

AirCheckTexas Drive a Clean Machine

Participating Dealership Handbook

North Central Texas





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AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

GRANT ACTIVITIES PLAN EXCERPT

Section 10: Automobile Dealerships

10.1 Participation Requirements

10.1.1 Dealerships interested in participating in the AirCheckTexas Drive a Clean Machine Program must meet the following criteria:

- Sign a Dealership Participation Agreement; and
- Submit a W-9 form; and
- Maintain a valid email address; and
- Attend all mandatory workshops (no more than one per year); and
- Have internet access, including availability for the public.

10.1.2 Dealerships must have level 2 credit card transaction processing capabilities.

10.1.3 Dealerships must retain copies of the following for each participant: the replacement voucher, top page of Retired Vehicle Transfer Manifest, application for title, and buyer's order for a minimum of three (3) years. Dealerships must also keep the original green copy of the Retired Vehicle Transfer Manifest for each participant for a minimum of three (3) years.

10.2 Program Procedures

10.2.1 Upon presentation of a replacement voucher, the dealership must:

1. Verify the replacement voucher is genuine by checking for document security features. (This step protects the dealership from accepting a fraudulent voucher and/or from accepting an ineligible vehicle.)
2. Verify that the vehicle identification number (VIN), license plate number, vehicle make, model, and year printed on the voucher matches the vehicle presented for retirement.
3. Verify clear title of retired vehicle is surrendered to the dealership.

10.2.2 After verifying voucher and retired vehicle, the dealership must proceed with assisting the participant in locating a replacement vehicle for purchase. The replacement vehicle must meet the following requirements:

1. Federal Tier 2, Bin 5 or cleaner emissions standards; and

2. Current model year and up to three model years old car; or
 3. Current model year and up to two model years old truck; or
 4. Current or previous model year hybrid vehicle; and
 5. The sales price does not exceed \$25,000 as documented on line 21(a) of the Application for Texas Certificate of Title; and
 6. Intended for everyday use and not exceed 10,000 lbs. in Gross Vehicle Weight (Buses, campers, recreational vehicles and motorcycles are not considered vehicles for everyday use for purposes of this program).
- 10.2.3 The dealership must secure participant financing before finalizing all sales.
- 10.2.4 Any cosigners must reside within the same household as the participant.
- 10.2.5 The dealership representative and the participant must sign the voucher and Retired Vehicle Transfer Manifest indicating the retired vehicle is being left in the possession of the dealership. The voucher amount should be deducted from the sales amount and indicated on line 21(b), Less Trade-In Amount on the Application for Texas Certificate of Title.
- 10.2.6 After the dealership transfers the retired vehicle to a participating dismantler at no cost, the dealership will log into the Regional Administrator's AirCheckTexas database (airchecktexas.nctcog.org) and provide information to record the sale of the replacement vehicle.
- 10.2.7 The dealership will transmit appropriate documents outlined in section 10.4.3 to the Regional Administrator. The dealership must receive authorization from the Regional Administrator before proceeding with payment by purchase card. The dealership agrees that payments without prior Regional Administrator authorization are subject to chargeback to the dealership at the Regional Administrator's sole discretion.
- 10.2.8 The Regional Administrator will provide an authorization code to the dealer within five (5) business days once all completed paperwork required in section 10.4.3 has been received.
- 10.2.9 The dealer will access the AirCheckTexas database (airchecktexas.nctcog.org) to obtain authorization code and proceed with payment procedures outlined in section 10.4.

10.3 Customer Service Responsibilities

- 10.3.1 Priority is not required for participants; however, each dealership is obligated to conduct business with AirCheckTexas participants as any other customer.

- 10.3.2 The dealership must provide participants with professional recommendations for replacement vehicle purchases and help participants locate the proper vehicle that meets the program requirements.
- 10.3.3 The dealership must have a kiosk or designated computer available for the public to apply to the AirCheckTexas Program online. The dealership may assist the participant with their application.
- 10.3.4 The dealership agrees not to pre-sell a replacement vehicle to a participant who is waiting on approval (or a voucher) from the Program Administrator.

10.4 Payment and Documentation Procedures

- 10.4.1 Within the limitations of the vehicle replacement voucher amount, the total vehicle purchase cost cannot exceed \$25,000 (line 21(a) of the Application for Texas Certificate of Title), before tax, title and license.
- 10.4.2 After the sale is final and the retired vehicle has been transferred to a participating dismantler, the dealership will enter all replacement vehicle information into the AirCheckTexas database (airchecktexas.nctocg.org).
- 10.4.3 Once all information has been entered into the AirCheckTexas database, the dealership must provide documentation to the Regional Administrator prior to payment authorization. These documents include:
 - 1. Original completed and signed vehicle replacement voucher; and
 - 2. Goldenrod copy of the Retired Vehicle Transfer Manifest (TCEQ 20412 form); and
 - 3. Copy of bill of sale and/or purchase receipt; and
 - 4. Copy of vehicle title application or other indication of title transfer.
- 10.4.4 The dealership will be issued a purchase card to charge eligible and authorized AirCheckTexas expenses. The purchase card will be paid directly by the Regional Administrator.
- 10.4.5 The Regional Administrator will release the authorization code within five (5) business days of receiving completed paperwork. The dealership shall not charge the purchase card without an authorization code provided by the Regional Administrator for each voucher.
- 10.4.6 Once the Regional Administrator releases an authorization code, the dealership may immediately charge \$3,500 for a hybrid vehicle or \$3,000 for a car or truck using the purchase card.

1. The dealership must enter the authorization code provided by the AirCheckTexas database when prompted to enter a customer code or invoice number. This prompt may vary by merchant bank, but each level 2 terminal will prompt the dealer to enter some type of code, which will be the authorization code.
 2. Only one vehicle replacement voucher amount may be applied toward purchasing a replacement vehicle.
- 10.4.7 The Regional Administrator reserves the right to contact the dealership for reconciliation of ineligible expenses, billing errors, or any other unauthorized charges, and request the dealership submit appropriate documentation or apply an adjusting credit transaction. The dealership agrees that payments processed without the Regional Administrator's authorization, ineligible charges or any other unauthorized charges are subject to chargeback to the dealership at the Regional Administrator's sole discretion.
- 10.4.8 Reconciliation of ineligible expense charges and/or transmittal of documentation must be performed within three (3) business days of notification. The dealership agrees that failure to comply will result in the Regional Administrator charging the dealership for all unauthorized charges and the purchase card may be disabled from use until corrective actions have been completed. The dealership agrees that any service charges resulting from this will be at the expense of the dealership.
- 10.4.9 After the dealership has received the completed Retired Vehicle Transfer Manifest from the dismantler certifying that the vehicle has been destroyed, the dealership will mail the original white page of the manifest to the Regional Administrator.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

DEALERSHIP SALES PROCEDURES

Finalizing Sale

1. **Customer** presents dealer with the following issued by the North Texas Regional Administrator, or the North Central Texas Council of Governments (NCTCOG):
 - a. Vehicle Replacement Voucher; and
 - b. AirCheckTexas Retired Vehicle Transfer Manifest; and
 - c. Retired Vehicle; and
 - d. Retired Vehicle Title (title must be clear before transferring to participating dismantler).
2. **Dealer** verifies vehicle being presented for retirement matches retired vehicle information on Vehicle Replacement Voucher.
3. **Customer** selects a replacement vehicle; **dealer** verifies replacement vehicle meets the following criteria:
 - a. Federal Tier 2, Bin 5 or cleaner emissions standards; and
 - b. Current model year and up to three model years old car; or
 - c. Current model year and up to two model years old truck; or
 - d. Current or previous model year hybrid vehicle; and
 - e. The sales price does not exceed \$25,000 as documented on line 21(a) of the Application for Texas Certificate of Title; and
 - f. Intended for everyday use and not exceed 10,000 lbs. in Gross Vehicle Weight (Buses, campers, recreational vehicles and motorcycles are not considered vehicles for everyday use for purposes of this program).
4. **Dealer** and **customer** proceed with the sale. **Dealer** secures customer financing before finalizing all sales.
5. **Dealer** ensures all cosigners reside within the same household as the AirCheck customer.
6. **Customer** and **dealer** sign the Vehicle Replacement Voucher and the Retired Vehicle Manifest.

Transferring Retired Vehicle To Participating Dismantler

7. **Dealer**, at no cost, offers the retired vehicle to a participating dismantler and arranges for vehicle pickup.
8. **Dealer** and **dismantler** sign the Retired Vehicle Transfer Manifest; **dealer** retains the goldenrod copy and gives the vehicle, vehicle title, and manifest to the dismantler. **Dealer** retains copy of the retired vehicle title and manifest for his records.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

DEALERSHIP PAYMENT PROCEDURES

After Transferring Retired Vehicle To Participating Dismantler

1. **Dealer** will log into the North Central Texas Council's of Governments (NCTCOG's) AirCheckTexas database (airchecktexas.nctcog.org) and provide information to record the sale of the replacement vehicle. Call NCTCOG at 817.608.2350 if username or password is invalid.
2. **Dealer** will provide the following required paperwork to NCTCOG:
 - a. Original completed and signed vehicle replacement voucher; and
 - b. Goldenrod copy of the Retired Vehicle Transfer Manifest (TCEQ 20412 form); and
 - c. Copy of bill of sale and/or purchase receipt; and
 - d. Copy of vehicle title application.
3. **Dealer** will mail all required paperwork to NCTCOG:
 - a. Regular Mail: P.O. Box 5888, Arlington, TX 76005-5888
or
 - b. Overnight/Delivery Service: 616 Six Flags Drive, Centerpoint Two, Arlington, TX 76011
4. **NCTCOG** will release an authorization code to the dealer within five (5) business days once all completed paperwork has been received.
5. **Dealer** will access the AirCheckTexas database (airchecktexas.nctcog.org) to obtain authorization code.
6. Once NCTCOG releases an authorization code, **dealer** may immediately charge \$3,500 for a hybrid vehicle or \$3,000 for a car or truck using the purchase card.
7. **Dealer** must enter the authorization code provided by NCTCOG (via the AirCheckTexas database) when prompted to enter a customer code or invoice number. This prompt may vary by merchant bank, but each level 2 terminal will prompt the dealer to enter some type of code, which will be the authorization code.

Following Through

8. **Dealer** will receive the completed manifest from the dismantler certifying that the vehicle has been destroyed. **Dealer** keeps the green copy for his records and mails the original white copy to NCTCOG.
9. **Dealer** must retain the green copy of the Retired Vehicle Transfer Manifest for its record that proof of destruction is provided back by the dismantler and retained for a minimum of three (3) years thereafter.



**North Central Texas Region
Vehicle Replacement Voucher**
Voucher No. **DEN-05629-2-XXXXXX**
Voucher Expires After:

Participant Information

Vehicle Owner: John Doe	Mailing Address: 1234 Sample Lane	City: Sample
State: TX	Zip Code: 12345	Telephone: 123-456-7890

Retired Vehicle Information (Please verify information below corresponds to the vehicle being presented.)

Vehicle Make: Ford	Vehicle Model: Taurus	Model Year: 1990
Vehicle Identification Number (VIN): ASDFGHJKL1234567	License Plate: ASD123	Odometer Reading: 132,789

Dealer Information

Name of Dealership:	Contact Name:
Physical Address:	City:
Telephone:	Fax:

I certify that the above information is true and accurate to the best of my knowledge. I understand that falsification of this report may result in criminal penalties, punishable by law. I release the Regional Administrator of all liability for personal injury, death, or property damages resulting from use of this voucher.

Dealer Signature

Date

Participant Signature

Date

Instructions on Reverse

Dealership Responsibilities (As per AirCheckTexas Program Agreement):

1. Verify that the Replacement Voucher is genuine (look for watermark) and that the retired vehicle information matches the vehicle being presented.
2. Ensure that the AirCheckTexas Retired Vehicle Transfer Manifest, title and vehicle are presented.
3. Ensure the replacement vehicle meets all criteria:
 - a. Tier 2 Bin 5 or cleaner emissions standards; and
 - b. car of the current model year or previous 3 model years (includes SUVs and minivans); or
 - c. truck of the current model year or previous 2 model years; or
 - d. hybrid of the current model year or previous model year; and
 - e. sales price does not exceed \$25,000 before tax, title and license; and
 - f. gross vehicle weight does not exceed 10,000 pounds
4. Transfer retired vehicle to a participating dismantler and complete the Retired Vehicle Transfer Manifest.
5. Write the replacement vehicle information (in the spaces provided below) that will need to be entered into the database.
6. Account for the voucher amount in the Application for Certificate of Title, Line 21(b), Less Trade-In Amount before forwarding paperwork for payment.
7. Enter replacement vehicle information into the AirCheckTexas database (www.airchecktexas/nctcog.org).
8. Forward the following documents by mail:
 - a. original signed Replacement Voucher
 - b. goldenrod copy of the Retired Vehicle Transfer Manifest
 - c. copy of the bill of sale and/or purchase receipt
 - d. copy of the Application for Texas Title

Regular Mail:
AirCheckTexas
P.O. Box 5888
Arlington, TX 76005-5888

Overnight/Delivery Service (DHL, UPS, FedEx, etc.):
AirCheckTexas
616 Six Flags Drive
Arlington, TX 76011

Replacement Vehicle Information (for use in the AirCheckTexas database):

Make: _____ Model: _____ Year: _____

VIN: _____ Odometer Reading: _____

Inspection Sticker Number: _____ (for 2006 models)

Engine Displacement: _____

Cylinder: _____

Transmission: _____

Drive: _____

Fuel Type: _____

Underhood ID: _____



Texas Motor Vehicle Transfer Notification

- You must submit this form **within 30 days of the vehicle's date of sale** to help protect yourself from liability for criminal or civil acts involving the vehicle and the buyer(s).
- When you submit this form, the motor vehicle record will be marked to show the vehicle has been sold.
- The more information you provide about the buyer(s), the more protection you may have from liability for the vehicle.
- Mail completed form to: **TxDOT Vehicle Titles and Registration, P.O. Box 26417, Austin, TX 78755-0417**

Seller Information - Type or print legibly					
Last Name or Business (as shown on Title)			First Name		MI
Address			City		
State / Province		Zip /Postal Code		Phone	
Country (if out of U.S.)		E-mail			
Vehicle Information					
Plate Number		Year	Make	Model	
Vehicle Identification Number					
Title Document Number					
Buyer Information 1 - Provide as much buyer information as possible (up to two buyers may be listed).					
Last Name or Business		First Name		MI	Phone
Address		City		State / Province	
Zip /Postal Code	Country (if out of U.S.)				
Buyer Information 2 - If more than one buyer, provide information on the additional buyer					
Last Name or Business		First Name		MI	Phone
Address		City		State / Province	
Zip /Postal Code	Country (if out of U.S.)				
Transfer Details			Plates - Car or Light Truck (1 ton or less only)		
Date of Sale:			Did you keep your plates? <input type="checkbox"/> Yes <input type="checkbox"/> No		

By my signature, I am notifying the Texas Department of Transportation that I sold or gifted the above vehicle, which was legally owned by me. I understand that the department will notate the transfer on the vehicle record, and that under Texas law the vehicle will remain in my name until the new owner transfers the title. Transportation Code 501.155 makes falsifying information a third -degree felony.

Signature of Seller

Date Signed

Keep a copy of this form for your records.

**AirCheckTexas
Drive a Clean Machine Program**

User's Manual

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Logging Into the System

The web address is: <https://airchecktexas.nctcog.org>

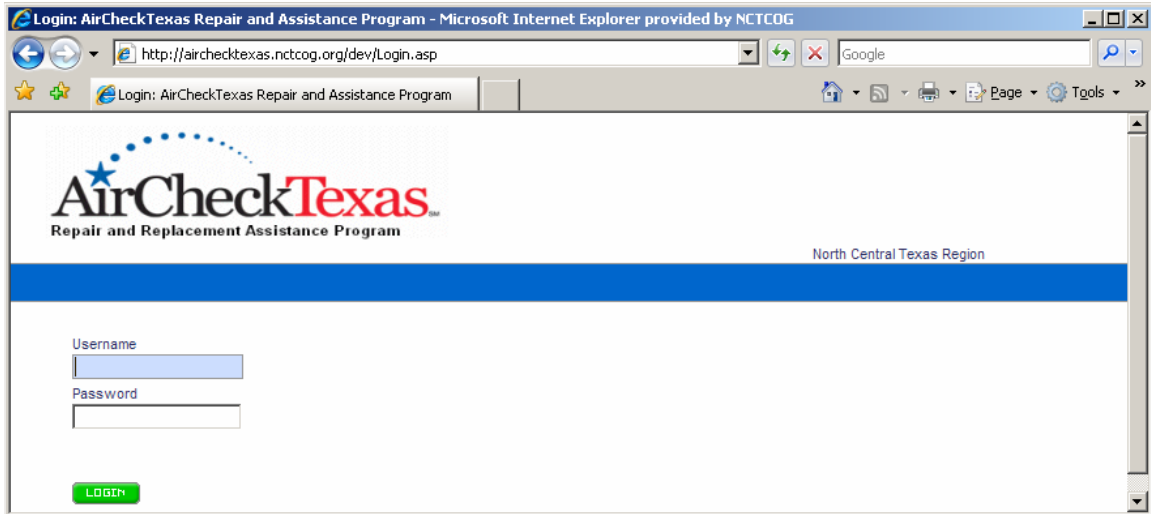


Figure 1 - Initial Login Screen

Enter your username and password. You will be provided with your user name and initial password.

Changing Your Password

On your initial login, you will be prompted to change your password. Your password needs to be a minimum of 7 characters in length and contain both numbers and letters.

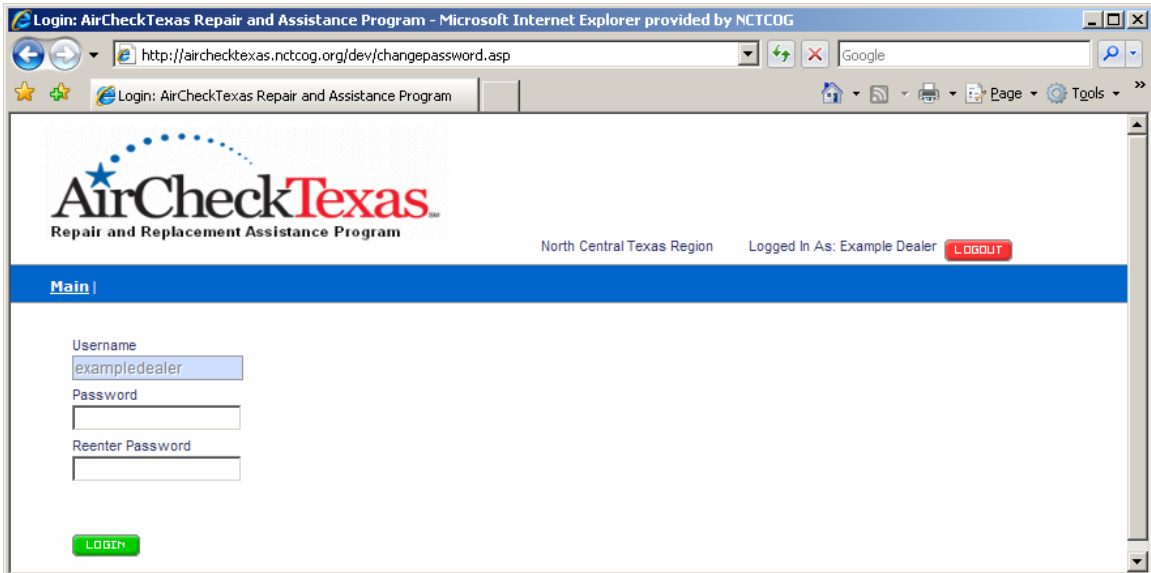


Figure 2 - Password Change Screen

Note: You may again be prompted to change your password after a certain time frame. You will also have the option to change it from the main menu.

Main Menu

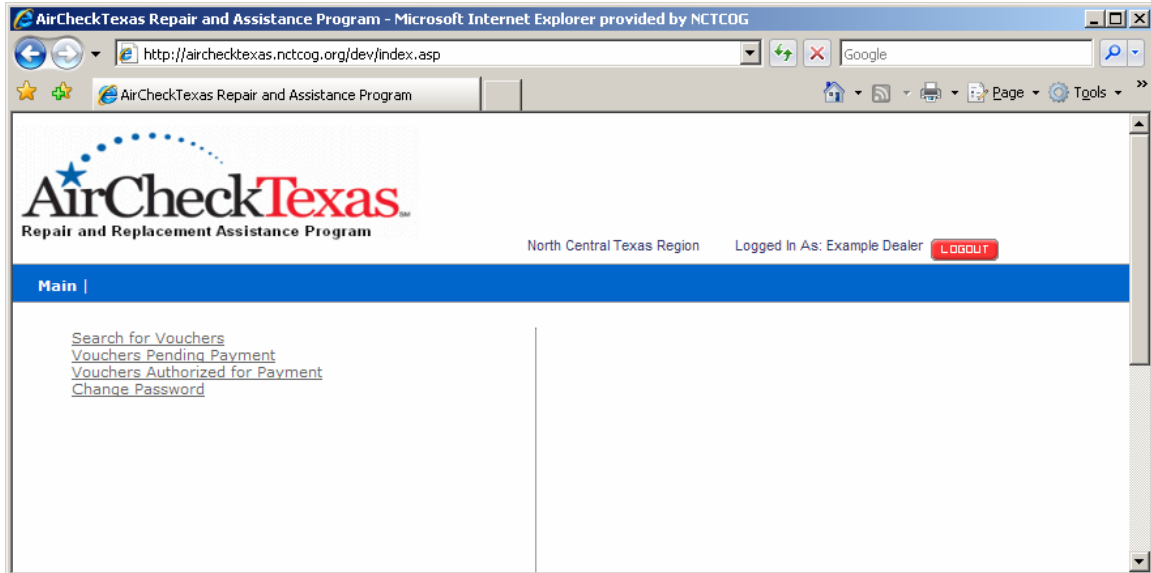


Figure 3 - Main Menu

From the menu you have four options:

1. Search for Vouchers – Allows entry of customer’s voucher number.
2. Vouchers Pending Payment – Lists all vouchers for your dealership that are not yet authorized for payment.
3. Vouchers Authorized for Payment – Lists all vouchers for your dealership that have been authorized for payment by NCTCOG.
4. Change Password – Allows you to change your password.

Search for Vouchers

To search for a voucher, enter the voucher number into the text box EXACTLY as it appears on the voucher (include the dashes).

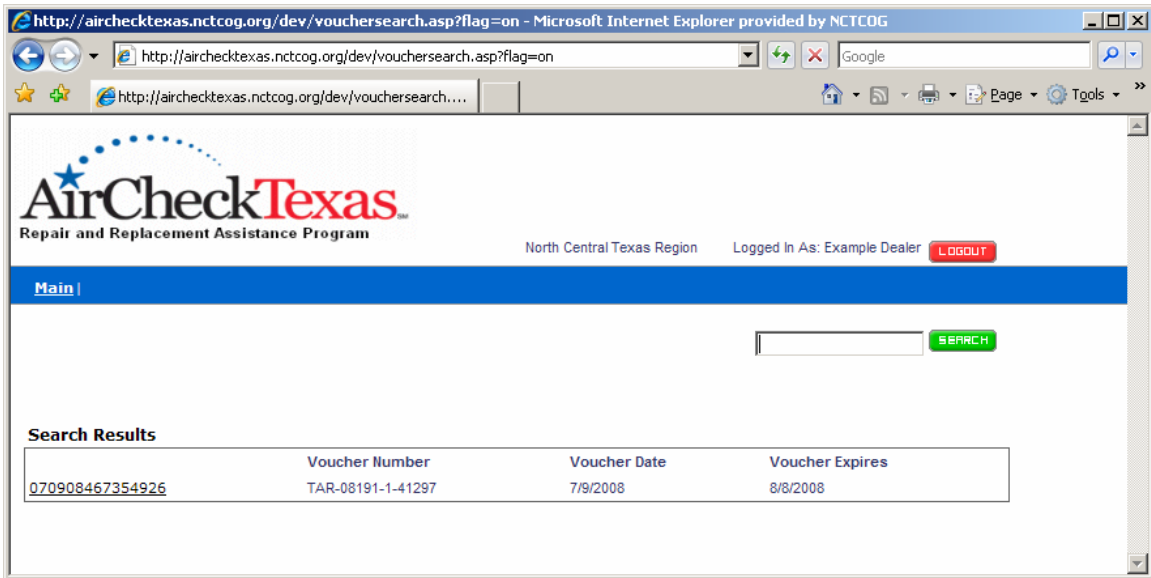


Figure 4 - Search Screen after entered voucher is returned

If you may also receive a message that the voucher is not found or that the voucher is already claimed by another dealer if entered correctly. Click the underlined numeric string to the far left of the results box to continue.

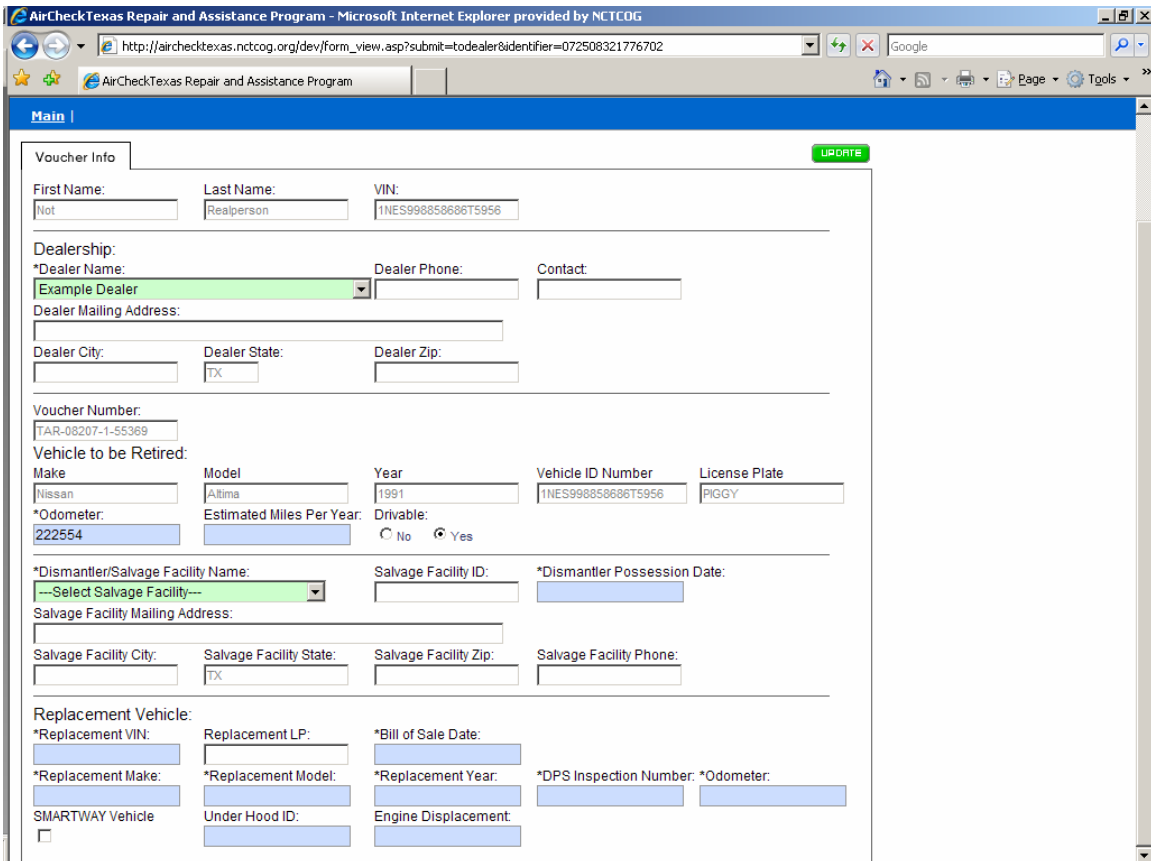


Figure 5 - Voucher Information Screen

Figure 5 shows the voucher information screen that is displayed as a result of clicking the search result.

Note that your dealership name is already populated in the drop down box of the dealer section. You are not required to enter any other dealer information. It will update automatically when you click the green update button. However, after the update, please ensure the information is correct.

At this time, please ensure that the vehicle information matches the vehicle information as it appears on the voucher. Please update the odometer and estimated miles per year by conferring with the customer. You will be unable to change any other information about the existing vehicle. If the information does not match, please contact NCTCOG. Failure to ensure the vehicle matches the information on the voucher may result in a chargeback.

Please select a salvage facility from the drop down list. Please enter the dismantler possession date. All other fields will update themselves upon update of the record.

Please enter all information on the replacement vehicle.

Failure to complete all required fields will delay the release of the authorization code.

Note: all fields that require an entry are indicated by an asterisk.

Vouchers Pending Payment

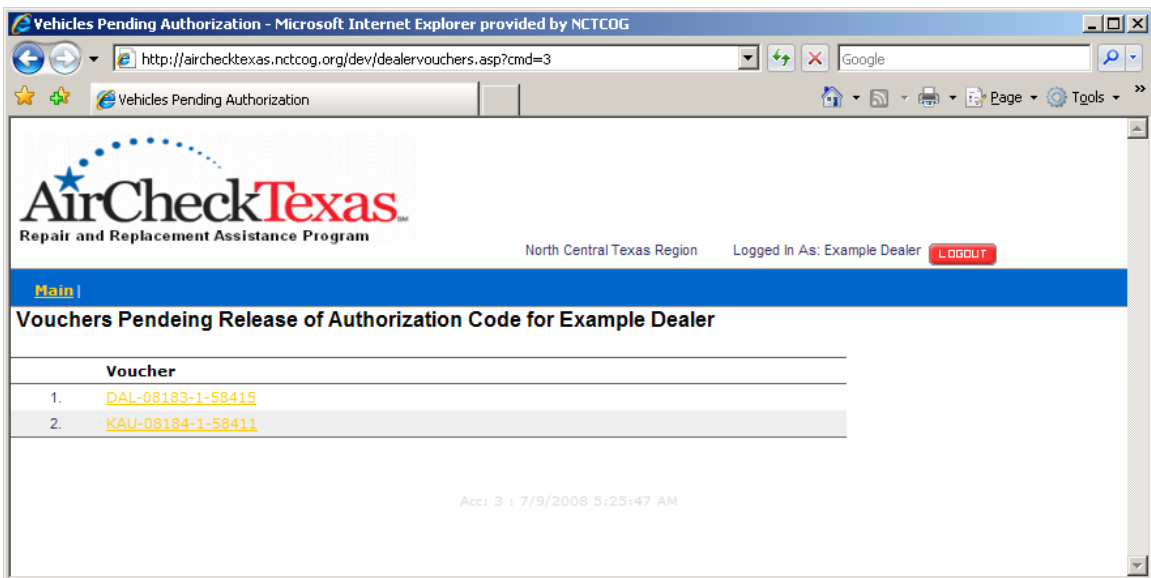


Figure 6 - Pending Authorization Code Screen

This screen lists all vouchers awaiting the release of the authorization code.

Vouchers Authorized for Payment

This screen is very similar to the previous screen. Click on a voucher number to go to the Voucher Information screen. An account number, expiration date and authorization code will now appear next to the voucher number. Enter the account number, expiration date and authorization code when performing the transaction on the card terminal. A **CC Transaction Date** will now appear in the replacement vehicle section. **Please enter the CC Trans Date** (in replacement vehicle section) and click the green update button. This will remove the voucher from the authorized vouchers list.

Help Them Buy Vehicles...the SmartWaySM!

The U.S. Environmental Protection Agency (EPA) has begun certifying passenger vehicles under the SmartWay program to help residents identify the cleanest, most fuel-efficient vehicles available.

How does it work?

Each vehicle make and model is assigned an “air pollution score” and a “greenhouse gas score”. Vehicles with good performance in both categories earn the SmartWay designation for lower levels of pollution and higher fuel economy.

How does this relate to the AirCheckTexas Drive a Clean Machine Program?

Every vehicle that has earned the SmartWay score meets the requirements of the AirCheckTexas Program, which states that all vehicles purchased under the Program be certified as Tier 2 Bin 5 or better. SmartWay designation is an easy way to identify eligible replacement vehicles. In addition, SmartWay certified vehicles go above and beyond the requirements of the AirCheckTexas Program because they are more fuel efficient! (Note: Not all Tier 2 Bin 5 or cleaner vehicles have earned the SmartWay designation.)

How do I know which vehicles are SmartWay certified?

SmartWay-certified vehicles will be noted by the SmartWay logo on the list of eligible models under the AirCheckTexas Program provided by the North Central Texas Council of Governments. You may also search for SmartWay vehicles available for purchase in Texas through the EPA Green Vehicle Guide at www.epa.gov/greenvehicles. More information is available on the EPA SmartWay Web site, www.epa.gov/smartway.

You may also contact Lori Pampell at 817-695-9232 or lpampell@nctcog.org for more information on the program or to request a list of certified SmartWay vehicles by make.



Look for the cars and trucks you sell to be designated as SmartWay or SmartWay Elite. These vehicles help your customers save fuel, money, and the environment!

AirCheckTexas Drive a Clean Machine

Dealer Contact Information

General Public:

Applications and Inquiries.....1-800-898-9103

Participating Dealership:

Hotline (Phone number designated for participating dealers).....817-608-2350

Fax.....817-608-2315

Email.....AirCheckTexas@nctcog.org

AirCheckTexas web site.....www.nctcog.org/airchecktexas

AiCheckTexas database.....www.airchecktexas.nctcog.org

Direct Staff - Designated for Participating Dealers ONLY: **(NOT TO BE GIVEN OUT TO PUBLIC)**

Patricia Boyd (Dealership Contact).....817-608-2355

Trey Pope (Repair Facility Contact).....817-695-9297

Richard McComb (Inspections).....817-608-2340

Jason Brown (Program Coordinator).....817-704-2514

OPEN - (Financial Support Contact).....817-704-2533/817-695-9130

Lori Pampell (SmartWay Contact).....817-695-9232

Jenny Danieau (Green Taxi Contact).....817-608-2342

Texas Commission on Environmental Quality (TCEQ):

Office.....1-800-913-3321, press 5

Web site.....www.driveacleanmachine.org

Texas Department of Public Safety

Mailing Address.....P.O. Box 4087 MSC 0543
Austin, TX 78773-0543

Office.....512-424-2995

Fax.....512-424-2774

Web site.....www.txdps.state.tx.us

Texas Department Transportation

Web site (obtain Vehicle Transfer Form).....www.dot.state.tx.us

AirCheckTexas Drive a Clean Machine

Participating Dismantlers

Alvarado

Exit 30 Imports
3801 S IH-35W
Alvarado TX 76009
(817) 790-2992

I-35 Foreign

3805 S I-35 W
Alvarado TX 76009
(817) 477-1111

Arlington

Arlington Auto Salvage
500 Dixon Lane
Arlington, TX 76012-4828
(214) 808-7732

Dallas

A Auto Crusher
3610 Bedford St
Dallas TX 75212
(214) 638-2234

A-1 Auto Parts

5427 S Lamar
Dallas TX 75215
(214) 421-9133

Atomic Auto Parts

3738 Singleton Blvd
Dallas TX 75212
(214) 630-8410

Auto City Salvage

13185 Skyfrost Dr
Dallas TX 75253
(972) 286-9999

Gabby Hall Auto

8365 C F Hawn Fwy
Dallas TX 75217
(214) 391-1121

Hogg's Automotive Training Academy

7311 S. Central Expressway
Dallas, TX 75216
(214) 928-7777

LKQ Self Service Auto Parts #240

8835 S Central Expwy
Dallas TX 75241
(214) 375-5555

LKQ Self Service Auto Parts #243

5301 S 2nd Ave
Dallas TX 75210
(214) 421-9193

Pick-N-Pull Auto Dismantlers

1359 N Walton Walker
Dallas TX 75211
(214) 331-6391

Ronnie's Auto Parts

3039 E Kiest Blvd
Dallas TX 75216
(214) 371-3804

Second Auto Parts

2716 Dowdy Ferry Rd.
Dallas, TX 75217
(972) 557-4242
(214) 677-7176

Denton

Denton County Auto Salvage
11715 Ft Worth Dr
Denton TX 76205
(940) 387-5202

Salvage Import Auto Parts Inc

2305 Fort Worth Dr
Denton TX 76205
(940) 381-1173

Ennis

Ennis Auto Recyclers
3511 Ensign Rd.
Ennis, TX 75119
972) 875-8691

Fort Worth

Ace Auto Recycling
5728 Elliott Reed Rd
Fort Worth TX 76117
(817) 222-9999

Action Auto Recycling

2212 S Riverside Dr
Fort Worth TX 76104
(817) 535-0063

Al's Import Auto Recycling Center

10000 Jacksboro Hwy
Fort Worth TX 76135
(817) 237-7151

Burrows ABC Auto

9601 Jacksboro Hwy
Fort Worth TX 76135
(817) 237-7186

Carl Sims & Sons Auto

7820 Jacksboro Hwy
Fort Worth, TX 76135
(817) 237-9405

Dismantlers 2000

5700 Elliott Reeder Rd
Fort Worth TX 76117
(972) 263-7416

Eagle Mountain Auto Salvage Inc

9901 Jacksboro Hwy
Fort Worth TX 76135
(817) 237-3350

Guaranteed Auto Parts

5808 Elliott Reeder Rd
Fort Worth TX 76117
(817) 834-1711

Packs Auto Salvage

5721 Elliott Reeder Rd
Fort Worth TX 76117
(972) 263-7416

Glen Heights

Brookside Auto Salvage
1323 Brookside
Glenn Heights TX 75154
(972) 274-0043

Granbury

Don's Towing
6701 Glenrose Highway
Granbury TX 76048
(817) 573-2101

Grand Prairie

ABC Truck & Auto Parts
4007 E Jefferson St
Grand Prairie TX 75051
(972) 263-7416

Affordable Auto Salvage

4111 E Jefferson St
Grand Prairie TX 75051
(972) 263-7416

All Economy Foreign & Dismantling

3975 E Main St
Grand Prairie TX 75051
(972) 263-7416

Allstate Auto Parts

3706 E Jefferson
Grand Prairie TX 75051
(972) 263-7850

Auto Parts & Steel Exporting Inc

2300 S MacArthur Blvd
Grand Prairie TX 75050
(972) 262-5655

Grand Prairie (continued)

Awesome Auto Salvage

3913 E Jefferson St
Grand Prairie TX 75051
(972) 263-7416

Dallas Import Auto Recycling

4013 E Jefferson St
Grand Prairie TX 75051
(972) 642-2222

Farris Auto Salvage

4402 E Jefferson
Grand Prairie, TX 75051
(214) 339-6116

Mid-Cities Jeep Truck Van

3906 E Jefferson St
Grand Prairie TX 75050
(972) 263-7416

Texas Auto Salvage

3925 E. Jefferson
Grand Prairie, TX 75051
(972) 263-3306

U-Pull-It Auto and Truck

4009 E. Jefferson
Grand Prairie, TX 75051
(972) 263-9958

Haltom City

Glenn and Jerry's Auto Salvage Inc

5619 Elliott Reeder Rd
Haltom City TX 76117
(817) 834-6115

Pick-N-Pull Auto Dismantlers

5806 Elliott Reeder Rd
Haltom City TX 76117
(817) 834-0277

Kaufman

Henderson Auto Salvage

6850 E. Hwy. 175
Kaufman, TX 75143
(972) 9326803

Kennedale

A&A Pickup & Van

732 W. Mansfield Hwy.
Kennedale, TX 76060
(817) 478-3306

Apple Auto Salvage

7002 Mansfield Hwy
Kennedale TX 76060
(817) 478-4899

B & B Foreign Car

7301 Mansfield Hwy
Kennedale TX 76060
(817) 478-4451

TTT Auto Recycler

7406 Mansfield Hwy.
Kennedale, TX 76060
(817) 516-9922

Lewisville

North Texas Auto Recyclers

1914 E Hwy 121
Lewisville TX 75056
(972) 263-7416

McKinney

Roy Miller Auto Salvage
2933 E. University Dr.
McKinney, TX 75069
(972) 235-2802

Nevada

Hwy 6 Auto Salvage

1450 W FM 6
Nevada TX 75173
(972) 843-4500

Seagoville

B & B Auto Sales and Salvage

3820 Beltline Rd
Seagoville TX 75159
(972) 287-6075

Van Alstyne

Broken Wheel Auto

1104 CR 377
Van Alstyne TX 75495

Waxahachie

Ace Pick a Part

2866 S Hwy 77
Waxahachie TX 75165
(972) 935-9242
6850 E. Hwy. 175
Kaufman, TX 75143

AirCheckTexas Drive a Clean Machine

Participating Dismantlers

Apple Auto Salvage

7002 Mansfield Hwy
Kennedale TX 76060
(817) 478-4899

B & B Foreign Car

7301 Mansfield Hwy
Kennedale TX 76060
(817) 478-4451

North Texas Auto Recyclers

1914 E Hwy 121
Lewisville TX 75056
(972) 263-7416

Hwy 6 Auto Salvage

1450 W FM 6
Nevada TX 75173
(972) 843-4500

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AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

FREQUENTLY ASKED QUESTIONS FROM DEALERS

When does the program begin to accept replacement applications?

August 18, 2008 in the North Texas region

How much funding is available?

Approximately \$20 million starting September 1, 2008

Can I call on the status of my customer's application being processed?

No, your customer (program participant) must contact us directly and we can provide the status to them. They can call 800-898-9103 or check our website where we will display the date of the applications that we are processing.

What is the dealer's responsibility with the retired vehicle title?

The dealer must transfer a title along with the retired vehicle to the participating dismantler.

Can an individual lease the replacement vehicle?

No, as the regional administrator, we are not allowing lease agreements and the individual must purchase the vehicle.

What is the sales price limit allowed for a replacement vehicle?

The total sales price cannot exceed \$25,000, before tax, title and license (the sales price amount listed on line 21a of the Application for Texas Certificate of Title).

Can two vouchers be combined toward one replacement vehicle?

No, only one voucher is applied to the purchase of a replacement vehicle.

Can an individual retire more than one vehicle through the program?

Yes, an individual can retire only one vehicle in a twelve month period but can come back through the program the next year.

Where can I find information about the eligible replacement vehicles and participating dismantlers?

You can visit www.nctcog.org/airchecktexas or www.driveacleanmachine.org and find a list of eligible vehicles and dismantlers.

Does the AirCheck participant need to be approved for financing before completing the sale?

Yes, make sure that the AirCheck participant has been approved for their loan before putting them into the replacement vehicle and transferring the retired vehicle to the dismantler. There have been a few cases where a participant was pulled from the replacement vehicle without qualifying for a loan but the retired vehicle was already scrapped. This ensures that we eliminate this from complicating the process for both parties.

Is a cosigner allowed for the replacement vehicle?

AirCheckTexas Frequently Asked Questions

Yes, the state will allow a cosigner as long as the person lives in the same household as the AirCheck participant/vehicle owner and NCTCOG considered the cosigner's income when qualifying them for the program.

Example - A participant's wife may be a cosigner on the new loan (including having her name on the application for title) even if the retired vehicle is just in the husband's name because the wife lives in the same household as the husband; and since we verified income for the household to even issue a voucher in the beginning, then we would have verified both the husband and wife's income.

Is a cosigner who doesn't live in the same household allowed for the replacement vehicle?

*Generally no, but the state will allow a cosigner who doesn't live in the same household as long as the lender will allow **only** the participant's name on the replacement vehicle's title – most lenders require the cosigner's name on the title as well, but there may be an exception where a lender will allow this.*

What documents do I return to NCTCOG?

You must return by mail the following:

- 1. original completed replacement voucher; and*
- 2. goldenrod color Retired vehicle Transfer Manifest; and*
- 3. copy of the Application for Texas Certificate of Title; and*
- 4. copy of the buyer's order.*

Where are the documents mailed?

You may mail them overnight/delivery service to:

*AirCheckTexas
616 Six Flags Drive
Centerpoint Two
Arlington, TX 76011*

Or by regular mail to:

*AirCheckTexas
P.O. Box 5888
Arlington, TX 76005-5888*

What if the name on the voucher doesn't match the name on the title being presented for retirement?

Please call the Regional Administrator (NCTCOG) at 817.608.2350. NCTCOG must investigate further and possibly issue a new voucher.

What if the participant moved since receiving the voucher?

That's fine, but the dealer will need to note that the participant moved since they received the voucher so the Regional Administrator (NCTCOG) has the most current information. A new voucher will not need to be issued.

What if the participant recently got married or changed their name since receiving the voucher?

That's fine, but the dealer will need to provide a copy of the name change (copy of the marriage license, divorce decree, etc.) documenting the old and new names. A new voucher will not need to be issued.

AirCheckTexas Frequently Asked Questions

Where does the voucher amount go on the title application?

The dealer must document the voucher amount on line 21(b), Less Trade-In Amount on the Application for Texas Certificate of Title.

What if the participant has a second vehicle (non-AirCheck) they wish to trade in?

That's fine, but the dealer will need to document out to the side on the Application for Texas Certificate of Title (line 21(b), Less Trade-In Amount) that \$3,000/\$3,500 is for AirCheck and x-amount is for an additional trade-in.

Does the retired AirCheck vehicle have to be shown on the buyer's order or sales receipt?

Some dealers show the AirCheck vehicle on their buyer's order and others don't – the AirCheckTexas Program does not have any requirements regarding this issue and it will be at the dealer's discretion as to whether the vehicle is shown on the buyer's order or not.

What if the AirCheckTexas database username or password is invalid?

Please call the Regional Administrator (NCTCOG) at 817.608.2350.