

State of Vermont Incentive Program: Avoiding Common Mistakes (Dealer Submissions)

Contents

General Program Requirements	2
Consumer Eligibility	2
New PEV	2
Required Documents	2
Updated Consumer Attestation Form (New Vehicle Purchase/Lease)	2
Purchase/Lease Agreement	3
Proof of Vermont Residency	3
Proof of Vehicle Registration.....	3
Proof of Flood-impacted Vehicle (only applicable if receiving the flood adder)	3
Vehicle Eligibility	3
Replace Your Ride (RZR)	3
Required Documents	4
Replaced Vehicle Attestation Form	4
Replaced (Scrapped) Vehicle Registration.....	4
Replaced (Scrapped Vehicle Title).....	4
Bill of Sale.....	4
Consumer Attestation Form for Used Vehicle Purchases.....	4
MileageSmart (MS) Used EV Incentive Program Commitment Letter or Purchase Agreement (Used Vehicle Purchase).....	5
Proof of Flood-impacted Vehicle (only applicable if scrapping a flood-impacted vehicle).....	5
Scrapped Vehicle Eligibility	5

General Program Requirements

- 1) Dealership must be enrolled in the program
- 2) Dealership must submit application with all required documents within 15 days of transaction
- 3) All documents must:
 - a) Have all information fields completed
 - b) Be legible
 - c) Have all pages of the document uploaded for review
 - i) No part of any page should be cut off or covered up
 - d) State the applicant's name
 - i) As a buyer/lessee or co-buyer/co-lessee of the new or used PEV
 - ii) As the owner of the scrapped vehicle (RZR)
 - e) Signed and dated by all parties
 - f) Vehicle(s) information (make, model, year, VIN) must match among all supporting documents

Consumer Eligibility

Rebate recipient must:

- 1) Be a Vermont resident
- 2) Meet income requirements as determined by AGI listed on **most recently filed** tax return
 - a) New PEV: See [New PEV Program Guidelines](#), Table 1
 - b) RZR New & Used: See [RZR Program Guidelines](#), Tables 1 or 2
- 3) Applicants are limited to one New PEV and one RZR incentive, each, per lifetime
 - a) Determine New PEV eligibility by verifying the consumer's driver's license number via the online portal

New PEV

Submit applications via [online portal](#).

Required Documents

Required for New PEV and New PEV + RZR

Updated Consumer Attestation Form (New Vehicle Purchase/Lease)

- 1) Current version: [Consumer Attestation Form for New Vehicle Purchases](#)
- 2) Correct Incentive Claim Option and Incentive Amount are selected
 - a) New PEV **only** applications are "Dealership Point-of-Sale"
 - b) New PEV + RZR applications are "Dealership Point-of-Sale & Replace Your Ride"
- 3) Incentive Attestation section has been correctly verified by the consumer
 - a) New PEV, the first four attestations and incentive amount are required
 - b) New PEV plus RZR, all attestations (except flood adder), incentive amount, titled on date, and inspection expiration date, are required
 - i) Note: If the scrap vehicle is more than 15 years old, put "N/A" as the titled on date

- c) If the consumer was impacted by the 2024 flood events, they must complete the two additional attestations

Purchase/Lease Agreement

- 1) State of Vermont Incentive must be clearly shown separate from other incentives and match the rebate amount. Alternately, the Consumer Attestation Form provides a space where the consumer can confirm the incentive they received.

Proof of Vermont Residency

- 1) Only Vermont Driver's Licenses are accepted:
 - a. Must be valid on the date of transaction and show a Vermont address. This does not need to match the registration address.
 - b. If a VT permanent driver's license is unavailable, a temporary or interim license from the DMV is acceptable. All information must be verifiable on this document for approval.

Proof of Vehicle Registration

- 1) Must be valid on the date of submission and be registered in Vermont
- 2) Acceptable documents:
 - a) Vermont Registration Tax & Title Application
 - b) Temporary Registration
 - c) Permanent Registration

Proof of Flood-impacted Vehicle (only applicable if receiving the flood adder)

- 1) Insurance claim information showing the vehicle was totaled by the flood events
- Or**
- 2) Photos of the vehicle:
 - a. Under water and/or the damage sustained from flooding
 - b. The vehicle's license plate
 - c. The VIN as it appears on the vehicle
- And**
- 3) Receipt showing the impacted vehicle was scrapped through a program participating scrapper

Vehicle Eligibility

- 1) Minimum lease term of 24-months, which must be stated on the lease agreement
- 2) Be on the eligible vehicles list in the [Program Guidelines](#)
- 3) Registered in Vermont

Replace Your Ride (RYR)

Submit applications for RYR + New PEV via [online portal](#).

Submit applications for RYR + Used PEV via email to VermontPEV@EnergyCenter.org

Required Documents

Replaced Vehicle Attestation Form

- 1) [Most current version](#), signed and dated by a **dealership representative**
 - a) Note: The registration issue and expiry dates are for the current registration only
 - b) Note: If the scrap vehicle is more than 15 years old, put “N/A” as the titled on date
 - c) The vehicle scrapper used must be a participating scrapping partner

Replaced (Scrapped) Vehicle Registration

- 1) Current Vermont Registration:
 - a) One consecutive year in the applicant’s name, immediately prior to the transaction
 - b) Valid as of the date of the transaction
- 2) Prior Vermont Registration:
 - a) Two consecutive years with Vermont DMV, immediately prior to the transaction
 - i) If the current registration is not for two prior years, alternate documents can be submitted:
 - (1) Previous registrations
 - (2) CarFax vehicle history (or similar)

Replaced (Scrapped Vehicle Title)

- 1) Must include both pages
- 2) Second page must be signed and dated to confirm vehicle transfer
- 3) “Titled On” date must be one year or more prior to the date of the transaction
- 4) If the vehicle is 15 years or older, from the current year, a title may not be available
 - a) Alternate documents accepted:
 - i) State of Vermont Owner’s Assignment / Dealer’s Reassignment of Title
 - ii) Bill of Sale

Bill of Sale

- 1) Must confirm vehicle transfer to the dealership
 - a) Acceptable documents:
 - i) Complete copy of a purchase agreement with the scrapped vehicle listed as a trade-in
 - (1) Trade-in value must be \$0 or \$1
 - ii) Bill of Sale and Odometer Disclosure Statement

Consumer Attestation Form for Used Vehicle Purchases

- 1) [Most current version](#), signed and dated by the consumer
- 2) Correct Incentive Amount is selected
- 3) Incentive Attestation section has been correctly verified by the consumer
 - a) All attestations (except flood adder), incentive amount, titled on date, and inspection expiration date, are required
 - i. Note: If the scrap vehicle is more than 15 years old, put “N/A” as the titled on date

- b) If the consumer was impacted by the 2024 flood events, they must complete the two additional attestations

MileageSmart (MS) Used EV Incentive Program Commitment Letter or Purchase Agreement (Used Vehicle Purchase)

- 1) MileageSmart letter required for applicants receiving a MileageSmart incentive, as well
- 2) For applicants receiving a RYR incentive **not** stacked with MileageSmart:
 - a. Submit a complete copy of the used vehicle's Purchase Agreement, showing the replaced (scrapped) vehicle as a trade-in worth \$0 or \$1
 - b. In the submission email, confirm the consumer **did not** participate in MileageSmart

Proof of Flood-impacted Vehicle (only applicable if scrapping a flood-impacted vehicle)

- 1) Insurance claim information showing the vehicle was totaled by the flood events
- Or**
- 2) Photos of the vehicle:
 - a. Under water and/or the damage sustained from flooding
 - b. The vehicle's license plate
 - c. The VIN as it appears on the vehicle
- And**
- 3) Receipt showing the impacted vehicle was scrapped through a program participating scrapper

Scrapped Vehicle Eligibility

- 1) Must have an internal combustion engine
 - a) All-gas vehicle
 - b) Conventional hybrid (plug-in hybrids are not eligible)
- 2) Gross weight less than 10,000 pounds
- 3) More 10 years old, or older, from current year
- 4) Current and valid inspection sticker, issued within the last 18 months
- 5) Can start without outside assistance
- 6) Can move 30 feet forward and in reverse, under its own power

For assistance regarding the State of Vermont Incentive Program, please call our general phone line at 888-807-0446 or email VermontPEV@energycenter.org.