

## VEHICLE PURCHASER CHECKLIST

REQUIREMENTS FOR VEHICLE ELIGIBILITY, VOUCHER REDEMPTION,  
& POST-REDEMPTION REQUIREMENTS



## Truck Voucher Incentive Program

### IS YOUR FLEET ELIGIBLE? YOU MUST HAVE...

- ✓ CLASS 3-8 DIESEL VEHICLE(S)\*
- ✓ VEHICLE(S) WITH ENGINE MODEL YEAR 1992-2009
- ✓ OWNED A NYS-REGISTERED VEHICLE FOR AT LEAST PAST 2 YEARS

\*Replacement or repowered class 3 vehicles must be registered in one of the 30 eligible counties that are/were recently in non-attainment with federal air quality standards. A class 3 vehicle must be all-electric (BEV) to be eligible for funding.

### WHAT DO I NEED TO PROVIDE IN ORDER TO BEGIN MY ORDER?

- ✓ PROVISIONAL PURCHASE ORDER / LEASE AGREEMENT
- ✓ NEW VEHICLE INFORMATION (see below)
- ✓ INFORMATION FOR VEHICLE TO BE SCRAPPED (EXISTING VEHICLE, see below)
- ✓ EXISTING VEHICLE REGISTRATION
- ✓ PHOTOS OF EXISTING VEHICLE (FRONT W/ LICENSE PLATE, SIDE W/ DOT #, VEHICLE ENGINE, ENGINE TAG W/ ENGINE FAMILY NUMBER AND ENGINE SERIAL NUMBER, INTACT CHASSIS)
- ✓ SIGNED VEHICLE PURCHASER TERMS & CONDITIONS

### ...TO INITIATE NEW VEHICLE DELIVERY?

- ✓ SCHEDULED SCRAPPAGE DATE FOR EXISTING VEHICLE<sup>^</sup>

### ...TO COMPLETE TRADE-IN?

- ✓ EXECUTED PURCHASE ORDER / LEASE AGREEMENT
- ✓ SIGNED FINAL INVOICE
- ✓ NEW YORK DMV REGISTRATION OR TITLE APPLICATION (MV-82)
- ✓ PHOTOS OF NEW VEHICLE (SHOWING LEFT SIDE, ENGINE TAG, VIN TAG, ODOMETER READING)

### WITHIN 21 DAYS AFTER NEW VEHICLE(S) DELIVERY PROVIDE SCRAPPAGE DOCUMENTATION:

- ✓ POST-SCRAPPAGE PHOTOS INDICATING VEHICLE IDENTIFYING CHARACTERISTICS, DESTROYED DIESEL ENGINE, AND (WHERE APPLICABLE) A CUT OR SHEARED VEHICLE CHASSIS<sup>^</sup>

<sup>^</sup>Scrapage and photo documentation will be conducted by a NYTVIP-approved scrapyard. Refer to the accompanying Truck Scrapage Guidelines for photo documentation specifications.

### WHAT HAPPENS NEXT?

- ✓ OWNED OR LEASED VEHICLE(S) MUST OPERATE IN NEW YORK STATE FOR A MINIMUM OF FIVE YEARS
- ✓ SUBMIT SEMI-ANNUAL USAGE REPORTING TO CONTRACTOR FOR A MINIMUM OF THREE YEARS AFTER RECEIVING VOUCHER REDEMPTION

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*Failure to submit a Semi-Annual Usage Report in a timely manner is a violation of the terms and conditions of NYSERDA funding and may result in the Vehicle Purchaser being subject to a prorated reimbursement penalty based on the number of missed reports as well as a ban from any further participation in the Program.*

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Vehicle Information Worksheet		
VEHICLE WORKSHEET IS FOR INFORMATIONAL PURPOSES ONLY VOUCHER APPLICATION REQUIRED TO COMPLETE TRANSACTION		
	New Vehicle Information	Existing Vehicle (to be scrapped)
Domicile Address		
Primary Use / Vocation		
Drive Cycle (i.e., dense urban, urban, suburban, rural)		
Expected Annual Mileage Driven (miles)		
Expected Annual Fuel Usage (gallons)		
Vehicle Make/Model/Year		
Engine Make/Model/Year		
License Plate #		
Odometer Reading (miles)		
Fuel Type (BEV, PHEV, HEV, CNG, propane)		
Engine Displacement (volume)		
Rated Horsepower (horsepower)		
# Cylinders		
Weight (lbs) / Weight Class		
Previous Year Vehicle Mileage (miles)		
Annual Avg Mileage for Comparable Vehicle (miles)		
Fleet Average Annual Maintenance (\$)		
Most Recent Annual Diesel Fuel Usage (gallons)		
Estimated Remaining Useful Life (years)		