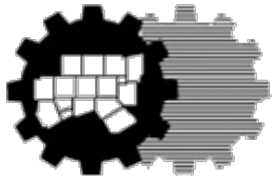


# **AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM**

**Auto Dealer Workshops  
August 2016**

**Robby Sprosty, Air Quality Analyst**

**Trey Pope, Air Quality Analyst**



**North Central Texas Council of Governments**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Vehicle Repair and Replacement Program

**Help qualifying participants repair or replace vehicles that do not pass emissions inspection or are 10 or more years old**

**Target the highest polluting vehicles and allows citizens to contribute to the regional air quality solution**

**\$6 from emissions inspection fee from 1996 and newer vehicles**

**Texas Commission on Environmental Quality (TCEQ) funds approximately \$20 million annually to North Central Texas counties for repair and replacement assistance**

**Provide up to \$600 for repair or up to \$3,500 for replacement assistance**



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Vehicle Repair and Replacement Program Statistics Since Inception (January 2002 – July 2015)

Vehicles retired through Program:	30,948
Funds paid to dealers from Program:	\$91,450,118
Average Replacement Vehicle Cost:	\$18,875
Number of Participating Auto Dealers (FY 2015):	226
High-Emitting Vehicles Repaired:	31,659



# Dealership Participation Requirements

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Participation Requirements

**Texas Department of Motor Vehicles  
(TxDMV) Licensed Motor Vehicle Dealer**

**Read and follow the dealership  
Requirements, Procedures, Terms and  
Conditions**

**Send at least one dealer representative  
to a dealer workshop for program  
training or complete other designated  
training**

**Sign and submit a Dealer Participation  
Agreement outlining the program rules  
and regulations to which every dealer  
will be subjected**



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Participation Requirements - Continued

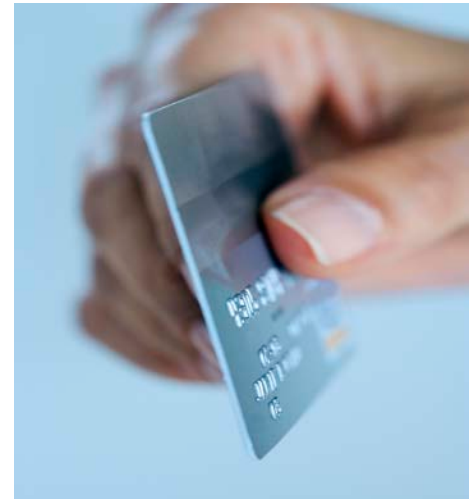
**Maintain at least two valid email addresses**

**Attend all mandatory workshops  
(as required by Regional Administrator)**

**Sell vehicles that meet the requirements  
listed in Section 5.2 of the Terms and  
Conditions**

**Maintain Internet access to the  
AirCheckTexas Dealer database and for the  
public to access the Drive a Clean Machine  
Website**

**Maintain credit card transaction processing  
capabilities with the ability to enter credit  
card number and expiration date into a  
terminal**



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Major Steps in the Process

Participant applies to NCTCOG for replacement voucher.



Approved participant receives voucher letter & manifest in the mail.



Dealer starts checklist process after participant presents voucher.




Dealer determines vehicle eligibility and completes sale.



Dismantler picks up retired vehicle and completes manifest.



Dealer completes checklist and enters information in database.



Dealer mails or ships voucher documents to AirCheckTexas.



Staff reviews documents for payment within ten (10) business days\*



Dealer logs into database and processes credit card information.

# Dealer Starts Checklist and Replacement Vehicle Requirements



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Vehicle Replacement Voucher - Verification

- **Tamper Resistant Paper:**
  - **Light green** color on both sides
  - **Basket weave** pattern on both sides
  - **'COPY'** appears if photocopied
  - **Unique diamond pattern watermark**
- **Participant Information:**
  - Participant name and address
  - Eligible co-signer(s)
  - Retired vehicle information
  - Voucher number
  - Expiration date
- **Letter Heading:**
  - Issued by NCTCOG for nine North Central Texas counties
  - Voucher number used by dealer to claim in the database
  - Expires After = replacement vehicle purchase date must be on or before the date listed. No negotiations or purchase of vehicle may take place before the voucher letter is issued.

### AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM NORTH CENTRAL TEXAS REGION

#### Fiscal Year 2016 Voucher Letter Verification Checklist\*

AirCheckTexas replacement voucher letters have the following features:

#### 1. Tamper Resistant Paper

##### a. Voucher Letter – Front Side (with the participant's information)

- i. Light green color with basket weave pattern
- ii. The hidden message "COPY" appears on a photocopied page
- iii. The word "GENUINE" in lower left corner disappears and will reappear when rubbed.

##### b. Dealer Checklist – Back Side

- i. Light green color with basket weave pattern (same as front of page)
- ii. The watermark is a faint diamond pattern that covers the page when held up to the light. This watermark will not appear if the original document is photocopied.

#### 2. Participant Information – all participant information (name(s), address, eligible co-signer(s), retired vehicle information, voucher number, and expiration date) is automatically printed on the voucher letter.

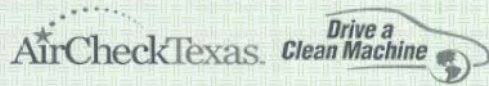
#### 3. Letter Heading

- a. North Central Texas Region – issued by the North Central Texas Council of Governments for Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall and Tarrant counties.
- b. Voucher No. – used to uniquely identify the voucher and participant, used by dealer to claim in the AirCheckTexas database.
- c. Expires After – replacement vehicle purchase date must be on or before the date listed. Note: purchase must not take place before the voucher letter is issued.

**\*NOTE: THE DEALER REPRESENTATIVE MUST VERIFY THAT ALL FEATURES ARE PRESENT BEFORE ACCEPTING A VOUCHER LETTER.**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Vehicle Replacement Voucher Letter



08/4/2015

John Smith  
1212 First Street  
Fort Worth, TX 76109

NORTH CENTRAL TEXAS REGION  
Voucher Number: TAR-08259-1-41915  
Expires after: 09/13/2015

Dear John Smith:

You have been approved to receive replacement assistance through the AirCheckTexas Drive a Clean Machine Program. This approval letter qualifies you to receive \$3,000 toward the purchase of a qualifying car or truck, or \$3,500 toward the purchase of a qualifying hybrid vehicle, electric vehicle, natural gas vehicle, or a Tier 2 Bin 3 or cleaner vehicle. **Please note the expiration date of 09/13/2015 below the voucher number on this letter. This approval letter must be presented and vehicle purchased at a participating dealership on or before the expiration date, as we are unable to provide extensions due to funding availability.**

Retired Vehicle Information:  
1990 Ford Taurus  
VIN: 1FAFP34P6RM769010  
License No.: ASD123

Participant Name(s):  
John Smith

Eligible Co-signer(s):  
Peggy Smith

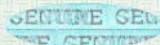
Along with this letter, you will find enclosed the Retired Vehicle Transfer Manifest form, the replacement vehicle requirements insert, and a list of approved participating dealerships.

You must present this approval letter at a dealership on the participating dealerships list included with your voucher. The participant(s) will be responsible for any costs incurred prior to receiving this letter as no reimbursements are allowed. Along with your approval letter, the Retired Vehicle Transfer Manifest form and clear vehicle title, drive the approved retired vehicle listed on this letter to a participating dealership. Your approved vehicle will be left with the dealership and the appropriate voucher amount will be applied as the trade-in value at the time of purchase. You may wish to negotiate a final sales price to ensure you take advantage of all rebates, discounts, and other incentives being offered by the dealer. The participant(s) named on the approval letter must be the name(s) on the replacement vehicle title as the voucher is not transferrable. Also, the approval letter may include the names of all adults in your household verified by the Regional Administrator as possible eligible co-signers. You may be contacted by participating dealers offering their services; however, you can choose from any participating dealers on the list.

The replacement vehicle being purchased must meet certain criteria; please refer to the enclosed insert for important details. For a list of eligible Tier 2 Bin 5 or cleaner vehicles meeting the requirements, visit [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas) or contact our office to obtain a copy of the list.

Please visit [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas) or call 1-800-898-9103 if you have any questions regarding the vehicle retirement/replacement procedure.

Thank you,  
AirCheckTexas Program Regional Administrator



(FOR DEALERSHIP USE ONLY – MUST VERIFY DEALER PARTICIPATION BEFORE TAKING VOUCHER)



NORTH CENTRAL TEXAS REGION  
DEALER CHECKLIST

ALL BOXES BELOW MUST BE CLEARLY CHECKED AND VEHICLE INFORMATION COMPLETED BY A PARTICIPATING DEALERSHIP REPRESENTATIVE. INCOMPLETE INFORMATION MAY RESULT IN DELAYED PROCESSING. CHECKLIST IS NOT INCLUSIVE OF ALL PROGRAM REQUIREMENTS.

- ☐ Participant presents valid voucher letter to the dealer representative (do not begin negotiations until customer has handed the voucher letter to you; verify the voucher letter has security features and has not expired).
- ☐ Dealer representative must verify that their dealership is a North Texas approved participating dealer. Call 817-608-2350 or visit [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas) and locate the NCTCOG participating dealership list.
- ☐ Buyer is the same person(s) as the "Participant Name(s)" printed on the voucher letter.
- ☐ If needed, ensure co-signer's name appears in the "Eligible Co-signer(s)" printed on the voucher letter.
- ☐ Trade-in vehicle is drivable and matches "Retired Vehicle Information" printed on voucher letter.
- ☐ Record all details of **REPLACEMENT** vehicle (being purchased) below before it is sold. Obtain information from vehicle.

VIN	Engine Displ (liters)
Year	Drive (2WD/4WD)
Make	Fuel Type
Model	Underhood ID/ Test Group #
No. of Cylinders	Odometer
Transmission	

- ☐ Vehicle qualifies for program (compare details above against eligible vehicles list at [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas)).
  - ☐ Odometer reading of replacement vehicle being sold is 70,000 miles or less.
  - ☐ Sales price of vehicle is \$35,000 or less for Tier 2 Bin 4 or Bin 5 vehicles, or \$45,000 or less for Tier 2 Bin 3 or cleaner, hybrid, electric or natural gas vehicle (see the "STND" column in the eligible vehicle list for Bin level).
  - ☐ \$3,000.00 voucher value (Tier 2 Bin 4 or 5) or \$3,500 voucher value (Tier 2 Bin 3 or cleaner, hybrid, electric or natural gas vehicle) is listed as trade-in on Buyer's Order and Title Application Line 33(b) (voucher value reduces taxes owed).
  - ☐ Manifest signed and dated by participant(s), dealer representative and dismantler.
  - ☐ Buyer's Order/Bill of Sale and Title Application signed and dated by participant(s) and dealer representative.
  - ☐ Trade-in vehicle is marked "AirCheckTexas" and locked and secured on store lot.
  - ☐ Retired vehicle transferred to participating dismantler (see list at [www.driveacleanmachine.org](http://www.driveacleanmachine.org)).
  - ☐ Keep goldenrod page of manifest and make two copies of white front page after dismantler signs but before they leave with vehicle.
  - ☐ Login to AirCheckTexas database and complete data entry before mailing all required documents.
  - ☐ Mail completed dealer checklist, goldenrod page of manifest, photocopy of front page of manifest, Buyer's Order, Title Application, photocopy of participant's driver license, and passing Vehicle Inspection Report for replacement vehicle. Make and keep copies of all documents for dealership records prior to mailing.
- ALL VOUCHER DOCUMENTS MUST BE RETURNED TO AIRCHECKTEXAS OFFICE WITHIN 30 DAYS OF REPLACEMENT VEHICLE SALES DATE.  
Mail to: AirCheckTexas Program, P.O. Box 5888, Arlington, TX 76005-5888  
Overnight/Delivery Service: AirCheckTexas Program, 616 Six Flags Drive, Centerpoint Two, Arlington, TX 76011

I hereby certify under penalty of perjury that all information provided and contained herein is complete, accurate, and true. I understand that falsification of this information and/or attachments may result in criminal penalties, punishable by law. I acknowledge that all information given is subject to verification and/or monitoring. I authorize AirCheckTexas Program representatives to verify information needed to certify eligibility and release the Regional Administrator of all liability for personal injury, death, or property damage. Dealership representative must sign and date below to ensure processing.

Dealer Representative Signature

Date

Print Dealer Representative Name

Print Dealership Name

(FOR DEALERSHIP USE ONLY)

07/29/2015



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Back – Dealer Checklist



### NORTH CENTRAL TEXAS REGION DEALER CHECKLIST

ALL BOXES BELOW MUST BE CLEARLY CHECKED AND VEHICLE INFORMATION COMPLETED BY A PARTICIPATING DEALERSHIP REPRESENTATIVE. INCOMPLETE INFORMATION MAY RESULT IN DELAYED PROCESSING. CHECKLIST IS NOT INCLUSIVE OF ALL PROGRAM REQUIREMENTS.

- ☐ Participant presents valid voucher letter to the dealer representative (do not begin negotiations until customer has handed the voucher letter to you and make sure voucher letter has security features and has not expired).
- ☐ Dealer representative must verify that their dealership is a North Texas approved participating dealer. Call 817-608-2350 or visit [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas) and locate the NCTCOG participating dealership list.

- Agreement form must be completed and returned to the Regional Administrator **BEFORE** being approved to accept replacement vouchers from program participants.
- Before accepting a voucher from a participant, please make sure your dealership is on the participating dealer list.
- The program cannot reimburse non-participating dealerships.
- This participation list will change year-to-year.

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Back - Dealer Checklist

(FOR DEALERSHIP USE ONLY – MUST VERIFY DEALER PARTICIPATION BEFORE TAKING VOUCHER)



### NORTH CENTRAL TEXAS REGION DEALER CHECKLIST

ALL BOXES BELOW MUST BE CLEARLY CHECKED AND VEHICLE INFORMATION COMPLETED BY A PARTICIPATING DEALERSHIP REPRESENTATIVE. INCOMPLETE INFORMATION MAY RESULT IN DELAYED PROCESSING. CHECKLIST IS NOT INCLUSIVE OF ALL PROGRAM REQUIREMENTS.

- ☐ Participant presents valid voucher letter to the dealer representative (do not begin negotiations until customer has handed the voucher letter to you; verify the voucher letter has security features and has not expired).
- ☐ Dealer representative must verify that their dealership is a North Texas approved participating dealer. Call 817-608-2350 or visit [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas) and locate the NCTCOG participating dealership list.
- ☐ Buyer is the same person(s) as the "Participant Name(s)" printed on the voucher letter.
- ☐ If needed, ensure co-signer's name appears in the "Eligible Co-signer(s)" printed on the voucher letter.
- ☐ Trade-in vehicle is drivable and matches "Retired Vehicle Information" printed on voucher letter.
- ☐ Record all details of REPLACEMENT vehicle (being purchased) below before it is sold. Obtain information from vehicle.

VIN	Engine Displ (liters)
Year	Drive (2WD/4WD)
Make	Fuel Type
Model	Underhood ID/ Test Group #
No. of Cylinders	Odometer
Transmission	

- ☐ Vehicle qualifies for program (compare details above against eligible vehicles list at [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas)).
- ☐ Odometer reading of replacement vehicle being sold is 70,000 miles or less.

# **AIRCHECKTEXAS DRIVE A CLEAN MACHINE**

## **FY 2016 Replacement Vehicle Requirements**

**As of September 1, 2015, eligible models change to:**

**2013-2016 cars, SUVs and minivans**

**2013-2016 hybrid, electric and natural gas vehicles and  
Tier 2 Bin 3 or cleaner vehicles**

**2014-2016 trucks**

**Sales Price Maximum (after rebates, dealer discounts, incentives, etc.):**

**\$35,000 for Tier 2 Bin 4 & Bin 5 vehicles  
(vehicles eligible for \$3,000 voucher)**

**\$45,000 for hybrid, electric, natural gas, and Tier 2 Bin 3  
or cleaner vehicles (vehicles eligible for \$3,500 voucher)**

**Mileage Limitation:**

**70,000 miles or less at time of purchase**

**Federal Tier 2 Bin 5 or cleaner emissions standards, intended for  
everyday use; not to exceed 10,000 lb. weight**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

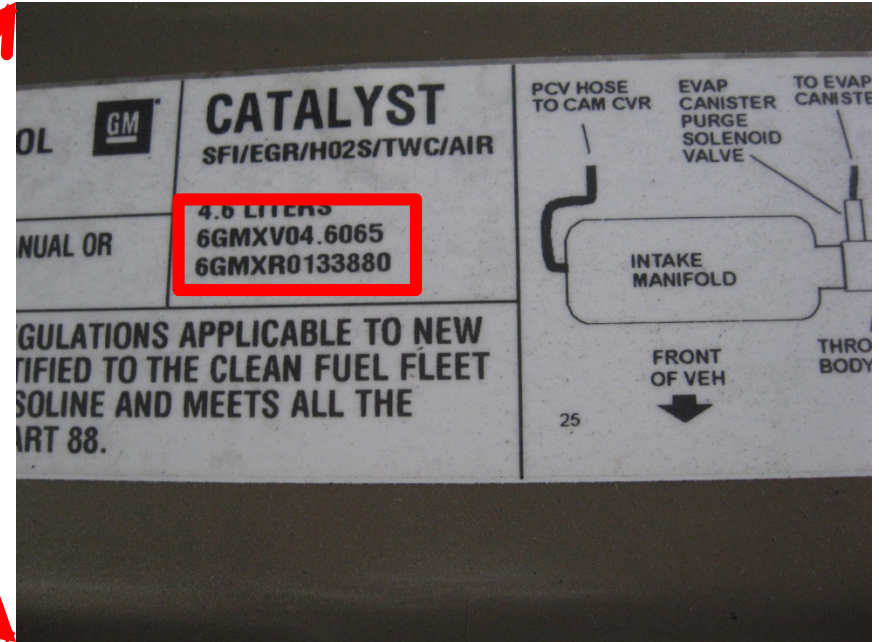
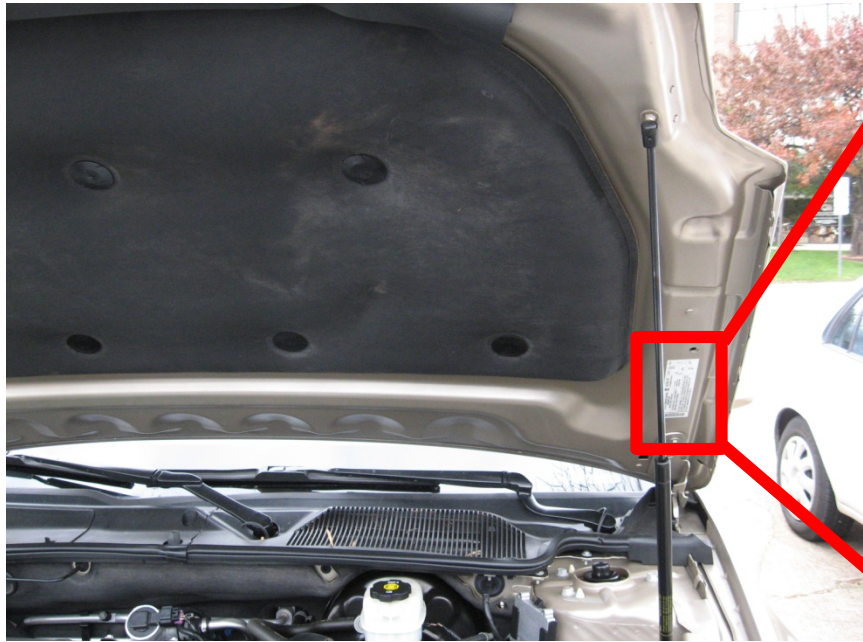
## Potential Locations of Underhood ID Label





# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Location of Underhood ID Label



**Cadillac DTS**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Location of Underhood ID Label

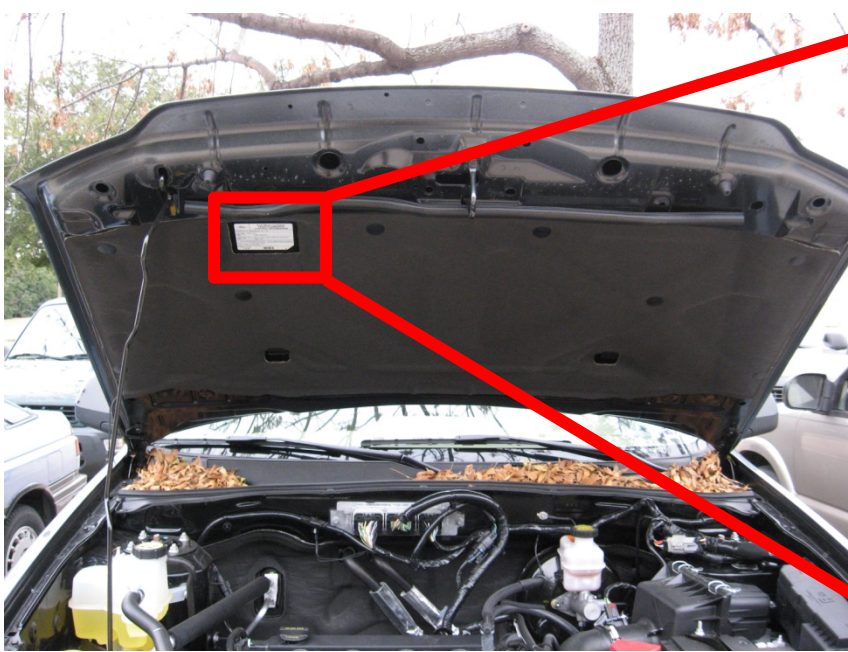


**Hyundai Veracruz**



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Location of Underhood ID Label



Ford Edge

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Verifying From Checklist to the Eligible Vehicle Lists

- Replacement Vehicle Details From the Checklist

VIN	<b>2T3YFREVOFW168445</b>	Engine Displ (liters)	<b>2.5</b>
Year	<b>2015</b>	Drive (2WD/4WD)	<b>2WD</b>
Make	<b>TOYOTA</b>	Fuel Type	<b>GAS (UNLEADED)</b>
Model	<b>RAV-4</b>	Underhood ID/ Test Group #	<b>FTYXJ02.5BEL</b>
No. of Cylinders	<b>4</b>	Odometer	<b>122</b>
Transmission	<b>AUTOMATIC</b>		

- Eligible Vehicle Lists From the Website

MODEL								
YEAR	MODEL	DISPL	CYL	TRANS	DRIVE	FUEL	STND	UNDERHOOD ID
2015	TOYOTA RAV4	2.5	4	SemiAuto-6	2WD	Gasoline	B5	FTYXJ02.5BEL

# **AIRCHECKTEXAS DRIVE A CLEAN MACHINE**

## **Dealer Checklist Summary**

- **Complete all details of vehicle being purchased**
  - **Include full name of the make and model, no abbreviations**
  - **Test Group # is found on a Vehicle Emission Control Information label under the hood**
  - **Vehicle must have 70,000 miles or less**
  - **Vehicle has a current and proper inspection**
    - **Safety only inspection for vehicles two years and newer**
    - **Safety and emissions inspection for vehicles more than two years old**
    - **Dealer to provide copy of valid, passing inspection report with paperwork.**
- **Dealer representative must print, sign and date bottom of page**
- **Enter all information clearly and correctly so staff can verify the vehicle is eligible for reimbursement. Inconsistencies or missing information will result in delayed reimbursement.**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

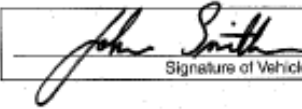
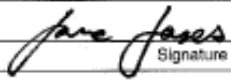
## AirCheckTexas Retired Vehicle Transfer Manifest

INSTRUCTIONS ON REVERSE		AIRCHECKTEXAS RETIRED VEHICLE TRANSFER MANIFEST		NT-1017549	
Program Administrator:		NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) P.O. BOX 5888, ARLINGTON, TEXAS 76005-5888		Phone: (Toll-Free) 817-608-2350	
<b>AUTOMOBILE DEALERSHIP SECTION (To be filled out by Dealership)</b>					
<b>VEHICLE OWNER</b>					
Name: <u>JOHN SMITH</u>		Phone: <u>(817) 555-5555</u>		Date: <u>9-3-2015</u>	
Mailing Address: <u>1212 FIRST ST.</u>		City: <u>ARLINGTON</u>		State: <u>TEXAS</u> Zip: <u>76013</u>	
<b>VEHICLE INFORMATION</b>					
Vehicle Identification Number (VIN): <u>1FAFP34P5RM789010</u>		License Plate Number: <u>ASD123</u>		Odometer Reading: <u>215789</u>	
Year: <u>1990</u> Make: <u>Ford</u> Model: <u>TAURUS</u> Color: <u>GREY</u>		Signature of Vehicle Owner: <u>[Signature]</u>			
Title/Document Number: <u>05745678123760192</u>					
<b>AUTOMOBILE DEALERSHIP</b>					
Dealership: <u>CAR WORLD</u>		Phone: <u>(817) 556-5555</u>		County: <u>TARRANT</u>	
Physical Address: <u>175 SOUTH ST.</u>		City: <u>FORT WORTH</u>		State: <u>TEXAS</u> Zip: <u>76109</u>	
Mailing Address: <u>175 SOUTH ST.</u>		City: <u>FORT WORTH</u>		State: <u>TEXAS</u> Zip: <u>76109</u>	
Dealership Representative Verifying VIN & Receipt of Vehicle: <u>JANE JONES</u>		Signature: <u>[Signature]</u>		Date: <u>9-3-2015</u>	
NOTE: Payment to Automobile Dealership Contingent Upon Signature Below of Dismantler Verifying Receipt of Vehicle.					
<b>VEHICLE RETIREMENT FACILITY SECTION (To be filled out by Salvage/Dismantler Representative)</b>					
*Vehicle Retirement Facility has 6 months after receipt to deliver residual scrap metal to a participating recycling facility.					
Salvage/Dismantling Facility: <u>AUTO DISMANTLER</u>		Phone: <u>(817) 557-5555</u>		County: <u>TARRANT</u>	
Physical Address: <u>111 WEST AVE.</u>		City: <u>FORT WORTH</u>		State: <u>TX</u> Zip: <u>76111</u>	
Mailing Address: <u>111 WEST AVE.</u>		City: <u>FORT WORTH</u>		State: <u>TX</u> Zip: <u>76111</u>	
TxDLR Used Automotive Parts Recycling Business License Number: <u>123456789</u>					
TCEQ Storm Water Permit Number: <u>TXR000V001</u>		NMVTIS ID Number: <u>R001109</u>			
Salvage/Dismantling Facility Representative Verifying VIN & Receipt of Vehicle: <u>TIM JAMES</u>		Signature: <u>[Signature]</u>		Date: <u>9-3-2015</u>	
<b>DESTRUCTION CERTIFICATION</b>					
I certify that the emissions-control equipment AND THE ENGINE of this vehicle have been destroyed. Emissions-control equipment may include, but is not limited to, the following: exhaust gas recirculation system, power control module, catalytic converter, oxygen sensors, evaporative purge canister, positive crankcase ventilation valve, gas cap. (SEE PENALTY NOTICE ON REVERSE SIDE)					
All mercury switches have been removed, and I also certify that the vehicle has been destroyed and the remaining residual scrap metal will be conveyed to a participating recycling facility.					
Dismantler Representative Verifying Destruction of Equipment and Vehicle		Signature		Date	
<b>RECYCLING FACILITY RECEIVING RESIDUAL SCRAP METAL (SEE INSTRUCTIONS ON REVERSE SIDE)</b>					
Recycling Facility:		Phone: ( )		County:	
Physical Address:		City:		State: Zip:	
Scale Ticket/Reference Number: <u>                    </u>					
(Print Name) Recycling Representative Receiving Residual Scrap Metal		Date			
White - Automobile Dealership (to NCTCOG) Green - Automobile Dealership (to file) Yellow - Salvage/Dismantling Facility (to file) Pink - Recycling Facility (to file) Goldenrod - Auto Dealership (to NCTCOG)					



# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## AirCheckTexas Retired Vehicle Transfer Manifest

INSTRUCTIONS ON REVERSE		AIRCHECKTEXAS RETIRED VEHICLE TRANSFER MANIFEST		NT-1017549	
Program Administrator:		NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) P.O. BOX 5888, ARLINGTON, TEXAS 76005-5888		Phone: (Toll-Free) 817-608-2350	
<b>AUTOMOBILE DEALERSHIP SECTION (To be filled out by Dealership)</b>					
<b>VEHICLE OWNER</b>					
Name: <u>JOHN SMITH</u>		Phone: <u>(817) 555-5555</u>		Date: <u>9-3-2015</u>	
Mailing Address: <u>1212 FIRST ST.</u>		City: <u>ARLINGTON</u> State: <u>TEXAS</u>		Zip: <u>76013</u>	
<b>VEHICLE INFORMATION</b>					
1 F A P 3 4 P S R M 7 8 9 0 1 0		A 5 0 1 2 3		2 1 5 7 8 9	
Vehicle Identification Number (VIN)		License Plate Number		Odometer Reading	
Year: <u>1990</u> Make: <u>FORD</u> Model: <u>TAURUS</u> Color: <u>GREY</u>		 Signature of Vehicle Owner			
Title/Document Number: <u>05745678123760192</u>					
<b>AUTOMOBILE DEALERSHIP</b>					
Dealership: <u>CAR WORLD</u>		Phone: <u>(817) 556-5555</u>		County: <u>TARRANT</u>	
Physical Address: <u>175 SOUTH ST.</u>		City: <u>FORT WORTH</u> State: <u>TEXAS</u>		Zip: <u>76109</u>	
Mailing Address: <u>175 SOUTH ST.</u>		City: <u>FORT WORTH</u> State: <u>TEXAS</u>		Zip: <u>76109</u>	
<u>JANE JONES</u>		 Signature		<u>9-3-2015</u> Date	
Dealership Representative Verifying VIN & Receipt of Vehicle					
<b>NOTE: Payment to Automobile Dealership Contingent Upon Signature Below of Dismantler Verifying Receipt of Vehicle.</b>					

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## AirCheckTexas Retired Vehicle Transfer Manifest

### VEHICLE RETIREMENT FACILITY SECTION (To be filled out by Salvage/Dismantler Representative)

\*\*Vehicle Retirement Facility has 6 months after receipt to deliver residual scrap metal to a participating recycling facility.

Salvage/Dismantling Facility: AUTO DISMANTLER Phone: (817) 557-5555 County: TARRANT  
Physical Address: 111 WEST AVE. City: FORT WORTH State: TX Zip: 76111  
Mailing Address: 111 WEST AVE. City: FORT WORTH State: TX Zip: 76111  
TxDLR Used Automotive Parts Recycling Business License Number: 1 2 3 4 5 6 7 8 9  
TCEQ Storm Water Permit Number: TXR00V001 NMVTIS ID Number: R001109

TIM JAMES  
Salvage/Dismantling Facility Representative Verifying VIN & Receipt of Vehicle

Tim James  
Signature

9-3-2015  
Date

### DESTRUCTION CERTIFICATION

I certify that the emissions-control equipment AND THE ENGINE of this vehicle have been destroyed. Emissions-control equipment may include, but is not limited to, the following: exhaust gas recirculation system, power control module, catalytic converter, oxygen sensors, evaporative purge canister, positive crankcase ventilation valve, gas cap. (SEE PENALTY NOTICE ON REVERSE SIDE)

All mercury switches have been removed, and I also certify that the vehicle has been destroyed and the remaining residual scrap metal will be conveyed to a participating recycling facility.

\_\_\_\_\_  
Dismantler Representative Verifying Destruction of Equipment and Vehicle

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### RECYCLING FACILITY RECEIVING RESIDUAL SCRAP METAL (SEE INSTRUCTIONS ON REVERSE SIDE)

Recycling Facility: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ County: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Scale Ticket/Reference Number:                     

\_\_\_\_\_  
(Print Name) Recycling Representative Receiving Residual Scrap Metal

\_\_\_\_\_  
Date

White - Automobile Dealership  
(to NCTCOG)

Green - Automobile Dealership  
(to file)

Yellow - Salvage/Dismantling Facility  
(to file)

Pink - Recycling Facility  
(to file)

Goldenrod - Auto Dealership  
(to NCTCOG)

# **AIRCHECKTEXAS DRIVE A CLEAN MACHINE**

## **Retired Vehicle Manifest Summary**

- **Complete all information in the Automobile Dealership Section**
  - Participant name and address information on this form must match the information showing on the voucher letter
    - If address changes, provide proof of new address
    - If last name changes, provide proof of new name
  - Retired vehicle year, make, model, VIN and license plate must match same information on voucher letter
  - Spell out make and model names; no abbreviations
  - Participant must sign
  - Dealer contact information must be completed
  - Dealer representative must sign and date
- **Enter all information clearly and correctly so staff can verify the manifest meets requirements and can proceed with document review. Inconsistencies or missing information will result in delayed reimbursement.**

# Buyer's Order

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# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Buyer's Order

### VEHICLE PURCHASE AGREEMENT

CAR WORLD  
175 South Street  
Fort Worth, TX 76109  
817.556.5555

<input type="checkbox"/> NEW <input checked="" type="checkbox"/> USED	YEAR 2015	MAKE TOYOTA	BODY STYLE RAV-4	COLOR WHITE
VEHICLE IDENTIFICATION NUMBER 2T3YFREVOFW168445			ENGINE NO.	ODOMETER 122
TRIM	STOCK NO. E8445	WEIGHT/FEE CAT.	TO BE DELIVERED NO LATER THAN 9/3/2015	
THIS VEHICLE WILL BE USED AS:		<input type="checkbox"/> POLICE VEH. <input type="checkbox"/> TAXI <input type="checkbox"/> SALVAGE <input type="checkbox"/> DRIVER ED. VEH. <input type="checkbox"/> GOVT VEH.		
THIS VEHICLE HAS BEEN USED AS:		<input type="checkbox"/> POLICE VEH. <input type="checkbox"/> TAXI <input type="checkbox"/> SALVAGE		

PURCHASER John Smith      Peggy Smith		DATE 9/3/2015
ADDRESS 1212 First Street		
CITY Arlington	STATE Texas	ZIP 76013
RES. PHONE 817.555.5555	BUS. PHONE	COUNTY OF RESIDENCE Tarrant
DRIVERS LICENSE NO. 12345678		STATE TX
		BIRTHDATE 2/5/1945
INSURANCE COMPANY First Insurance		AGENT/PHONE NO. 555.555.5555
POLICY NO. / BINDER NO. 1573223918		SALES PERSON Jane Jones

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Buyer's Order

SUB-TOTAL BROUGHT FORWARD		\$	
		22,101	85
REBATE		2,000	00
SUB-TOTAL		20,101	85
1. PRICE OF VEHICLE	(INCLUDING FREIGHT & ACCESSORIES)	20,101	85
2. OTHER TAXABLE CHARGES			
3. TOTAL TAXABLE PRICE		17,101	85
4. a) SALES TAX		1,068	87
b) LICENSE FEE		65	80
c) TITLE FEE		33	00
5. Documentary Fee		50	00
6. TOTAL DELIVERED PRICE		18,319	52
7. OTHER			
8. CASH DUE ON DELIVERY			
9. TRADE-IN ALLOWANCE	\$ 3,000	00	
10. Less: LIEN	\$ 0	00	
11. TOTAL DOWN PAYMENT		0	00
12. BALANCE		18,319	52
13. FINANCE CHARGE	(SEE SEPARATE FINANCING CONTRACT)		
14. INSURANCE CHARGE			
15. TOTAL AMOUNT OF AGREEMENT		\$ 18,319	52

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Buyer's Order

DESCRIPTION OF TRADE IN			
YEAR 1990	MAKE FORD	BODY STYLE TAURUS	COLOR GREY
VEHICLE IDENTIFICATION NO. 1FAFP34P5RM789010		APPRAISED BY	APPRAISAL 3,000
CURRENT ODOMETER READING 215,789		BALANCE OWED TO	BALANCE OWED 0
THIS VEHICLE HAS BEEN USED AS: <input type="checkbox"/> POLICE VEH. <input type="checkbox"/> TAXI <input type="checkbox"/> SALVAGE <input type="checkbox"/> DRIVER ED. VEH. <input type="checkbox"/> GOVT VEH.			
<p>IF THIS IS FOR A USED CAR OR LIGHT TRUCK, THE INFORMATION YOU SEE ON THE (FEDERAL TRADE COMMISSION) WINDOW FORM IS PART OF THIS AGREEMENT. INFORMATION ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT SALE.</p> <p>THIS AGREEMENT IS NOT BINDING UPON EITHER THE PURCHASER OR THE DEALER UNTIL SIGNED BY BOTH PARTIES, OR SHALL NOT BE BINDING UPON THE DEALER, OR THE PURCHASER UNTIL ALL CREDIT TERMS, IF APPLICABLE, ARE APPROVED AND ACCEPTED BY ALL THE PARTIES-DEALER, PURCHASER AND LENDING INSTITUTION. IF CREDIT TERMS ARE NOT ACCEPTED, FULL DEPOSIT WILL BE REFUNDED TO PURCHASER. AGREEMENT BASED UPON AVAILABILITY OF VEHICLE. PURCHASER IS OF LEGAL AGE IN THIS STATE.</p>			
I HAVE READ THE TERMS ON THE BACK AND HAVE RECEIVED A COMPLETED COPY OF THIS AGREEMENT			
X	John Smith		9 / 3 / 2015
	PURCHASER'S SIGNATURE		DATE
X	Peggy Smith		9 / 3 / 2015
	CO-PURCHASER'S SIGNATURE		DATE
X	Joe Jones		9 / 3 / 2015
	DEALER OR AUTHORIZED REPRESENTATIVE		DATE

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Buyer's Order Summary

- Participant name and address information on this form must match same information on voucher letter
  - If address changes, provide proof of new address
  - If last name changes, provide proof of new name
- Replacement vehicle (being purchased) year, make, model, and VIN must match information provided on back of voucher
- Voucher amount (\$3,000 or \$3,500) listed as trade-in; sales tax calculations will be checked
- Vehicle sales price must meet program guidelines
- Purchase date must be within voucher issued date and expiration date; dates shown before voucher issued or after expiration date will NOT be reimbursed.
- Participant and dealer must sign and date
- Enter all information correctly so staff can verify the vehicle meets requirements and proceed with document review.
- Incorrect/missing info. will result in delayed reimbursement.

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Title Application

APPLICATION FOR TEXAS TITLE										
TYPE OR PRINT NEATLY IN INK										
TAX OFFICE USE ONLY					Standard Presumptive Value					
Tax Collector: <b>Betsy Price</b>					County: <b>Tarrant</b>					<input type="checkbox"/> SPV \$
Date: <b>09/03/2015</b>					Transaction Number:					<input type="checkbox"/> Appraisal Value \$
1. Vehicle Identification Number		2. Year		3. Make	4. Body Style	5. Model	6. Major Color	7. Minor Color		
<b>2T3YFREV0FW168445</b>		<b>2015</b>		<b>TOYOTA</b>	<b>SUV</b>	<b>RAV-4</b>	<b>WHITE</b>			
8. Plate No.		9. Odometer Reading (no tenths)		10. This is the Actual mileage unless one of the following is checked:			<input type="checkbox"/> Exempt			
<b>122</b>		<b>122</b>		<input type="checkbox"/> N - Not Actual Mileage (WARNING-ODOMETER DISCREPANCY)			<input type="checkbox"/> X- Mileage Exceeds Mechanical Limits			
11. Empty Weight		12. Carrying Capacity (if any)		13. For corrected title, check reason(s):						
<b>3,435</b>				<input type="checkbox"/> Make <input type="checkbox"/> Body Style <input type="checkbox"/> Model <input type="checkbox"/> Change in Vehicle Description <input type="checkbox"/> VIN <input type="checkbox"/> Year						
				<input type="checkbox"/> Add Lien <input type="checkbox"/> Remove Lien <input type="checkbox"/> Other <input type="checkbox"/> Odometer Reading <input type="checkbox"/> Odometer Brand						
14. Applicant Type <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Government <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit										
First Applicant/Owner Photo ID Number _____ or FEIN/EIN _____										
15. ID Type <input checked="" type="checkbox"/> U.S. Driver's License/ID Card <b>12345678</b> (State/Territory) <input type="checkbox"/> Passport _____ (Country) _____										
<input type="checkbox"/> U.S. Military ID <input type="checkbox"/> NATO ID <input type="checkbox"/> Other Military Status of Forces Photo ID										
<input type="checkbox"/> U.S. Citizenship & Immigration Services/DOJ ID <input type="checkbox"/> U.S. Department of State ID <input type="checkbox"/> U.S. Department of Homeland Security ID										
16a. Applicant/Owner Legal Name First Middle Last Suffix (if any)										
<b>John</b> _____ <b>Smith</b> _____										
16b. Entity Name _____ 17. Owner County of Residence										
<b>Tarrant</b>										
18. Additional Owner Name (if applicable) First Middle Last Suffix (if any)										
<b>Peggy</b> _____ <b>Smith</b> _____										
19. Mailing Address City State Zip										
<b>1212 First Street</b> <b>Arlington</b> <b>TX</b> <b>76013</b>										
20. Previous Owner Name/Business Name City State Dealer GDN (if applicable) Unit No. (if applicable)										
<b>Car World</b> <b>Fort Worth</b> <b>TX</b> _____										
21. Renewal Recipient Name (if different) First Middle Last Suffix (if any)										
_____										
22. Renewal Mailing Address (if different) City State Zip										
_____										
23. Vehicle Location Address (if different) City State Zip										
_____										
24. First Lien Date 25. Lienholder Name (first) 26. Certified Lienholder ID No. 27. Electronic Title Request? <input type="checkbox"/> (Cannot check # 28)										
<b>09/03/2015</b> <b>Bank of Texas</b> _____ <input type="checkbox"/> (Attach Form VTR-267)										
29. Lienholder Mailing Address City State Zip										
<b>123 Maple Street</b> <b>Fort Worth</b> <b>TX</b> <b>76115</b>										
30. Check only if applicable: MOTOR VEHICLE TAX STATEMENT										
<input type="checkbox"/> I hold Motor Vehicle Retailer's (Retail) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code, §152.046 [c]).										
<input type="checkbox"/> I am a dealer or lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code, §152.002 [c]). GDN or Lessor Number _____										
31. <input type="checkbox"/> Trade-in (if any) Vehicle Identification Number Year Make 32. <input type="checkbox"/> Additional Trade-ins?										
<b>1FAFP34P5RM789010</b> <b>1990</b> <b>Taurus</b>										
33. SALES AND USE TAX COMPUTATION										
(a) Sales Price (\$2000.00 rebate has been deducted) \$ <b>20,101.85</b> <input type="checkbox"/> \$90 New Resident Tax - (Previous State)										
(b) Less Trade-in Amount, described in Item 31 above \$ <b>(3,000.00)</b> <input type="checkbox"/> \$5 Even Trade Tax										
(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, described in Item 31 above \$ _____ <input type="checkbox"/> \$10 Gift Tax - Use Comptroller Form 14-317										
(d) Taxable Amount (Item a minus Item b or Item c) \$ <b>17,101.85</b> <input type="checkbox"/> \$65 Rebuilt Salvage Fee										
(e) 6.25% Tax on Taxable Amount (Multiply Item d by .0625) \$ <b>1,068.87</b> <input type="checkbox"/> 2.5% Emissions Fee (Diesel Vehicles 1996 and Older > 14,000 lbs.)										
(f) Late Tax Payment Penalty <input type="checkbox"/> 5% or <input type="checkbox"/> 10% \$ <b>0.00</b> <input type="checkbox"/> 1% Emissions Fee (Diesel Vehicles 1997 and Newer > 14,000 lbs.)										
(g) Tax Paid to (STATE) \$ <b>0.00</b> <input type="checkbox"/> Exemption claimed under the Motor Vehicle Sales and Use Tax Law because:										
(h) AMOUNT OF TAX AND PENALTY DUE (Item e plus Item f minus Item g) \$ <b>1,068.87</b> <input type="checkbox"/> \$28 or \$33 Application Fee for Texas Title										
(Contact your county tax assessor-collector for the correct fee.)										
I Hereby Certify That All Statements in This Document Are True And Correct To The Best Of My Knowledge And Belief.										
34. Signature of Seller, Lessor, or Trader <b>Jane Jones</b> Printed Name (Same as Signature) <b>Jane Jones</b> Date <b>09/03/2015</b>										
35. Signature of Additional Seller(s), Donor(s), or Trader(s) _____ Printed Name(s) (Same as Signature(s)) _____ Date _____										
36. Signature of Applicant/Owner <b>John Smith</b> Printed Name (Same as Signature) <b>John Smith</b> Date <b>09/03/2015</b>										
37. Signature of Additional Owner(s) <b>Peggy Smith</b> Printed Name(s) (Same as Signature(s)) <b>Peggy Smith</b> Date <b>09/03/2015</b>										
WARNING: Transportation Code, §501.155, provides that falsifying information on title transfer documents is a third-degree felony offense.										
Form 130-U (Rev 02/2015) Online Form at www.TxDMV.gov Page 1 of 2										

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Title Application

APPLICATION FOR TEXAS TITLE						
TYPE OR PRINT NEATLY IN INK						
TAX OFFICE USE ONLY				Standard Presumptive Value		
Tax Collector: <b>Betsy Price</b>		County: <b>Tarrant</b>		<input type="checkbox"/> SPV \$		
Date: <b>09/03/2015</b>		Transaction Number:		<input type="checkbox"/> Appraisal Value \$		
1. Vehicle Identification Number	2. Year	3. Make	4. Body Style	5. Model	6. Major Color	7. Minor Color
<b>2T3YFREV0FW168445</b>	<b>2015</b>	<b>TOYOTA</b>	<b>SUV</b>	<b>RAV-4</b>	<b>WHITE</b>	
8. Plate No.	9. Odometer Reading (no tenths)	10. This is the Actual mileage unless one of the following is checked: <input type="checkbox"/> Exempt				
<b>122</b>	<b>122</b>	<input type="checkbox"/> N- Not Actual Mileage (WARNING-ODOMETER DISCREPANCY) <input type="checkbox"/> X- Mileage Exceeds Mechanical Limits				
11. Empty Weight	12. Carrying Capacity (if any)	13. For corrected title, check reason(s):				
<b>3,435</b>		<input type="checkbox"/> Make	<input type="checkbox"/> Body Style	<input type="checkbox"/> Model	<input type="checkbox"/> Change in Vehicle Description	<input type="checkbox"/> VIN
		<input type="checkbox"/> Add Lien	<input type="checkbox"/> Remove Lien	<input type="checkbox"/> Other	<input type="checkbox"/> Odometer Reading	<input type="checkbox"/> Odometer Brand
14. Applicant Type <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Government <input type="checkbox"/> Trust <input type="checkbox"/> Non-Profit						
First Applicant/Owner Photo ID Number _____ or FEIN/EIN _____						
15. ID Type <input checked="" type="checkbox"/> U.S. Driver's License/ID Card <b>12345678</b> (State/Territory) <input type="checkbox"/> Passport _____ (Country) _____						
<input type="checkbox"/> U.S. Military ID <input type="checkbox"/> NATO ID <input type="checkbox"/> Other Military Status of Forces Photo ID						
<input type="checkbox"/> U.S. Citizenship & Immigration Services/DOJ ID <input type="checkbox"/> U.S. Department of State ID <input type="checkbox"/> U.S. Department of Homeland Security ID						
16a. Applicant/Owner Legal Name						
First	Middle	Last			Suffix (if any)	
<b>John</b>		<b>Smith</b>				
16b. Entity Name					17. Owner County of Residence	
					<b>Tarrant</b>	
18. Additional Owner Name (if applicable)						
First	Middle	Last			Suffix (if any)	
<b>Peggy</b>		<b>Smith</b>				
19. Mailing Address						
<b>1212 First Street</b>		<b>Arlington</b>		<b>TX</b>	<b>76013</b>	
20. Previous Owner Name/Business Name						
<b>Car World</b>		<b>Fort Worth</b>		<b>TX</b>	Dealer GDN (if applicable) Unit No. (if applicable)	
21. Renewal Recipient Name (if different)						
First	Middle	Last			Suffix (if any)	
22. Renewal Mailing Address (if different)						
				State	Zip	
23. Vehicle Location Address (if different)						
				State	Zip	
24. First Lien Date	25. Lienholder Name (first)		26. Certified Lienholder ID No.	27. Electronic Title Request?	(Cannot check # 28)	
<b>09/03/2015</b>	<b>Bank of Texas</b>			<input type="checkbox"/>	<input type="checkbox"/> (Attach Form VTR-267)	
28. Additional Lien(s)?						
29. Lienholder Mailing Address						
<b>123 Maple Street</b>		<b>Fort Worth</b>		<b>TX</b>	<b>76115</b>	
30. Check only if applicable:						
MOTOR VEHICLE TAX STATEMENT						
<input type="checkbox"/> I hold Motor Vehicle Retailer's (Rental) Permit No. _____ and will satisfy the minimum tax liability (V.A.T.S., Tax Code, §152.046 [c]).						
<input type="checkbox"/> I am a dealer or lessor and qualify to take the Fair Market Value Deduction (V.A.T.S., Tax Code, §152.002 [c]). GDN or Lessor Number _____						
31. <input type="checkbox"/> Trade-in (if any) Vehicle Identification Number						
<b>1FAFP34P5RM789010</b>		Year	Make	32. <input type="checkbox"/> Additional Trade-ins?		
		<b>1990</b>	<b>Taurus</b>			

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Title Application

33. SALES AND USE TAX COMPUTATION		
<input checked="" type="checkbox"/> (a) Sales Price (\$2000.00 rebate has been deducted)	\$ 20,101.85	<input type="checkbox"/> \$90 New Resident Tax - (Previous State)
(b) Less Trade-in Amount, described in Item 31 above	\$ ( 3,000.00 )	<input type="checkbox"/> \$5 Even Trade Tax
(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, described in Item 31 above	\$ ( )	<input type="checkbox"/> \$10 Gift Tax - Use Comptroller Form 14-317
(d) Taxable Amount (Item a minus Item b or Item c)	\$ 17,101.85	<input type="checkbox"/> \$65 Rebuilt Salvage Fee
(e) 6.25% Tax on Taxable Amount (Multiply Item d by .0625)	\$ 1,068.87	<input type="checkbox"/> 2.5% Emissions Fee (Diesel Vehicles 1996 and Older > 14,000 lbs.)
(f) Late Tax Payment Penalty <input type="checkbox"/> 5% or <input type="checkbox"/> 10%	\$ 0.00	<input type="checkbox"/> 1% Emissions Fee (Diesel Vehicles 1997 and Newer > 14,000 lbs.)
(g) Tax Paid to (STATE)	\$ 0.00	<input type="checkbox"/> Exemption claimed under the Motor Vehicle Sales and Use Tax Law because:
(h) AMOUNT OF TAX AND PENALTY DUE (Item e plus Item f minus Item g)	\$ 1,068.87	<input type="checkbox"/> \$28 or \$33 Application Fee for Texas Title
(Contact your county tax assessor-collector for the correct fee.)		

I Hereby Certify That All Statements in This Document Are True And Correct To The Best Of My Knowledge And Belief.

34. <u>Jane Jones</u> Signature of Seller, Donor, or Trader	<u>Jane Jones</u> Printed Name (Same as Signature)	<u>09/03/2015</u> Date
35. _____ Signature of Additional Seller(s), Donor(s), or Trader(s)	_____ Printed Name(s) (Same as Signature(s))	_____ Date
36. <u>John Smith</u> Signature of Applicant/Owner	<u>John Smith</u> Printed Name (Same as Signature)	<u>09/03/2015</u> Date
37. <u>Peggy Smith</u> Signature of Additional Owner(s)	<u>Peggy Smith</u> Printed Name(s) (Same as Signature(s))	<u>09/03/2015</u> Date

**WARNING:** Transportation Code, §501.155, provides that falsifying information on title transfer documents is a third-degree felony offense.

Form 130-U (Rev 02/2015) Online Form at [www.TxDMV.gov](http://www.TxDMV.gov) Page 1 of 2

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Title Application Summary

- Participant name and address information on this form must match same information on voucher letter
  - If address changes, provide proof of new address
  - If last name changes, provide proof of new name
- Replacement vehicle (being purchased) year, make, model, VIN must match same information on dealer checklist
- Voucher amount (\$3,000 or \$3,500) listed as trade-in; sales tax calculations will be checked
- Vehicle sales price must meet program guidelines
- Purchase date must be within voucher issued date and expiration date; dates shown before voucher issued or after expiration date will NOT be reimbursed.
- Participant and dealer must sign and date
- Enter all information correctly so staff can verify the vehicle meets requirements and proceed with document review. Incorrect/missing info. will result in delayed reimbursement.



# Dealer Database Demonstration

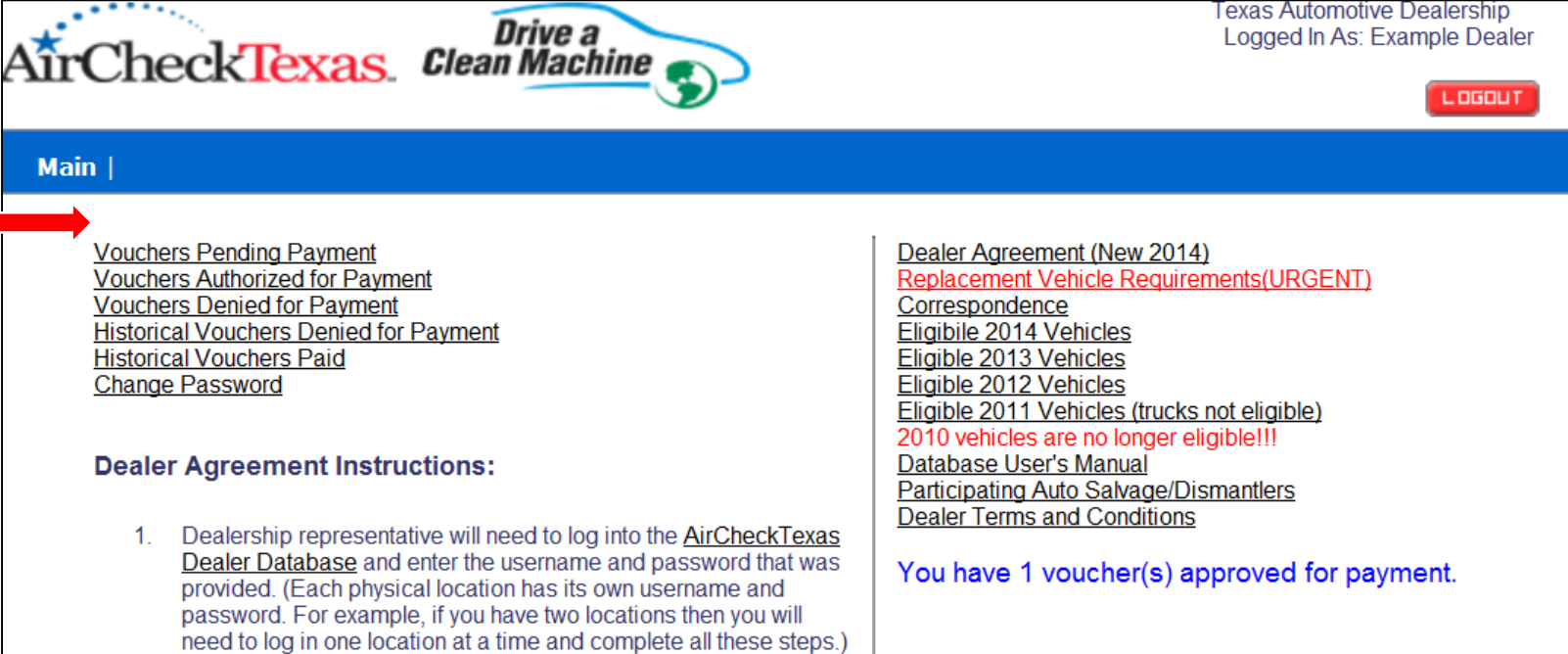
## Obtaining Reimbursement

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Dealer Database Main Page

Login using your specific dealership username and password

Main page view – If you DO NOT see the Search for Vouchers option, then your location has not been activated to accept Replacement vouchers



**AirCheckTexas** *Drive a Clean Machine*

Texas Automotive Dealership  
Logged In As: Example Dealer

**Logout**

**Main |**

[Vouchers Pending Payment](#)  
[Vouchers Authorized for Payment](#)  
[Vouchers Denied for Payment](#)  
[Historical Vouchers Denied for Payment](#)  
[Historical Vouchers Paid](#)  
[Change Password](#)

**Dealer Agreement Instructions:**

1. Dealership representative will need to log into the [AirCheckTexas Dealer Database](#) and enter the username and password that was provided. (Each physical location has its own username and password. For example, if you have two locations then you will need to log in one location at a time and complete all these steps.)



[Dealer Agreement \(New 2014\)](#)  
[Replacement Vehicle Requirements\(URGENT\)](#)  
[Correspondence](#)  
[Eligible 2014 Vehicles](#)  
[Eligible 2013 Vehicles](#)  
[Eligible 2012 Vehicles](#)  
[Eligible 2011 Vehicles \(trucks not eligible\)](#)  
[2010 vehicles are no longer eligible!!!](#)  
[Database User's Manual](#)  
[Participating Auto Salvage/Dismantlers](#)  
[Dealer Terms and Conditions](#)

**You have 1 voucher(s) approved for payment.**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Dealer Database Main Page


Main page view – If you DO see the Search for Vouchers option, then your location has been activated to accept Replacement vouchers.



Texas Automotive Dealership  
Logged In As: Example Dealer

LOGOUT

Main |

[Search for Vouchers](#)  
[Vouchers Pending Payment](#)  
[Vouchers Authorized for Payment](#)  
[Vouchers Denied for Payment](#)  
[Historical Vouchers Denied for Payment](#)  
[Historical Vouchers Paid](#)  
[Change Password](#)

**Dealer Agreement Instructions:**

1. Dealership representative will need to log into the [AirCheckTexas Dealer Database](#) and enter the username and password that was provided. (Each physical location has its own username and password. For example, if you have two locations then you will need to log in one location at a time and complete all these steps.)

[Dealer Agreement \(New 2014\)](#)  
[Replacement Vehicle Requirements\(URGENT\)](#)  
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[Eligible 2014 Vehicles](#)  
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[Eligible 2012 Vehicles](#)  
[Eligible 2011 Vehicles \(trucks not eligible\)](#)  
[2010 vehicles are no longer eligible!!!](#)  
[Database User's Manual](#)  
[Participating Auto Salvage/Dismantlers](#)  
[Dealer Terms and Conditions](#)

You have 1 voucher(s) approved for payment.

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Dealer Database Follow-up Summary

- User's manual guides dealer through database  
(<http://www.nctcog.org/trans/air/act/DlrUserManual.pdf>)
- Dealer must have computer with internet access and credit card terminal to obtain reimbursement
- Dealer will receive a login user name and password upon signup
- Dealer logs into database before mailing voucher paperwork to regional administrator
  - Enter Voucher Number into “Search for Vouchers” link
  - Enter completed dealer checklist fields where prompted in the database
  - Click the “Update” button and receive “Successfully entered” message; claimed voucher then transfers to “Vouchers Pending Payment” link
- Dealer mails or ships all required voucher documents to Regional Administrator
- Each dealership is responsible for routinely logging in and checking status of their submitted vouchers.

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Requirements for Voucher Reimbursement

**Enter voucher and replacement vehicle information into the dealer database**

**Submit by mail or shipment:**

- **Completed and signed voucher letter/checklist**
- **Manifest photocopy**
- **Goldenrod copy of manifest**
- **Buyer's order**
- **Title application**
- **Vehicle Inspection Report\***
- **Photocopy of participant(s) Driver License(s)\***
- **Proof of address change (if applicable)**
- **Verification of name change (if applicable)**

**Must submit all documents within 30 days of sale date**

**Make copies of everything you send us and keep for three (3) years**

(\***NEW** for FY 2016)

# **AIRCHECKTEXAS DRIVE A CLEAN MACHINE**

## **Surveying Participants**

**All participants surveyed after redeeming their voucher to determine:**

- Were they treated fairly?**
- Were they charged fees to use their voucher?**
- Have they experienced problems with their replacement vehicle?**
- Should the dealership be allowed to continue participating in the AirCheckTexas Program?**

# **AIRCHECKTEXAS DRIVE A CLEAN MACHINE**

## **Site Visits and Monitoring**

**Regional Administrator may conduct periodic onsite monitoring visits at participating dealer locations to ensure compliance with program rules.**

**Documentation of vehicle purchases, retirement vehicle transfers, account activity may be reviewed for consistent information and inspection of any retirement vehicle awaiting transfer to an approved dismantler.**

**Dealer representative will need to be onsite to meet and assist Regional Administrator staff.**

**Regional Administrator shall notify dealerships verbally and/or in writing of any Findings. Dealership may be given an opportunity to correct these findings. Additional site visits may be required to follow up on these findings.**

# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Sign and Submit Participation Agreement

**Important Steps After Completing Workshop:**

**By signing and submitting an agreement,  
dealership agrees to all Terms and Conditions**

**Allow 7-10 business days for processing**

**You will see the Search For Vouchers link on  
the Main page of the dealer database once  
your dealership is officially signed up.**





# AIRCHECKTEXAS DRIVE A CLEAN MACHINE

## Contact Information For Dealerships

**Dealer Line: (817) 608-2350**

**Fax: (817) 695-9292**

**Email: [airchecktexas@nctcog.org](mailto:airchecktexas@nctcog.org)**

**Website: [www.nctcog.org/airchecktexas](http://www.nctcog.org/airchecktexas)**

**Address: AirCheckTexas Program  
PO Box 5888  
Arlington, TX 76005-5888**