calender” field, choose “Calendar”. Choose the current year (2025 for the 2025 TR Reports) and “Select All” for the tax district options.

Click on the “View Report” button to the right.



The screenshot shows the NCVTS Report Analytic Dashboard. On the left, there is a sidebar with sections for Interactive Reports (No Reports Available) and Paginated Reports, listing various report types like County Exclusion Report, County Finance Report, and Tax Billing Detail Report. The main content area has a header with navigation links and a search bar. Below the header are three main input fields: 'Fiscal or Calendar' (set to 'Calendar'), 'Year For' (set to '2025'), and 'Select Tax Districts'. The 'Select Tax Districts' field is a dropdown menu with a list of checkboxes. The first checkbox is checked and labeled '(Select All)'. The other checkboxes are also checked and list various tax districts: SA EAST FD, ALAMANCE, ALAMANCE COUNTY, ALTAMAHAW-OSSIPEE FD, BURLINGTON, BURLINGTON SPECIAL D, and E. ALAMANCE FD. To the right of this dropdown is a 'View Report' button, which is also circled in red. The URL in the browser address bar is <https://ppreservices.vts.nc.gov/NCVTS/Report/AnalyticDashboard.aspx?actionType=AnalyticDashboard>.

Step 4 cont'd: A pop-up should show that the report is loading.



Step 5: The results should be as follows:

North Carolina Vehicle Tax System

TR1 Vehicle Report

Report Parameters

Report Date 1/16/2026 9:01:43 am

County: Alamance

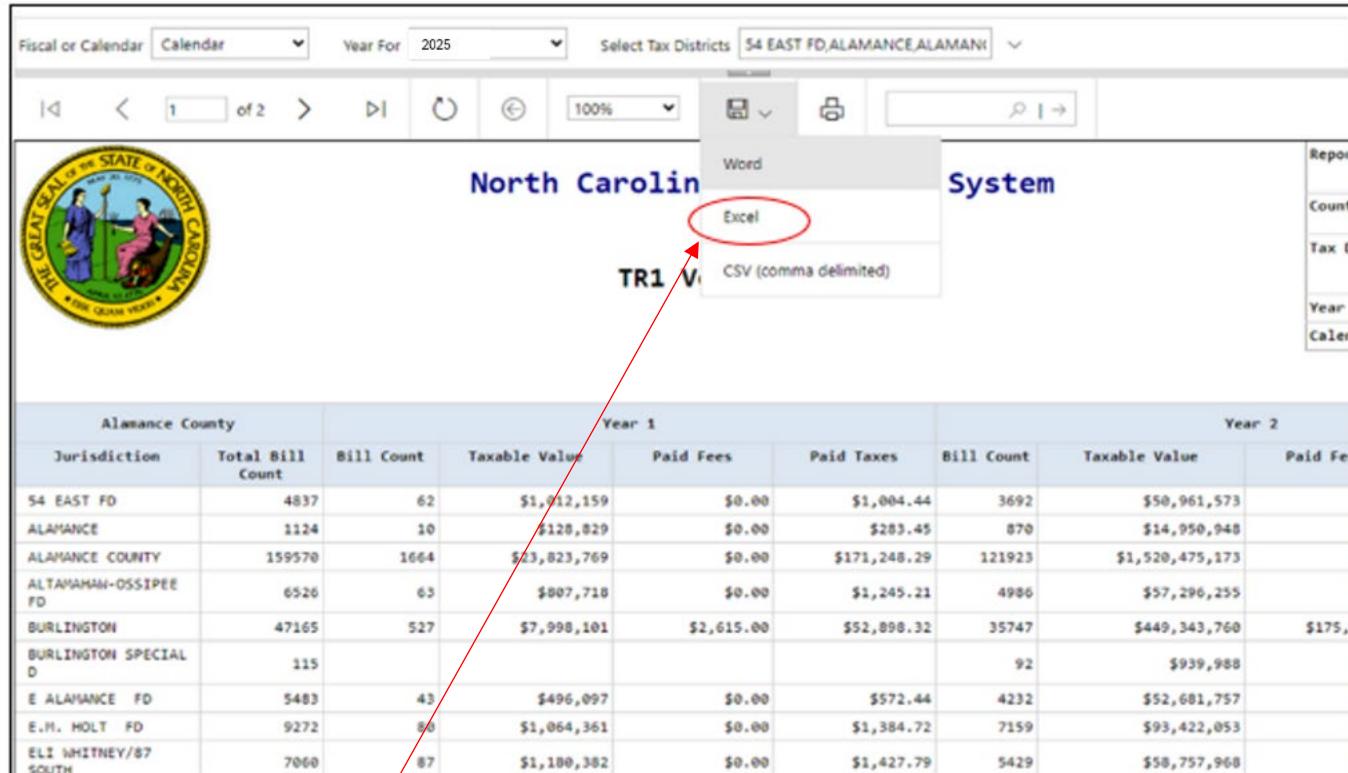
Tax District: S4 EAST FD, ALAMANCE, ALAMANCE COUNTY, ALTAMAHAW-OSSIPEE FD, BURLINGTON, BURLIN FD, ELI WHITNEY/87 SOUTH, ELON, ELON FD, FAUCETTE FD, GIBSONVILLE, GRAHAM, GREE MEbane, NORTH CENTRAL ALAMAN, NORTH EASTERN ALAMAN, OSSIEPEE, SNOW CAMP, SNOW CAMP

Year: 2025

Calendar or Fiscal Year: Calendar

Alamance County		Year 1				Year 2				Year 3			
Jurisdiction	Total Bill Count	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees	Paid Taxes
S4 EAST FD	4837	62	\$1,012,159	\$0.00	\$1,004.44	3692	\$50,961,573	\$0.00	\$30,855.68	1083	\$17,058,871	\$0.00	\$10,257.29
ALAMANCE	1124	10	\$128,829	\$0.00	\$283.45	870	\$14,950,948	\$0.00	\$21,893.58	244	\$4,633,220	\$0.00	\$6,733.94
ALAMANCE COUNTY	159570	1664	\$23,823,769	\$0.00	\$171,248.29	121923	\$1,520,475,173	\$0.00	\$6,628,812.21	35983	\$485,120,099	\$0.00	\$2,280,943.86
ALTAMAHAW-OSSIPEE FD	6526	63	\$887,718	\$0.00	\$1,245.21	4986	\$57,296,255	\$0.00	\$57,841.30	1477	\$17,408,783	\$0.00	\$17,452.64
BURLINGTON	47165	527	\$7,998,181	\$2,615.00	\$52,898.32	35747	\$449,343,760	\$175,295.00	\$2,194,123.37	10891	\$150,655,777	\$107,100.00	\$738,744.06
BURLINGTON SPECIAL D	115					92	\$939,088	\$0.00	\$1,628.09	23	\$213,470	\$0.00	\$362.90
E ALAMANCE FD	5483	43	\$496,097	\$0.00	\$572.44	4232	\$52,681,757	\$0.00	\$37,155.30	1208	\$17,547,552	\$0.00	\$12,296.86
E.M. HOLT FD	9272	88	\$1,064,361	\$0.00	\$1,384.72	7159	\$93,422,053	\$0.00	\$74,638.90	2033	\$28,580,689	\$0.00	\$22,628.43
ELI WHITNEY/87 SOUTH	7060	87	\$1,188,382	\$0.00	\$1,427.79	5429	\$58,757,968	\$0.00	\$50,768.18	1544	\$16,442,645	\$0.00	\$14,106.67
ELON	4811	39	\$732,072	\$195.00	\$3,607.61	3624	\$57,114,442	\$17,665.00	\$201,223.91	1148	\$19,567,578	\$5,635.00	\$68,615.07
ELON FD	3281	22	\$298,608	\$0.00	\$384.74	2528	\$27,975,481	\$0.00	\$24,405.97	731	\$8,698,696	\$0.00	\$7,550.64
FAUCETTE FD	7611	83	\$934,849	\$0.00	\$1,238.44	5801	\$63,733,190	\$0.00	\$51,443.64	1727	\$19,349,147	\$0.00	\$15,518.13
GIBSONVILLE	3696	31	\$357,818	\$0.00	\$2,080.40	2872	\$39,641,682	\$0.00	\$195,857.07	793	\$11,478,898	\$0.00	\$56,354.65
GRAHAM	15236	158	\$2,231,490	\$0.00	\$11,219.05	11580	\$143,778,046	\$0.00	\$420,667.50	3498	\$48,103,385	\$0.00	\$139,789.15
GREEN LEVEL	2524	26	\$426,692	\$0.00	\$1,704.46	1933	\$19,746,300	\$0.00	\$52,052.62	565	\$5,479,285	\$0.00	\$14,291.40
HAW RIVER	2246	23	\$302,192	\$0.00	\$2,133.50	1783	\$19,236,516	\$0.00	\$85,502.40	440	\$4,998,626	\$0.00	\$22,074.72
HAW RIVER FD	4237	31	\$560,521	\$0.00	\$848.40	3215	\$33,098,153	\$0.00	\$30,603.23	991	\$11,893,824	\$0.00	\$10,946.47
MEbane	12055	169	\$2,483,692	\$0.00	\$12,554.77	9263	\$131,634,471	\$0.00	\$491,704.34	2623	\$38,769,861	\$0.00	\$143,809.05
NORTH CENTRAL ALAMAN	1609	12	\$226,453	\$0.00	\$283.60	1250	\$15,632,056	\$0.00	\$14,163.11	347	\$4,642,285	\$0.00	\$4,188.82
NORTH EASTERN ALAMAN	5385	55	\$831,986	\$0.00	\$1,098.68	4166	\$49,536,963	\$0.00	\$41,542.46	1164	\$14,172,151	\$0.00	\$11,812.43
OSSIPEE	392	5	\$68,796	\$0.00	\$75.54	301	\$2,917,339	\$0.00	\$2,362.26	86	\$904,610	\$0.00	\$727.38
SNOW CAMP FD	7681	70	\$822,227	\$0.00	\$1,124.79	5902	\$64,699,389	\$0.00	\$57,023.49	1700	\$20,436,737	\$0.00	\$17,873.42

Step 6: Export the Report: Click on the export icon and you will have to option to export the report into Excel or another format.



The screenshot shows a software interface for tax reporting. At the top, there are dropdown menus for 'Fiscal or Calendar' (set to 'Calendar'), 'Year For' (set to '2025'), 'Select Tax Districts' (set to '54 EAST FD, ALAMANCE, ALAMAN'), and a search bar. Below the header is a navigation bar with icons for back, forward, search, and print, along with a zoom level of '100%'. The main content area features the 'North Carolina' state seal and the text 'System'. A dropdown menu is open, showing 'Word', 'Excel' (which is circled in red), and 'CSV (comma delimited)'. Below this, a table titled 'Alamance County' displays data for various tax districts across 'Year 1' and 'Year 2'. The table includes columns for Jurisdiction, Total Bill Count, Bill Count, Taxable Value, Paid Fees, Paid Taxes, and Taxable Value. The data shows the following approximate values:

Jurisdiction	Total Bill Count	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees
54 EAST FD	4837	62	\$1,912,159	\$0.00	\$1,004.44	3692	\$50,961,573	
ALAMANCE	1124	10	\$128,829	\$0.00	\$283.45	870	\$14,950,948	
ALAMANCE COUNTY	159570	1664	\$23,823,769	\$0.00	\$171,248.29	121923	\$1,520,475,173	
ALTAMAHAM-OSSIPEE FD	6526	63	\$807,718	\$0.00	\$1,245.21	4986	\$57,296,255	
BURLINGTON	47165	527	\$7,998,101	\$2,615.00	\$52,898.32	35747	\$449,343,760	\$175,25
BURLINGTON SPECIAL D	115					92	\$939,988	
E ALAMANCE FD	5483	43	\$496,097	\$0.00	\$572.44	4232	\$52,681,757	
E.H. HOLT FD	9272	80	\$1,064,361	\$0.00	\$1,384.72	7159	\$93,422,053	
ELI WHITNEY/87 SOUTH	7060	87	\$1,180,382	\$0.00	\$1,427.79	5429	\$58,757,968	

Click on the “Save File” icon and choose “Excel”

Step 7: Save the report on your server: The Excel report will display. Save the report on your server. You should have the option go save the report



North Carolina Vehicle Tax System

TR1 Vehicle Report

Alamance County		Year 3				Net	
Jurisdiction	Total Bill Count	Taxable Value	Paid Fees	Paid Taxes	Net Taxable Value	Net Property Tax Paid	
54 EAST FD	48	\$17,058,871	\$0.00	\$18,257.29	\$169,032,603	\$42,117.41	
ALAMANCE	11	\$4,633,220	\$0.00	\$6,733.94	\$19,712,997	\$28,918.97	
ALAMANCE COUNTY	1595	\$485,120,099	\$0.00	\$2,288,943.86	\$2,029,419,041	\$9,081,004.36	
ALATAMAHAW-OSSIPEE FD	65	\$17,498,783	\$0.00	\$17,452.64	\$75,512,756	\$76,539.15	
BURLINGTON	471	\$150,655,777	\$107,100.00	\$730,744.06	\$607,997,638	\$2,977,765.75	
BURLINGTON SPECIAL D	1	\$213,470	\$0.00	\$362.90	\$1,153,458	\$1,982.99	
E ALAMANCE FD	54	\$17,547,552	\$0.00	\$12,296.86	\$70,725,406	\$50,024.80	
E.M. HOLT FD	92	\$28,580,609	\$0.00	\$22,620.43	\$122,987,023	\$98,636.85	
ELI WHITNEY/87 SOUTH	70	\$16,442,645	\$0.00	\$14,106.67	\$76,380,995	\$66,302.64	
ELON	48	\$19,567,578	\$5,635.00	\$68,615.87	\$77,414,092	\$273,446.59	
ELON FD	32	\$8,698,696	\$0.00	\$7,550.64	\$36,964,785	\$32,341.35	
FAUCETTE FD	76	\$19,349,147	\$0.00	\$15,518.13	\$84,017,186	\$68,200.21	
GIBSONVILLE	36	\$11,478,898	\$0.00	\$56,354.65	\$51,478,398	\$254,292.12	
GRAHAM	152	\$48,103,305	\$0.00	\$139,789.15	\$194,112,841	\$571,675.70	
GREEN LEVEL	25	\$5,479,285	\$0.00	\$14,291.40	\$25,652,277	\$68,048.48	
HAW RIVER	22	\$4,998,626	\$0.00	\$22,874.72	\$24,537,334	\$109,718.62	
HAW RIVER FD	42	\$11,893,824	\$0.00	\$10,946.47	\$45,552,498	\$42,488.10	
MEBANE	120	\$38,769,861	\$0.00	\$143,809.05	\$172,888,024	\$648,068.16	
NORTH CENTRAL ALAMAN	16	\$4,642,285	\$0.00	\$4,188.82	\$20,500,794	\$18,635.53	
NORTH EASTERN ALAMAN	53	\$14,172,151	\$0.00	\$11,812.43	\$64,541,100	\$54,453.57	
OSSIPEE	3	\$904,610	\$0.00	\$727.38	\$3,890,745	\$3,165.18	
SNOW CAMP FD	76	\$20,436,737	\$0.00	\$17,873.42	\$85,958,353	\$76,021.70	
SWEPSONVILLE FD	114	\$35,761,740	\$0.00	\$21,499.38	\$150,948,944	\$91,858.72	
Total		\$112,735.00	\$3,630,569.36	\$4,111,299,288	\$14,735,689.75		

Downloads Open Save as

What do you want to do with TR1 Vehicle Report ...

The report will show three years, scroll to right for the “Net Taxable Value” and the “Net Property Tax Paid” totals which need to be entered in the TR-1 and/or TR-2 report Value and Levy fields.

SOME NOTES ABOUT MATCHING NCVTS JURISDICTIONS TO THE JURISDICTIONS ON YOUR TR REPORTS

The TR forms report values and levies for current districts only. If the NCVTS report shows values and levies from old districts that have been dissolved and replaced by new districts, enter those amounts in the corresponding new districts that are prepopulated on your TR forms. Please note that TR forms have standardized district names and codes that will not exactly match the codes the counties have set up in NCVTS.

There may be some differences between districts you have set up in NCVTS and the districts TR forms, because:

1. Some county wide districts may be combined on the TR forms.
2. Districts that are not authorized by a county or municipal budget municipal are not reported on the TR-1 or TR-2 forms.

Do not hesitate to contact the Information Unit at 919-814-1129 there are any questions about how the NCVTS districts map to the districts shown on your TR forms.