



HVIP Voucher Redemption Form

Voucher # (If a batch, separate redemption forms are still required for each voucher)	
Voucher Amount:	Vehicle Delivered Price:

Purchaser / Lessee Information

Primary Contact:		
Company Name / Entity:	Parent Company:	
Name of Lessor, if lease:		
Vehicle Domicile Address:	Vehicle Domicile City:	
Vehicle Domicile State:	Vehicle Domicile Zip:	
Purchaser Phone:	Purchaser E-mail:	
TIN:	CA #:	DOT #:
CA # Reason for exemption (if applicable):		
DOT # Reason for exemption (if applicable):		
TRUCRS ID or Reason for exemption:		

Note for private fleets with more than 500 vehicles: For bulk orders, the purchaser is required to submit DMV registration and a signed final invoice as proof of delivery of each of the 30 non-HVIP-funded vehicles that comprise the bulk order to voucherprocessing@tetrattech.com within 18 months of the date the bulk order is requested. DMV Form REG397 may be submitted in lieu of completed registration, however completed registration must be provided within 180 days.

Dealer Information

Dealer Name:	Company Name:	
Address:		
City:	State:	Zip Code:
Phone:	E-mail:	

Vehicle Information

Vehicle Manufacturer:	
Vehicle Description:	
Vehicle Model Year:	Vehicle Type:
GVWR:	VIN:



Confirmation of Completion of Redemption Checklist

All items identified below must be received and approved in the VPC for voucher redemption:

Purchaser Labor Laws Compliance Attestation (AB 794): Confirm the Purchaser has certified their compliance with California state labor laws for the following vehicle types:

-Tractor -Panel/Step Van -Straight Truck -Refuse -2b Vehicle

Signed Final Invoice – must be signed by purchaser and show the final purchase price less the voucher amount and any other additional incentive funding. It also must include the following line items:

- vehicle VIN; vehicle VIN and engine serial number for natural gas repowers, VIN must match VIN initially provided for this request
 - vehicle base price
 - voucher discount indicated as HVIP-funded
 - State sales tax and all other applicable taxes and fees
- Financing Documentation** – must provide a copy of a check, money transfer, or financial arrangements identifying the lien holder and indicating terms of lease. The date and method of final payment from the purchaser to the dealer is required on the financial documentation and should include either the invoice number, VIN and/or voucher identification number.
- For leases – must provide a copy of the executed lease agreement, along with the lease schedule. . If lease or financial arrangements involve a third party, they must also be identified with the title or lien-holder clearly indicated.
 - Lease schedule must illustrate that the full value of the voucher was passed down to the lessee, for example through a capital cost reduction. The cost of the vehicle listed on the lease agreement would reflect the voucher discount; payment lease installments would be based on that reduced price.
 - Paperwork description – A schedule is an attachment to a master lease that lists and describes the leased item, lease payments, and other terms applicable to the lease. A new lease schedule is executed whenever an item (vehicle) is added to the master lease. The lease terms and conditions may either be fixed as per the master lease or may be subject to individual negotiations for every schedule.
 - Signed Delivery Receipt – required for lease deals only, must be signed and dated by the lessee; document must capture delivery location and VIN and/or serial number of the vehicle.
 - Cash Deals – When a purchaser pays for the vehicle up-front, a receipt with the contract number, invoice number, VIN and/or voucher identification number is required.
- DMV Registration** – must show:
- California registration
 - A completed “Application for Registration of New Vehicle” form (REG397) is acceptable in lieu of the actual registration. However, the Voucher

Processing Center (VPC) will follow-up with the fleet 6 months after voucher redemption to get copy of the actual vehicle registration.

- The DMV registration must match the vehicle listed on the CARB Executive Order.
- Gross Vehicle Weight Rating (GVWR)
- CA License plate number
- Vehicle VIN

- Digital photos of vehicle – must show:**
 - Vehicle from left side – must capture completed vehicle; in instances where vouchers for an order of 10 or more vehicles are being redeemed at the same time, a “group photo” may be uploaded, however a list of the VINs of all pictured vehicles must accompany the photo
 - Engine tag – required for vehicles that have a combustion engine, must list engine serial number (ESN) & Engine Family Number (EFN) (not required for electric vehicles)
 - VIN tag – must capture model year or manufacturer date, GVWR & VIN
 - Vehicle Emissions Control Information (VECI) label for re-certified vehicles and for vehicles with a VIN Model Year that does not match the Model Year on the CARB Executive Order. Only the vehicle VECI label is required
 - Refuse Only – must capture the front/rear/side loader on solid waste vehicle is required in order to receive the 25% refuse modifier.

- Proof of Mileage at the time of vehicle delivery** – odometer reading should be less than 3,500 miles for a new vehicle (not required for Low NOx repowers); acceptable documents include telematics print out, DMV odometer disclosure statement., or photo of the odometer upon delivery (CARB approval is needed if reading exceeds 3,500 miles limit)

- Bill of Lading** – must include the origin and destination address, dated driver signatures at pick up and drop off to destination, full VIN and the carrier company information.

If a BOL cannot be provided, the dealer must provide an attestation letter signed and dated by the dealer and purchaser that includes:

- Carrier company and contact info
- Origin and destination address (address must match domicile location in VPC)
- Vehicle information including the VIN
- Inspection notes (optional)
- Driver signature and date when the vehicle is picked up (optional if a letter of attestation is provided)
- Driver and destination/receiving party signature and date when the vehicle is delivered (optional if a letter of attestation is provided)

- Natural Gas Vouchers ONLY** – The fleet purchaser must provide a copy of their RNG contract (sensitive information may be redacted), along with a coversheet/commitment letter that summarizes their RNG arrangement prior to voucher redemption.
- Signed Voucher Redemption Form & Vehicle Inspection Form** – must be electronically signed by the purchaser and an HVIP authorized dealer

Dealer:

1. I verify that I have submitted all items identified in the Redemption Checklist via website upload to the Voucher Processing Center.
2. The vehicle identified on this form has been delivered.
3. The vehicle has been visually inspected and the inspection form has been completed.
4. The vehicle has been purchased and the information on this form is true and correct.

I certify under penalty of perjury that the information provided is accurate.

Name of Dealer Representative: _____

Company: _____

Signature of Dealer Representative: _____

Date: _____

Purchaser:

1. The vehicle, vehicle price, and vehicle purchaser information on this form are true and correct.
2. I will certify compliance with California state labor laws (AB 794) annually until three years after voucher redemption.
3. I have reviewed and reaffirm my obligation to adhere to the Terms and Conditions of the Voucher Request Form for this vehicle.

I certify under penalty of perjury that the information provided is accurate.

Name of Vehicle Purchaser/Lessee Representative:

Signature of Vehicle Purchaser/Lessee:

Date: _____

Questions? Email: voucherprocessing@tetrattech.com