HVIP Voucher Redemption Checklist

Redemption Processing will begin after the vehicle has been delivered to the purchaser. The items identified below must be provided and approved for voucher redemption.

- 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 must also provide line items listing:
  - vehicle base price
  - voucher discount indicated as HVIP-funded
  - all applicable taxes and fees

- Financing Documentation – copy of check, money transfer, or financial arrangements identifying the lien holder and indicating terms of lease

- DMV Registration – must show:
  - California registration
  - Gross Vehicle Weight Rating (GVWR)
  - CA License plate number
  - Vehicle VIN
  » A completed “Application for Registration of New Vehicle” form (REG 397) is acceptable in lieu of the actual registration. However, the Voucher Processing Center (VPC) reserves the right to follow-up with the fleet after voucher redemption to get copy of the actual vehicle registration.

- Digital photos of vehicle showing:
  - 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

- 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 digital photo of odometer, telematics print out, DMV odometer disclosure statement., etc. (ARB approval is needed if reading exceeds 3,500 miles limit)

- HVIP Voucher Redemption Form & Vehicle Inspection Form – must be signed by the purchaser and a HVIP authorized dealer (scanned or electronic signatures may be permitted in lieu of signed originals; participants should contract the VPC for more details)

- Low NOx 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.

Questions?

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