

AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

**Dealership Workshop
February 3, 2015**



North Central Texas Council of Governments

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Vehicle Repair and Replacement Program

Help low-middle income residents repair or replace vehicles that do not pass emissions inspection or are 10 years old or older

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 \$2.6 million annually to North Central Texas counties for continuous repair assistance and limited 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

NCTCOG issues vouchers for the North Central Texas region and includes Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, and Tarrant counties

The program is administered in the Houston area and Austin area by other regional administrators. Dealerships need to be signed up with those administrators in order to take Houston or Austin area vouchers.

TCEQ is the state administrator of the program. TCEQ implements the rules for the program and maintains the www.driveacleanmachine.org website.



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 Dealer will be
Subjected**



AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Participation Requirements - Continued

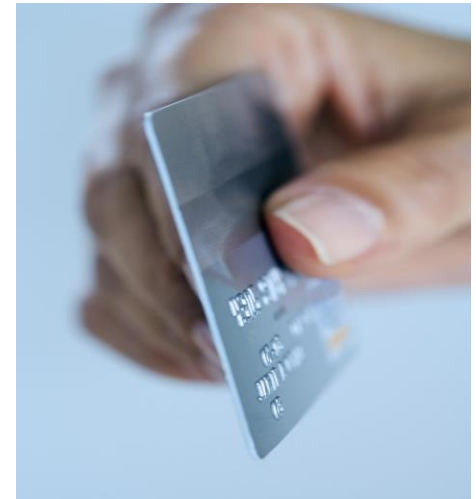
Maintain at Least Two Valid Email Addresses

**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**

**Have Internet Access to the AirCheckTexas
Dealer Database and for the Public to
Access the Drive a Clean Machine Website**

**Have 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 for replacement voucher.



Approved participant receives voucher letter & manifest in the mail.



Dealer starts checklist after participant hands it over.



Dealer determines eligible car or truck and completes sale.



Dismantler picks up retired vehicle and completes manifest.



Dealer completes checklist and enters data online.



Dealer mails voucher paperwork to AirCheckTexas.



Dealer logs into database and processes credit card # and enters transaction date.

Dealer Starts Checklist and Replacement Vehicle Requirements

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Vehicle Replacement Voucher Letter



03/21/2012

John Smith
1212 First Street
Fort Worth, TX 76109

NORTH CENTRAL TEXAS REGION
Voucher Number: TAR-08259-1-41915
Expires after: 06/30/2011

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 06/30/2011 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: 1FAFP34P5RM789010
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.

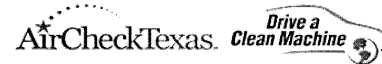
You must present this approval letter at a dealership on the participating dealerships list. The participant(s) will be responsible for any costs incurred prior to receiving this letter as no reimbursements are allowed. Along with your approval letter, the Retired Vehicle Transfer Manifest form and clear vehicle title, you 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 who may be offering their services; however, you can choose from any participating dealers on the list.

The replacement vehicle being purchased must meet certain criteria and 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 or contact our office to obtain a copy of the list.

Please visit 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)



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 (do not begin negotiations until customer has voucher letter in possession and make sure voucher letter has not expired)
- ☐ 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 below before it is sold. Obtain information directly from the vehicle.

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

- ☐ Vehicle qualifies for program (compare details above against eligible vehicles list at 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 21a (voucher value reduces taxes owed)
- ☐ Manifest signed and dated by participant(s) and dealer representative
- ☐ 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)
- ☐ 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, and VIR if applicable. Make/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

Dealership representative must sign and date below to ensure processing:

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 Signature _____

Date _____

(FOR DEALERSHIP USE ONLY)

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Vehicle Replacement Voucher - Verification

- **Tamper Resistant Paper:**
 - Light blue color on one side
 - Tan color, basket weave on other side
 - 'COPY' appears if photocopied
 - Unique 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 2015 Voucher Letter Verification Checklist*

All AirCheckTexas replacement voucher letters have the following features:

1. **Tamper Resistant Paper**
 - a. On the Voucher Letter Side (with the participant's information)
 - i. Light blue color
 - ii. The hidden message "COPY" appears on a photocopied page
 - iii. The words "Secure Rub" appear and will disappear when rubbed.
 - b. On the Dealer Checklist Side
 - i. Tan color with basket weave pattern
 - ii. The watermark is a star symbol  with words "Check Protect". This watermark will not appear if the original document is photocopied. Hold to light to view watermark to identify original.
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

Front - Voucher Letter



03/21/2012

John Smith
1212 First Street
Fort Worth, TX 76109

NORTH CENTRAL TEXAS REGION
Voucher Number: TAR-08259-1-41915

Expires after: 06/30/2011

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 06/30/2011 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: 1FAFP34P5RM789010
License No.: ASD123

Participant Name(s):
John Smith

Eligible Co-signer(s):
Peggy Smith

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.

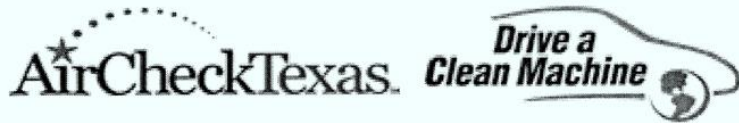
- ☐ Participant presents valid voucher letter to the dealer representative (do not begin negotiations until customer has handed the voucher letter to you and make sure voucher letter has security features and has not expired).
- ☐ Dealer representative must verify that their dealership is a North Texas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

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Back - Dealer Checklist

(FOR DEALERSHIP USE ONLY)



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 (do not begin negotiations until customer has voucher letter in possession and make sure voucher letter has not expired)
- ☒ 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 below before it is sold. Obtain information directly from the vehicle.

VIN	1FTFP78P5TB875640	Engine Displ (liters)	4 liters
Year	2009	Drive (2WD/4WD)	2WD
Make	Ford	Fuel Type	Gasoline
Model	Explorer	Underhood ID/ Test Group #	9FMXT04.03DC
No. of Cylinders	6	Odometer	37,209
Transmission	Automatic	Inspection Sticker Number	E87136219

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

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

FY 2015 Replacement Vehicle Requirements

As of September 1, 2014, Eligible Models Changed to:

2012-2015 Cars, SUVs, and Minivans

**2012-2015 Hybrid, Electric and Natural Gas Vehicles and
Tier 2 Bin 3 or Cleaner Vehicles**

2013-2015 Trucks

Sales Price Maximum

**\$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)**

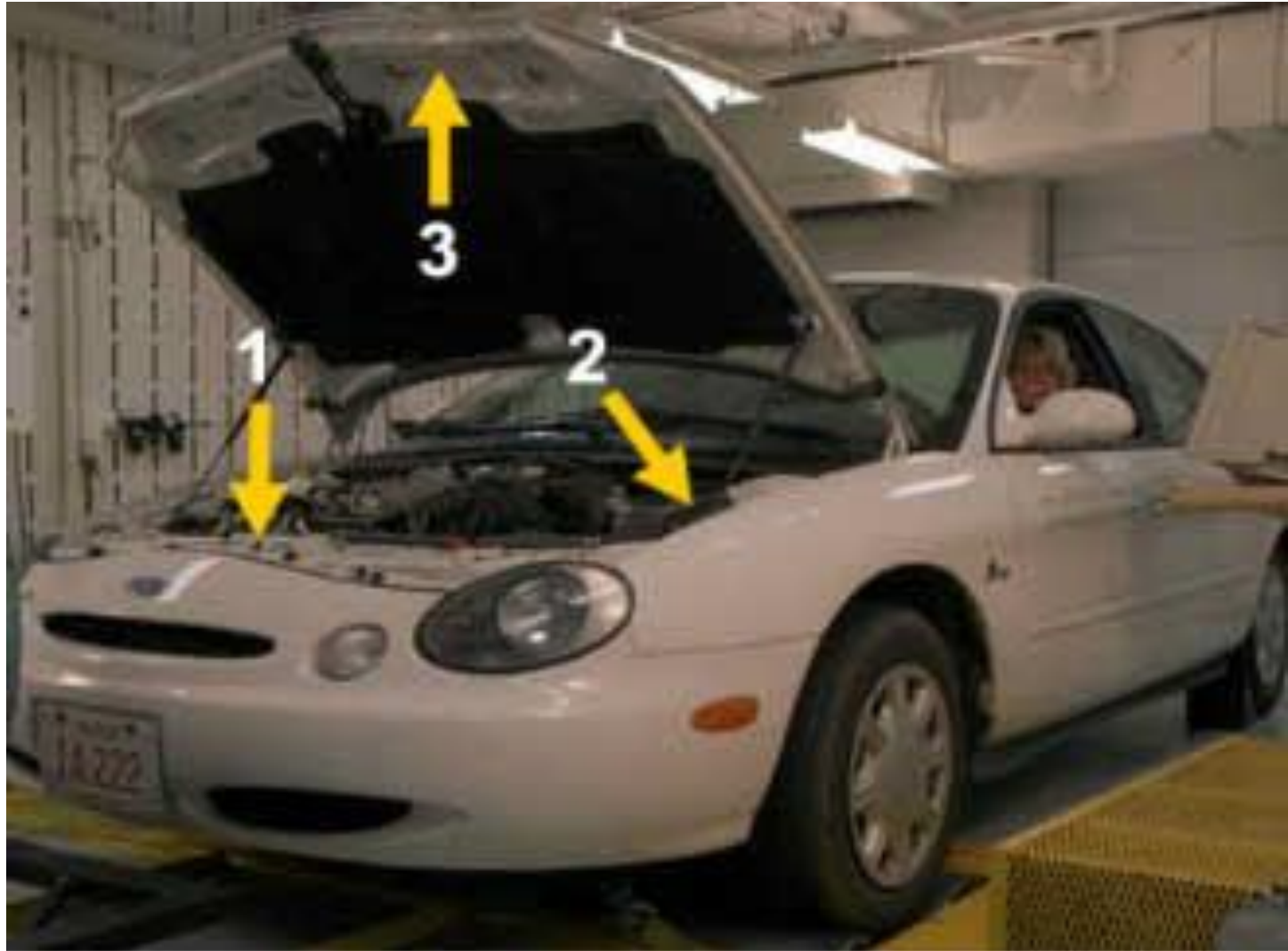
Mileage Limitation

Must Have 70,000 Miles or Less at Time of Purchase

**Meet Federal Tier 2 Bin 5 or Cleaner Emissions Standards
and Intended for Everyday Use; Not to Exceed 10,000 Pounds**

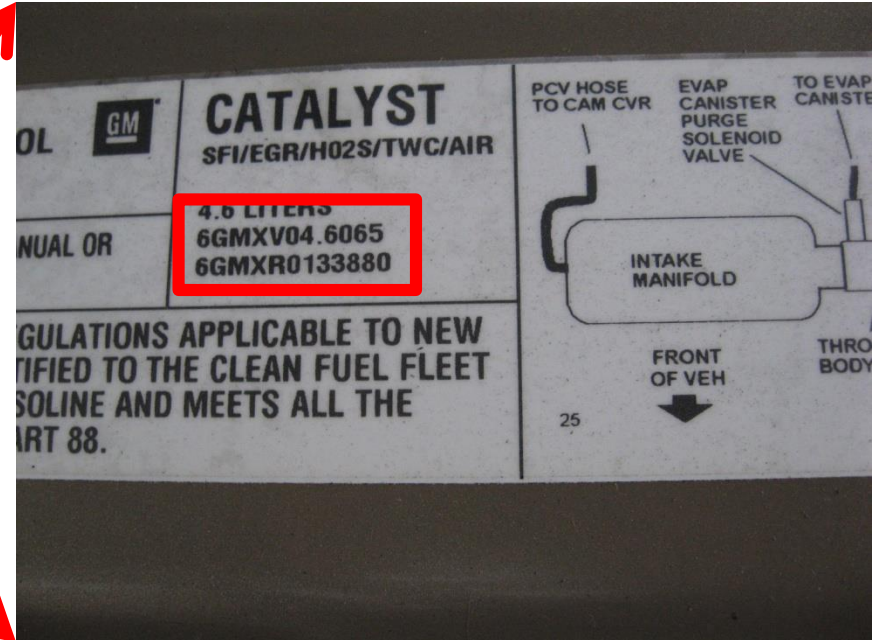
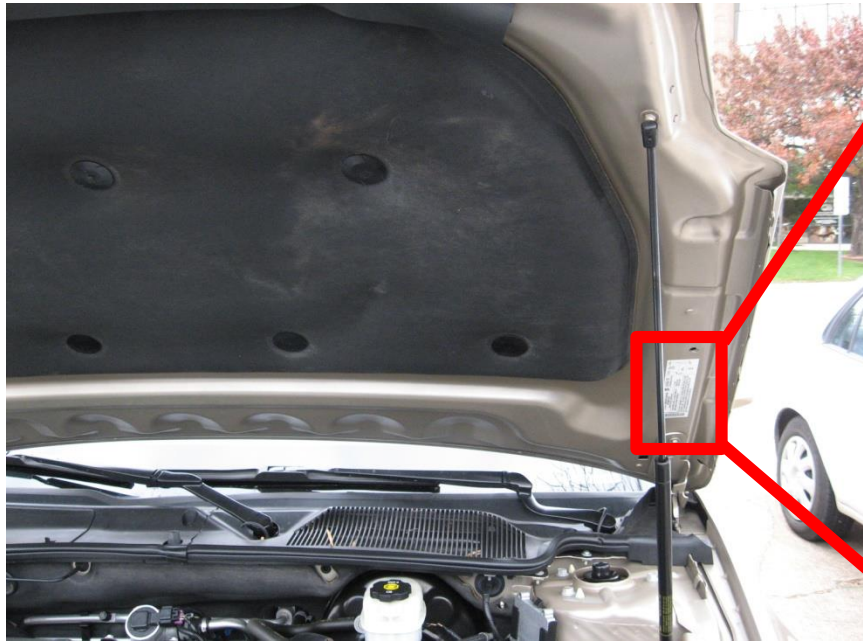
AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Potential Locations of Underhood ID Label



AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Location of Underhood ID Label



Cadillac DTS

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

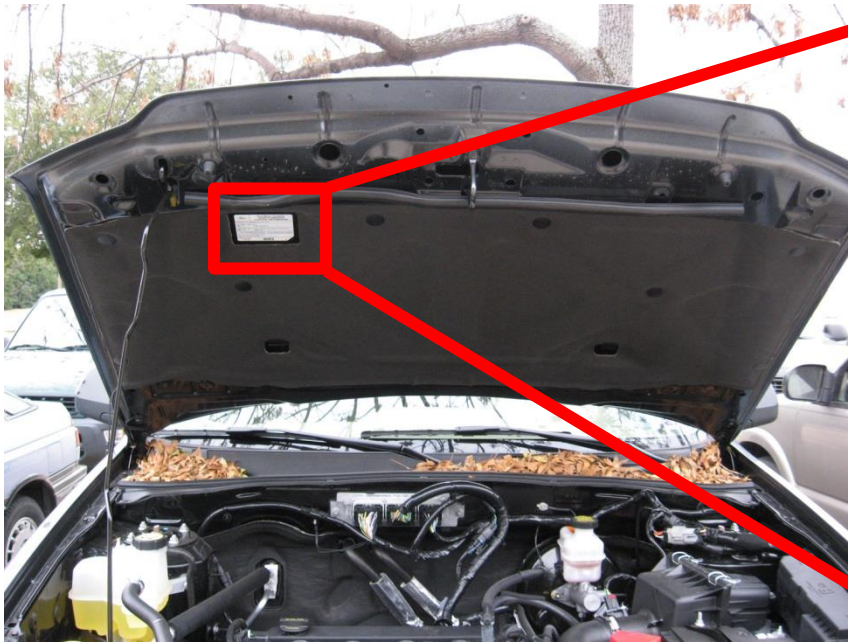
Location of Underhood ID Label



Hyundai Veracruz

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Location of Underhood ID Label



Ford Edge

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Verifying From Checklist to the Eligible Vehicle Lists

- Replacement Vehicle Details From the Checklist

☒ Record all details of replacement vehicle below before it is sold. Obtain information directly from the vehicle.

VIN	1FTFP78P5TB875640	Engine Displ (liters)	4 liters
Year	2009	Drive (2WD/4WD)	2WD
Make	Ford	Fuel Type	Gasoline
Model	Explorer	Underhood ID/ Test Group #	9FMXT04.03DC
No. of Cylinders	6	Odometer	37,209
Transmission	Automatic	Inspection Sticker Number	E87136219

- Eligible Vehicle Lists From the Website

MODEL YEAR	MODEL	DISP	CYL	TRANS	DRIVE	FUEL	STND	UNDERHOOD ID
2009	FORD Explorer	4	6	Auto-L5	2WD	Gasoline	B4	9FMXT04.03DC

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**
 - **Inspection Sticker Number is the certification number found on the sticker and on the vehicle inspection report**
 - **This number is required whether the vehicle has a safety only inspection or safety and emissions inspection**
- **Dealer representative must print, sign and date the checklist**
- **Write in all information correctly in order for staff to verify the vehicle is eligible and can proceed with 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		1001750	
PROGRAM ADMINISTRATOR:		NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG) P.O. BOX 5888, ARLINGTON, TEXAS 76005-5888		PHONE: (Toll-Free) 817-608-2350	
AUTOMOBILE DEALERSHIP SECTION (To be filled out by Dealership)					
VEHICLE OWNER					
Name: <u>John Smith</u>		Phone: <u>(817) 555-5555</u>		Date: <u>7/1/09</u>	
Mailing Address: <u>1212 First Street</u>		City: <u>Fort Worth</u> State: <u>TX</u>		Zip: <u>76109</u>	
VEHICLE INFORMATION					
Vehicle Identification Number (VIN): <u>1F1A1P34P15RM789010</u>		License Plate Number: <u>ASD123</u>		Odometer Reading: <u>215789</u>	
Year: <u>1990</u> Make: <u>FORD</u> Model: <u>Taurus</u>		Signature of Vehicle Owner: <u>[Signature]</u>			
Title/Document Number: <u>05745678123760192</u>					
AUTOMOBILE DEALERSHIP					
Dealership: <u>CAR World</u>		Phone: <u>(817) 557-5555</u>		County: <u>TARRANT</u>	
Physical Address: <u>175 South Street</u>		City: <u>Fort Worth</u> State: <u>TX</u>		Zip: <u>76109</u>	
Mailing Address: <u>175 South Street</u>		City: <u>Fort Worth</u> State: <u>TX</u>		Zip: <u>76109</u>	
Dealership Representative Verifying VIN & Receipt of Vehicle: <u>Bob Thomas</u>		Signature: <u>[Signature]</u>		Date: <u>7/1/09</u>	
NOTE: Payment to Automobile Dealership Contingent Upon Signature Below of Dismantler Verifying Receipt of Vehicle.					
SALVAGE/DISMANTLING FACILITY SECTION (To be filled out by Dismantler)					
Salvage/Dismantling Facility: <u>Auto Salvage</u>		Phone: <u>(817) 558-5555</u>		County: <u>TARRANT</u>	
Physical Address: <u>111 West Avenue</u>		City: <u>Fort Worth</u> State: <u>TX</u>		Zip: <u>76111</u>	
Mailing Address: <u>111 West Avenue</u>		City: <u>Fort Worth</u> State: <u>TX</u>		Zip: <u>76111</u>	
Texas Dept. of Transportation (TxDOT) Salvage Vehicle Dealers License Number: <u>123456789</u>					
TCEQ Storm Water Permit Number: <u>TXR00V001</u>					
Salvage/Dismantling Facility Representative Verifying VIN & Receipt of Vehicle: <u>Joe Jones</u>		Signature: <u>[Signature]</u>		Date: <u>7/5/09</u>	
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 Number: <u> </u>					
(Print Name) Recycling Representative Receiving Residual Scrap Metal		Date			
White - Automobile Dealership (to NCTCOG) Green - Automobile Dealership (to tie) Yellow - Salvage/Dismantling Facility (to tie) Pink - Recycling Facility (to tie) Goldenrod - Auto Dealership (to NCTCOG)					

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

AirCheckTexas Retired Vehicle Transfer Manifest

INSTRUCTIONS
ON REVERSE

AIRCHECKTEXAS RETIRED VEHICLE TRANSFER MANIFEST

1001750

PROGRAM ADMINISTRATOR: NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS (NCTCOG)
P.O. BOX 5888, ARLINGTON, TEXAS 76005-5888

PHONE: (Toll-Free)
817-608-2350

AUTOMOBILE DEALERSHIP SECTION (To be filled out by Dealership)

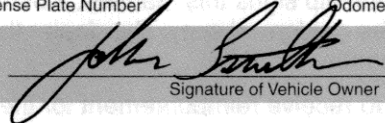
VEHICLE OWNER

Name: John Smith **Phone:** (817) 555-5555 **Date:** 7/1/09
Mailing Address: 1212 First Street **City:** Fort Worth **State:** TX **Zip:** 76109

VEHICLE INFORMATION

Vehicle Identification Number (VIN): 1FAFP34P5RM789010 **License Plate Number:** ASD123 **Odometer Reading:** 215789

Year: 1990 **Make:** FORD **Model:** Taurus
Title/Document Number: 05745678123760192


Signature of Vehicle Owner

AUTOMOBILE DEALERSHIP

Dealership: CAR World **Phone:** (817) 557-5555 **County:** TARRANT
Physical Address: 175 South Street **City:** Fort Worth **State:** TX **Zip:** 76109
Mailing Address: 175 South Street **City:** Fort Worth **State:** TX **Zip:** 76109

Bob Thomas **Bob Thomas** **7/1/09**
Dealership Representative Verifying VIN & Receipt of Vehicle Signature Date

NOTE: Payment to Automobile Dealership Contingent Upon Signature Below of Dismantler Verifying Receipt of Vehicle.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Retired Vehicle Manifest Summary

- **Complete all information in the Automobile Dealership Section**
 - **Participant (Vehicle Owner) 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**
 - **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**
- **Write in all information correctly in order for staff to verify the manifest meets requirements and can proceed with reimbursement. 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
817-557-5555

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	YEAR 2009	MAKE Ford	BODY STYLE Explorer	COLOR Black
VEHICLE IDENTIFICATION NUMBER 1FTFP78P5TB875640			ENGINE NO.	ODOMETER 158
TRIM	STOCK NO. P2750	WEIGHT/FEE CAT.	TO BE DELIVERED NO LATER THAN 7/1/2009	
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 7/1/2009
ADDRESS 1212 First Street		
CITY Fort Worth	STATE TX	ZIP 76109
RES. PHONE 817-555-5555	BUS. PHONE	COUNTY OF RESIDENCE Tarrant
DRIVERS LICENSE NO. 12345678		STATE TX
		BIRTHDATE 1/1/1975
INSURANCE COMPANY First Insurance		AGENT/PHONE NO. 555-555-5555
POLICY NO. / BINDER NO. 157918		SALESPERSON Bob Thomas

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Buyer's Order

SUB-TOTAL BROUGHT FORWARD		22101	85
REBATE		2000	00
SUB-TOTAL		20101	85
1. PRICE OF VEHICLE	(INCLUDING FREIGHT & ACCESSORIES)	20101	85
2. OTHER TAXABLE CHARGES			
3. TOTAL TAXABLE PRICE		17101	85
4. a) SALES TAX		1068	87
b) LICENSE FEE		65	80
c) TITLE FEE		33	00
5. Documentary Fee		50	00
6. TOTAL DELIVERED PRICE		18319	52
7. OTHER			
8. CASH DUE ON DELIVERY		0	00
9. TRADE-IN ALLOWANCE		\$ 3000	00
10. Less: LIEN		\$	
11. TOTAL DOWN PAYMENT		0	00
12. BALANCE		18319	52
13. FINANCE CHARGE			
		(SEE SEPARATE FINANCING CONTRACT)	
14. INSURANCE CHARGE			
15. TOTAL AMOUNT OF AGREEMENT		\$ 18319	52

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Buyer's Order

DESCRIPTION OF TRADE IN			
YEAR 1990	MAKE Ford	BODY STYLE Taurus	COLOR Black
VEHICLE IDENTIFICATION NO. 1FAFP34P5RM789010		APPRAISED BY	APPRAISAL 3000 00
CURRENT ODOMETER READING 215,789	BALANCE OWED TO		BALANCE OWED 0 00
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		7/1/09
	PURCHASER'S SIGNATURE		DATE
X	Peggy Smith		7/1/09
	CO-PURCHASER'S SIGNATURE		DATE
X	Bob Thomas		7/1/09
	DEALER OR AUTHORIZED REPRESENTATIVE		DATE

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Buyer's Order Summary

- Participant (Vehicle Owner) 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
- Complete all information correctly in order for staff to verify the vehicle meets requirements and can proceed with reimbursement. Inconsistencies/missing info. will result in delayed reimbursement.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Title Application

APPLICATION FOR TEXAS CERTIFICATE OF TITLE									
→ SHADED AREAS ARE TO BE COMPLETED BY THE SELLER ←									
→ TYPE OR PRINT NEATLY IN INK ←									
TAX OFFICE USE ONLY					County Use Only				
Tax Collector Betsy Price County Tarrant									
Date 07/01/09 Transaction Number									
1. Vehicle Identification Number 1FTFP785TB875640			2. Year 2009	3. Make Ford	4. Body Style				
5. Model Explorer		6. Odometer Reading 158	7. Empty Weight 4000	8. Carrying Capacity (lbs.)		9. Tonnage			
10. Trailer Type <input type="checkbox"/> Semi <input type="checkbox"/> Full		11. Plate No.	12. Vehicle Unit No.				13. Applicant's/Additional Applicant's Social Security Numbers (See * below) or Federal Tax ID Number		
14. Applicant's/Owner's Name(s) John Smith and Peggy Smith					15a. GDN - Dealer Use Only P11111				
Address 1212 First Street					County Name Tarrant				
City, State, Zip Code Fort Worth, TX 76109									
14a. Registrant's Name (Renewal Notice Recipient)									
Address									
City, State, Zip Code					County Name				
14b. Vehicle Physical Location City, State, Zip Code Fort Worth, TX 76109									
15. Previous Owner's Name Car World									
Address 175 South Street									
City, State, Zip Code Fort Worth, Texas 76109									
THIS MOTOR VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIEN									
16. 1st Lien Date 07/01/09		1st Lienholder Name Bank of Texas			16a. Electronic Title Request? <input type="checkbox"/> YES (16c cannot be checked)				
		Address 123 Maple Street			16b. Certified Lienholder ID No.:				
		City, State, Zip Code Fort Worth, TX 76115			16c. Additional Lien(s)? <input type="checkbox"/> YES (Attach Form VTR-267)				
17. FOR CORRECTED TITLE, CHECK REASON(S) <input type="checkbox"/> Change in Vehicle Description <input type="checkbox"/> VIN <input type="checkbox"/> No Change in Ownership Lien <input type="checkbox"/> Add Lien <input type="checkbox"/> Remove Lien <input type="checkbox"/> Odometer Brand <input type="checkbox"/> Odometer Reading									
18. ODOMETER DISCLOSURE - FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. I, Car World , state that the odometer now reads 158 (no tenths). ** (Name of Seller/Agent) THE MILEAGE SHOWN IS <input checked="" type="checkbox"/> A - Actual Mileage <input type="checkbox"/> N - Not Actual Mileage WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> X - Mileage Exceeds Mechanical Limits ** IF NO SELLER/AGENT, TITLE APPLICANT SHOULD CHECK ONE OF THE 3 BOXES ABOVE UNLESS NUMBER 6 INDICATES "EXEMPT."									
MOTOR VEHICLE TAX STATEMENT									
19. CHECK ONLY IF APPLICABLE <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]).									
20. DESCRIPTION OF VEHICLE TRADED IN (if any)		Year 1990	Make Taurus	Vehicle Identification Number 1FAFP34P5RM789010		20a. ADDITIONAL TRADE - INS? (Y/N) N			
21. SALES AND USE TAX COMPUTATION									
<input checked="" type="checkbox"/> (a) Sales Price (§ 2000) rebate has been deducted \$ 20101.85 <input type="checkbox"/> \$90 New Resident Tax - (Previous State)									
(b) Less Trade - In Amount, Describe in Item 20 Above \$ (3000.00) <input type="checkbox"/> \$5 Even Trade Tax									
(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, Describe in Item 20 Above \$ (0.00) <input type="checkbox"/> \$10 Gift Tax									
(d) Taxable Amount (Item a. minus Item b./Item c.) \$ 17101.85 <input type="checkbox"/> \$65 Rebuilt Salvage Fee									
(e) 6.25% Tax on Taxable Amount (Multiply Item d. by .0625) \$ 1068.87 <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.) \$ 1068.87 <input type="checkbox"/> \$28 or \$33 APPLICATION FEE FOR CERTIFICATE OF 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.									
22. Signature of SELLER, DONOR, OR TRADER		Bob Thomas				PRINTED NAME (Same as signature)		07/01/09	
23. Signature of PURCHASER, DONEE, OR TRADER		John Smith Peggy Smith				PRINTED NAME (Same as signature)		07/01/09	
RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT (MARRIED PERSONS) WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS APPLICATION FOR TITLE, SHALL FROM THIS DAY FORWARD BE HELD JOINTLY AND IN THE EVENT OF DEATH OF EITHER OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR. NON-MARRIED PERSONS ARE REQUIRED TO EXECUTE A RIGHTS OF SURVIVORSHIP AGREEMENT & SIGNATURE TO BE HELD JOINTLY & SEVERALLY FROM DAY 1.									
SIGNATURE _____ Date _____									
SIGNATURE _____ Date _____									
WARNING: If you are not a resident of Texas, you must have a valid driver's license from your home state or country to drive a motor vehicle in Texas. If you are not a resident of Texas, you must have a valid driver's license from your home state or country to drive a motor vehicle in Texas. If you are not a resident of Texas, you must have a valid driver's license from your home state or country to drive a motor vehicle in Texas.									
* NOTE: Transaction Code §501.0215 REQUIRES that the applicant's social security number be provided when applying for a certificate of title. If the applicant does not have a social security number, Form VTR-171, Statement of Fact for Non-Disclosure of a Social Security Number, must accompany this application. This information is requested for same identification purposes.									

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Title Application

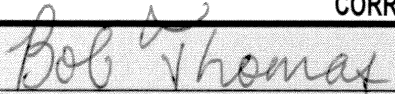
APPLICATION FOR TEXAS CERTIFICATE OF TITLE				
→ SHADED AREAS ARE TO BE COMPLETED BY THE SELLER ←				
→ TYPE OR PRINT NEATLY IN INK ←				
Tax Collector Betsy Price		TAX OFFICE USE ONLY		
Date 07/01/09		County Tarrant		
Transaction Number				
1. Vehicle Identification Number 1FTFP785TB875640		2. Year 2009	3. Make Ford	4. Body Style
5. Model Explorer	6. Odometer Reading 158	7. Empty Weight 4000	8. Carrying Capacity (lbs.)	9. Tonnage
10. Trailer Type <input type="checkbox"/> Semi <input type="checkbox"/> Full	11. Plate No.	12. Vehicle Unit No.		
14. Applicant's/Owner's Name(s) John Smith and Peggy Smith Address 1212 First Street City, State, Zip Code Fort Worth, TX 76109 County Name Tarrant				
14a. Registrant's Name (Renewal Notice Recipient) Address City, State, Zip Code County Name				
14b. Vehicle Physical Location City, State, Zip Code Fort Worth, TX 76109				
15. Previous Owner's Name Address City, State, Zip Code Fort Worth, Texas 76109				
THIS MOTOR VEHICLE IS SUBJECT TO THE FOLLOWING FIRST LIE				
16. 1st Lien Date 07/01/09	1st Lienholder Name Bank of Texas Address 123 Maple Street City, State, Zip Code Fort Worth, TX 76115			16a. Electronic T 16b. Certified Lie 16c. Additional L
17. FOR CORRECTED TITLE, CHECK REASON(S) <input type="checkbox"/> Change in Vehicle Description <input type="checkbox"/> VIN <input type="checkbox"/> No Change in Ownership Lien <input type="checkbox"/> Add Lien <input type="checkbox"/> Ren Lien <input type="checkbox"/> Year <input type="checkbox"/> Make <input type="checkbox"/> Body Style <input type="checkbox"/> Other				
18. ODOMETER DISCLOSURE - FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE UPON TRANSFER OF OWNERSHIP. PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT. I, Car World , state that the odometer now reads 158 ** (Name of Seller/Agent) THE MILEAGE SHOWN IS <input checked="" type="checkbox"/> A - Actual Mileage <input type="checkbox"/> N - Not Actual Mileage WARNING - ODOMETER DISCREPANCY <input type="checkbox"/> ** IF NO SELLER/AGENT, TITLE APPLICANT SHOULD CHECK ONE OF THE 3 BOXES ABOVE UNLESS NUMBER 6 INDICATES "EXEMPT"				
MOTOR VEHICLE TAX STATEMENT				
19. CHECK ONLY IF APPLICABLE <input type="checkbox"/> I hold Motor Vehicle Retailer's (Rental) Permit No. _____ and will satisfy the minimum tax <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]).				
20. DESCRIPTION OF VEHICLE TRADED IN (if any)	Year 1990	Make Taurus	Vehicle Identification Number 1FAFP34P5RM789010	

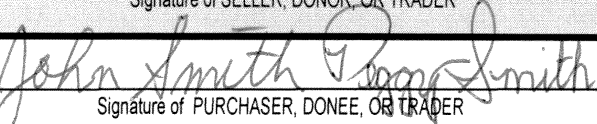
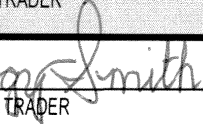
AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Title Application

21. SALES AND USE TAX COMPUTATION		
<input checked="" type="checkbox"/> (a) Sales Price (\$ 2000 rebate has been deducted)	\$ 20101.85	<input type="checkbox"/> \$90 New Resident Tax - (Previous State) _____
(b) Less Trade - In Amount, Describe in Item 20 Above	\$ (3000.00)	<input type="checkbox"/> \$5 Even Trade Tax
(c) For Dealers/Lessors/Rental ONLY - Fair Market Value Deduction, Describe in Item 20 Above	\$ (0.00)	<input type="checkbox"/> \$10 Gift Tax
(d) Taxable Amount (Item a. minus Item b./Item c.)	\$ 17101.85	<input type="checkbox"/> \$65 Rebuilt Salvage Fee
(e) 6.25% Tax on Taxable Amount (Multiply Item d. by .0625)	\$ 1068.87	<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.)	\$ 1068.87	<input type="checkbox"/> \$28 or \$33 APPLICATION FEE FOR CERTIFICATE OF 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.

22. 	Bob Thomas	07/01/09
Signature of SELLER, DONOR, OR TRADER	PRINTED NAME (Same as signature)	Date

23.  	John Smith Peggy Smith	07/01/09
Signature of PURCHASER, DONEE, OR TRADER	PRINTED NAME (Same as signature)	Date

RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT (MARRIED PERSONS)
WE, THE PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS APPLICATION FOR TITLE, SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF EITHER OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR.

_____ SIGNATURE	_____ Date
--------------------	---------------

NON-MARRIED PERSONS ARE REQUIRED TO EXECUTE A RIGHTS OF SURVIVORSHIP OWNERSHIP AGREEMENT FOR A MOTOR VEHICLE, FORM VTR-122.

_____ SIGNATURE	_____ Date
--------------------	---------------

WARNING: Transportation Code, §501.155, provides that falsifying information on title transfer documents is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.

* **NOTE:** Transportation Code, §501.0235, REQUIRES that the applicant's social security number be provided when applying for a certificate of title. If the applicant does not have a social security number, Form VTR-171, Statement of Fact for Non-disclosure of a Social Security Number, must accompany this application. This information is requested for owner identification purposes.

Form 130-U (Rev. 05/09)

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Title Application Summary

- Participant (Vehicle Owner) 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
- Complete all information correctly in order for staff to verify the vehicle meets requirements and can proceed with reimbursement. Inconsistencies/missing info. will result in delayed reimbursement.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

AirCheckTexas Retired Vehicle Transfer Manifest

SALVAGE/DISMANTLING FACILITY SECTION (To be filled out by Dismantler)

Salvage/Dismantling Facility: Auto Salvage Phone: (817) 558-5555 County: Tarrant
Physical Address: 111 West Avenue City: Fort Worth State: Tx Zip: 76111
Mailing Address: 111 West Avenue City: Fort Worth State: Tx Zip: 76111
Texas Dept. of Transportation (TxDOT) Salvage Vehicle Dealers License Number:

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

TCEQ Storm Water Permit Number:

T	X	R	O	O	V	O	O	1
---	---	---	---	---	---	---	---	---

JOE JONES

Salvage/Dismantling Facility Representative Verifying VIN & Receipt of Vehicle

Joe Jones

Signature

7/5/09

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 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)

Dealer Database Demonstration

Obtain 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 then Your Location Has Not Been Activated to Accept Replacement Vouchers



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 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.)

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[2010 vehicles are no longer eligible!!!](#)
[Database User's Manual](#)
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[Dealer Terms and Conditions](#)

You have 1 voucher(s) approved for payment.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Reimbursement of Voucher Amount

Enter Voucher and Replacement Vehicle Information into the Dealer Database

Submit by Mail - Completed and Signed Voucher Paperwork

- Totally completed and signed voucher letter or dealer checklist**
- Manifest photocopy**
- Goldenrod copy of manifest**
- Buyer's order**
- Title application**
- Other docs (if applicable)**
 - » VIR**
 - » Proof of address change**
 - » Verification of name change**

Must Send All Paperwork Within 30 Days of Sale Date

Make Copies of Everything You Send Us and Keep for Three (3) Years

Dealer Database Demonstration

Follow-up to Check Status

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Dealer Database Follow-up Summary

- Dealer must have computer with internet access and credit card terminal to obtain reimbursement
- User's manual steps dealer through database and is on website
- Dealer will receive a login user name and password
- Dealer logs in to database before mailing all voucher paperwork to regional administrator
 - Voucher # (found on voucher) needs to be entered into "Search for Vouchers"
 - Have the completed dealer checklist with you in order to enter the information
 - Click the Update button and get "Successfully entered" message and the voucher goes to Vouchers Pending Payment
- Dealer mails all voucher paperwork to regional administrator
- Each dealership is responsible for regularly logging in and checking status of their submitted vouchers.

AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Surveying Participants

All Participants Surveyed After Using Their Voucher to Determine:

- Were they treated fairly?**
- Were they charged fees to use their voucher?**
- Have they had 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 to Ensure Compliance With Program Rules at Participating Dealerships.

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 Agreed to All Terms and Conditions**

Allow 5 Business Days for Processing

**You Will See the Search For Vouchers Link on
the Main Page of the Dealer Database**



AIRCHECKTEXAS DRIVE A CLEAN MACHINE

Contact Information For Dealerships

Phone: (817) 608-2350

Fax: (817) 695-9292

Email: airchecktexas@nctcog.org

Website: www.nctcog.org/airchecktexas

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