

# State of Vermont Participating Dealer Agreement

## Participating Dealer Agreement for New PEVs and Replace Your Ride Offering Point-of-Sale or -Lease Incentives

This agreement defines the terms under which the Center for Sustainable Energy (CSE), as program implementers for both the State of Vermont's New Plug-In Electric Vehicle (PEV) Incentive Program and Replace Your Ride (RYR) Incentive Program, will reimburse an automobile dealer signing this agreement (Dealer) for eligible consumer purchases or leases of eligible all-electric and plug-in hybrid electric vehicles, and for the scrapping of all eligible Internal Combustion Engine (ICE) vehicles. These incentive programs are known as the "State New PEV Incentive Program" or "New PEV Program" and "State of Vermont Replace Your Ride Program" or "RYR Program" respectively.

The New PEV Program initially launched December 16, 2019, and the RYR Program launched September 14, 2022. In the event either Program goes dormant between the exhaustion of funds and the availability of any future funding, the Vermont Energy Investment Corporation (VEIC) will post on the Drive Electric Vermont (DEV) website that incentive funding has been suspended, and incentives will not be available after either or both of the Programs have been suspended. The State of Vermont's Agency of Transportation (VTrans) or its designee will notify participating dealers of Program re-launch dates following program suspensions.

### **Roles and Agreement Principles**

The Program will be offered by [CSE](#) with support from [VEIC](#), the non-profit coordinating the [DEV](#) program. VEIC is assisting [VTrans](#) and CSE in providing training, reporting, and promotion of the State Incentive Program.

To establish the cooperative partnership necessary to coordinate the roles of Program implementation, CSE will:

- Provide incentive payments to Dealerships for eligible Electric Vehicle sales and leases as specified in the "Program Guidelines" and according to the schedule in Table 1 (for new PEV purchases) for the State of Vermont New PEV Incentive Program.

- Provide incentive payments to Dealers for eligible scrapped vehicles in conjunction with the purchase or lease of a new or used eligible PEV (as specified in “Eligibility Requirements” below) according to the schedule in Table 1 (for new PEV purchases) or Table 2 (for used PEV purchases) for the State of Vermont Replace Your Ride Program.

**VEIC will:**

- Provide training opportunities for Dealers to learn about the Program.
- Promote the Program and participating dealerships on the Drive Electric Vermont website.
- Post a notice on its DEV webpage for the Program alerting applicants when remaining funding is limited.

**For the State New PEV Incentive Program the Dealer agrees to:**

- Ensure that all vehicle sales under the Program meet the following Eligibility Requirements:
  - The purchaser must be an individual who resides in Vermont.
  - Limit of one incentive per individual per lifetime.
  - The new vehicle must be registered in Vermont at the time of purchase or lease.
  - The new vehicle must be on the list of eligible plug-in electric vehicles provided on the Drive Electric Vermont website.
  - The new vehicle must be sold or leased as new and not previously registered.
    - Leases are eligible for the State incentive program if they are for a term of 24 months or longer.
- Provide the appropriate incentive amount to the purchase/lease down payment at time of sale/lease, making customer aware the State of Vermont New PEV Incentive Program was responsible and indicating this on the purchase/lease agreement. If dealership documentation systems do not have the ability to itemize down payment contributions to clearly show the State of Vermont incentive amount, we will accept the completed and signed Consumer Attestation Form as confirmation the incentive was applied properly, and the consumer is aware of the origin of the funds.
- Be responsible for any tax issues associated with payment of incentives.
- Submit incentive applications to CSE, within 15 days of sale or lease, through the online Application Portal.

- Provide the following required documentation to CSE upon sale or lease of an eligible all-electric or plug-in hybrid electric vehicle:
  1. **A Consumer Attestation Form** with all required information filled in and attestation boxes selected.
    - Utilize the correct form for New Vehicles.
    - A dealership is not responsible for verifying income eligibility but must ensure the consumer agrees to the Terms and Conditions of the Program Guidelines.
  2. **Full and complete copy of the purchase or lease agreement with all pages.**
    - The purchase or lease agreement must be signed and executed, and all accompanying documentation scans/photos should be clearly legible.
    - Leases must be for a term of 24 months or longer to be eligible for the incentive.
  3. **Vehicle registration** - An application for registration of new vehicle must be included with the Program application as proof of registration and must meet these requirements:
    - The registered owner name/lessee matches the name on the State Incentive Program incentive application and on the final purchase agreement/lease.
    - The vehicle must be registered in Vermont.
    - The form is complete and signed.
  4. **Proof of Vermont residency**
    - A copy of a current (not expired) Vermont driver's license valid at the time of sale or lease is required. The name appearing on the driver's license must match the name of the purchaser/lessor on the invoice or bill of sale.
  5. **Proof of Flood Impact on Impacted Vehicle (only if receiving the 2024 flood adder)**
    - If the "Additional Incentive for Vermont 2024 Flood-impacted Vehicles" incentive is selected on the Consumer Attestation Form, proof the impacted vehicle was totaled by the 2024 flood events must be provided. Submitted documents can be either of the following:

- o Insurance claim information, showing the vehicle was totaled by the flood events.
- o Photos of the vehicle:
  - Under water and/or the damage sustained from flooding
  - The vehicle's license plate
  - The VIN number, as it appears on the vehicle

**6. Proof the Flood-Impacted Vehicle was Scrapped (only if receiving the 2024 flood adder)**

- If the “Additional Incentive for Vermont 2024 Flood-impacted Vehicles” incentive is selected on the Consumer Attestation Form, proof must be provided that the impacted vehicle was scrapped through a program participating scrapper. Participating scrappers will ensure the vehicle is scrapped according to Program Guidelines.
- When requested, provide updated documentation to CSE within 10 days of the request.

**For the State of Vermont Replace Your Ride Program the Dealer agrees to:**

- Ensure that all transactions for the Program meet the following Eligibility Requirements:
  - o The purchaser must be an individual who resides in Vermont.
  - o Limit of one incentive per individual for the life of the program.
  - o The scrapped vehicle must be eligible based on the requirements outlined in the Replace Your Ride Program Guidelines, “Replaced Vehicle Requirements” section.
- Provide the appropriate incentive amount to the purchase/lease down payment at time of sale/lease, making the consumer aware the State of Vermont RYR Incentive Program was responsible and indicating this on the purchase/lease agreement.
- Attest to the replaced vehicle being properly scrapped according to program requirements and subsequently work with an eligible scrapper according to RYR program guidelines.
- Be responsible for any tax issues associated with payment of incentives.
- Submit incentive applications to CSE within 15 days of sale through the online Application Portal (in conjunction with the purchase or lease of a new eligible all-

electric or plug-in hybrid electric vehicle) or via email to

[VermontPEV@energycenter.org](mailto:VermontPEV@energycenter.org) (in conjunction with the purchase of a used eligible all-electric or plug-in hybrid electric vehicle).

- Provide the following required documentation to CSE upon sale or lease of an eligible all-electric or plug-in hybrid electric vehicle:
  - **Consumer Attestation Form** with all required information filled in and attestation boxes selected.
    - Utilize the correct form for New Vehicles **or** Used Vehicles as appropriate.
      - a New Vehicle purchases must use the “New Vehicle Customer Attestation” form.
      - b Used Vehicle purchases must use the “Used Vehicle Customer Attestation” form.
    - “Dealership Point-of-Sale & Replace Your Ride Incentive” claim option must be selected for new vehicle purchases.
    - A dealership is not responsible for verifying income eligibility but must ensure the consumer agrees to the Terms and Conditions of the Program Guidelines.
  - **Replaced Vehicle Attestation Form**
    - Form must be signed by participating dealership attesting that vehicle will be scrapped according to program guidelines.
  - **Proof of Vermont residency**
    - A copy of a current (not expired) Vermont driver’s license valid at the time of sale or lease is required. The name appearing on the driver’s license must match the name of the Purchaser/lessor on the invoice or bill of sale.
  - **Replaced (Scrapped) Vehicle registration** - A copy of the scrapped vehicle’s current, valid registration must be included with the Program application as proof of registration and must meet these requirements:
    - The registered owner/lessee name matches the name on the State Incentive Program incentive application and on the final contract.
    - Vehicle must be currently registered in Vermont.
    - Vehicle has been registered with the Vermont DMV for at least two years prior to application date.

- The form is complete and signed, if required.
    - **Replaced (Scrapped) Vehicle Title**
      - Vehicle has been titled to the applicant for at least one year prior to date of application.
      - Title must include all pages, front and back, to confirm vehicle eligibility with signatures to confirm proper transfer of ownership to the dealership.
      - If the scrapped vehicle is 15 year or older from the current year, the vehicle title may not be available. If the vehicle does not have a title and is older than 15 years, alternative proof of ownership, like a bill of sale, will be required.
    - **Bill of Sale**
      - Bill of Sale must show proper transfer of the vehicle to the dealership.
        - For **New vehicle sales only**, also submit:
      - **Purchase or Lease Agreement** – Full, complete, signed, and executed legible copy of the purchase or lease agreement, including.
        - Leases must be for a term of 24 months or longer to be eligible for the incentive.
      - **Vehicle registration** – A complete and signed application for registration of new vehicle must be included with the Program application as proof of registration and must meet these requirements:
        - The registered owner/lessee name matches the name on the State Incentive Program incentive application and on the final purchase agreement/lease.
        - The vehicle must be registered in Vermont.
    - For **Used vehicle sales only**, also submit:
      - MileageSmart Used EV Incentive Program Commitment Letter/Email (for applicants participating in the MileageSmart Program)
      - Purchase Agreement (for applicants ineligible for MileageSmart Program)
    - For **Flood-impacted replaced vehicles only**, also submit:
      - Proof the vehicle was scrapped through a Participating Scrapper – A receipt from the participating scrapping partner will be required for all replaced vehicles impacted by the 2024 flood events.
- When requested, provide updated documentation to CSE within 10 days of the request.

See Tables 1 and 2 on following page for eligible incentive amounts by tax filing status and adjusted gross income.

Table 1. Incentive Amounts by Tax Filing Status and Adjusted Gross Income for **NEW** PEV purchases, and **USED** PEV purchases for consumers ineligible for MileageSmart

<b>Tax Filing Status</b>	<b>Adjusted Gross Income (AGI) Limits</b>	<b>RYR Incentive Amount</b>
<b>Individual</b> filing as <b>single</b>	\$60,000 or less	\$5,000
	\$60,001 up to \$100,000	\$2,500
<b>Individual</b> filing as <b>head of household</b>	\$75,000 or less	\$5,000
	\$75,001 up to \$125,000	\$2,500
<b>Individual</b> filing as qualifying <b>widower/surviving spouse</b>	\$90,000 or less	\$5,000
	\$90,001 up to \$150,000	\$2,500
<b>Married couple</b> filing <b>jointly</b>	\$90,000 or less	\$5,000
	\$90,001 up to \$150,000	\$2,500
<b>Married couple</b> filing <b>separately</b>	\$60,000 or less	\$5,000
	\$60,001 up to \$100,000	\$2,500

Table 2. Incentive Amounts by Tax Filing Status, Adjusted Gross Income, for **USED** PEV purchases\* through MileageSmart

<b>Number of Persons in Household</b>	<b>Annual Income Limit</b>	<b>Monthly Income Limit</b>	<b>Incentive Amount for Replace Your Ride – USED PEV*</b>
<b>1</b>	\$55,050	\$4,587.50	\$5,000
<b>2</b>	\$62,900	\$5,241.67	\$5,000
<b>3</b>	\$70,750	\$5,895.83	\$5,000
<b>4</b>	\$78,600	\$6,550	\$5,000
<b>5</b>	\$84,900	\$7,075	\$5,000
<b>6</b>	\$91,200	\$7,600	\$5,000
<b>7</b>	\$97,500	\$8,125	\$5,000
<b>8</b>	\$103,800	\$8,650	\$5,000

\*Incentive amounts are listed in Table 2 according to the number of persons in the household and Adjusted Gross Income.



## Dealership Information

Dealership Name ("Participating Dealership"):

*\*Must match the name entered into your Dealership Account via the online portal*

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Dealership Web Site:

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## Primary Dealership Management Contact for this Program

Name:

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Title:

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Dealership Mailing Address:

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Phone:

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Email:

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## Terms of Agreement

This Agreement is regarding the Participating Dealer Agreement for New PEVs and Replace Your Ride Offering Point-of-Sale or -Lease Incentives and is effective from the date of signing until all available funding for the Program is exhausted.

Dealership agrees to these terms and conditions and program guidelines for all future applications submitted to the program.

Dealership may cancel this agreement for any reason at any time prior to the expiration date by issuing written notice to CSE no less than **15** days before the proposed termination date.

Termination of the agreement will not affect payment of incentives to dealer for eligible Electric Vehicle sales and leases that predate such termination date.

**Authorized Dealer Signatory**

Name:

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Title:

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Signature:

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Date:

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