

**State of Vermont  
Incentive Program for New Plug-in Electric Vehicles**

**PROGRAM GUIDELINES**

April 15, 2024



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# 1 PROGRAM OVERVIEW

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Fossil-fueled transportation in Vermont significantly impacts the State's economy and environment. The State of Vermont's Comprehensive Energy Plan includes several long-term goals to electrify the transportation sector to reduce emissions and costs. In addition, the Vermont Global Warming Solutions Act established actionable requirements for reducing greenhouse gas emissions in the State by specific deadlines with policies and programs for the transportation sector to be detailed in a forthcoming Climate Action Plan.

While the use of plug-in electric vehicles (PEVs) continues to grow as more models are available at lower price points, Vermont is not currently electrifying its transportation sector on pace to meet its energy and climate requirements. The State of Vermont established a PEV incentive program to accelerate the market and help low- to moderate-income Vermonters enjoy the benefits of PEVs. These benefits include faster acceleration compared to combustion vehicles, a smoother and quieter ride, lower emissions, reduced operation and maintenance costs, and the convenience of being able to charge at home or work. Combined with a federal tax credit for PEV purchases and additional incentives offered by electric utilities, eligible consumers have an opportunity to save thousands of dollars on the purchase or lease of a new PEV.

This document contains program guidelines for the implementation of the State of Vermont Incentive Program for New PEVs (Program), including information on eligibility and processing options to be used by Program partners or consumers interested in additional details on how the Program works.

The Program was established by section 34 of the 2019 Transportation Bill (Act 59), amended by section 14 of the 2020 Transportation Bill (Act 121), and further amended by sections B.1100.1(a)(2)(C), G.101, and G.112 of the 2020 Appropriations Bill (Act 154). Section 10 of the 2021 Transportation Bill (Act 55) and Section 5 of the 2022 Transportation Bill (Act 184) subsequently made additional changes to funding and eligibility requirements. Section 19 of the FY 2024 Transportation Bill (Act 62) made further adjustments to the program and codified several requirements in statute under Title 19 Vermont Statutes Annotated Chapter 29.

The Program was originally offered through the State's Electric Distribution Utilities (DUs) from the launch in late 2019. The State has contracted with the Center for Sustainable Energy (CSE) to take over Program administration starting in June 2022.

CSE will provide incentives to eligible applicants for eligible vehicles through dealers at the point of sale or lease. In addition, a consumer-direct incentive option will be available in cases where EVs are purchased from a dealership entity or manufacturer that is not participating in the point-of-sale or -lease program, or when a consumer prefers this approach. CSE has subcontracted with VEIC to provide consumer outreach and assistance in support of the Program through Drive Electric Vermont (DEV). Program information and updates are available from DEV's website: [www.DriveElectricVT.com](http://www.DriveElectricVT.com).

The total incentive pool is equally available to all eligible Vermont residents on a first-come, first-served basis contingent upon funding availability. The program incentives are available to Vermont residents only.

Incentive eligibility will be limited to PEV purchasers meeting the Adjusted Gross Income (AGI) requirements in Table 1 below. AGI is determined by the purchaser’s most recent State of Vermont income tax filing as reported on Vermont Department of Taxes Form IN-111 on line 1 - “Federal Adjusted Gross Income.” The federal income tax IRS 1040 form also lists AGI on Line 11 of the 2022 and 2023 form.

Incentive amounts are listed in Table 1 according to the filing status of the purchaser, Adjusted Gross Income, and type of PEV. All-electric vehicles receive greater incentives than plug-in hybrid electric vehicles, and applicants with low to moderate income can receive an enhanced incentive.

*Table 1. Incentive Amounts by Tax Filing Status, Adjusted Gross Income, and Type of PEV*

| Tax Filing Status  | Adjusted Gross Income (AGI) Limits | State Incentive Amount                 |                            |
|--|------------------------------------|--|----------------------------|
|  |                                    | Plug-in Hybrid Electric Vehicle (PHEV) | All-Electric Vehicle (AEV) |
| <b>Individual</b> filing as <b>single</b>                              | \$60,000 or less                   | \$3,000                                | \$5,000                    |
|  | \$60,001 up to \$100,000           | \$1,500                                | \$2,500                    |
| <b>Individual</b> filing as <b>head of household</b>                   | \$75,000 or less                   | \$3,000                                | \$5,000                    |
|  | \$75,001 up to \$125,000           | \$1,500                                | \$2,500                    |
| <b>Individual</b> filing as qualifying <b>widower/surviving spouse</b> | \$90,000 or less                   | \$3,000                                | \$5,000                    |
|  | \$90,001 up to \$150,000           | \$1,500                                | \$2,500                    |
| <b>Married couple</b> filing <b>jointly</b>                            | \$90,000 or less                   | \$3,000                                | \$5,000                    |
|  | \$90,001 up to \$150,000           | \$1,500                                | \$2,500                    |
| <b>Married couple</b> filing <b>separately</b>                         | \$60,000 or less                   | \$3,000                                | \$5,000                    |
|  | \$60,001 up to \$100,000           | \$1,500                                | \$2,500                    |

The Program does not extend to commercial or non-profit organizations.

For consumer-direct incentives, the purchaser or lessee has two months to submit an incentive application after the date of purchase/lease to be eligible for an incentive. For Dealer Point-of-Sale incentives, a dealership should submit an incentive application during the purchase/lease with the consumer, or within 15-days of sale/lease. Income-verification will be self-reported by Program applicants. However, VTrans will audit a subset of applications for income verification. VTrans will redeposit incentive payments that it recovers from ineligible applicants as a result of an audit into the incentive pool.

## 2 ELIGIBILITY

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The Program's eligibility requirements related to both the purchaser and the vehicle are detailed below.

### 2.1 PURCHASER REQUIREMENTS

#### 2.1.1 Residency

Consumers purchasing or leasing a new PEV must be a Vermont resident at the time of purchase. **A legible copy of a current (not expired) Vermont driver's license is required as proof of residency.** The individual applying for the incentive must be listed on the purchase/lease agreement and the original new vehicle registration.

#### 2.1.2 Adjusted Gross Income

As described in the Program Overview above, State incentives are limited to purchasers meeting the Adjusted Gross Income (AGI) requirements shown in Table 1 above.

PEV consumers can determine their AGI eligibility by checking their **most recent** State of Vermont income tax return filed as of the date of purchase or lease. The Vermont Department of Taxes form IN-111 lists "Federal Adjusted Gross Income" on Line 1. The federal income tax IRS 1040 form also lists AGI on line 11 of the 2022 and 2023 form.

For applicants who have not filed a recent tax return, documentation may be required to calculate income if they are subject to an incentive audit. Examples of additional documentation that may be required includes W2s, bank statements, or other income verification documentation requested by the State of Vermont.

#### 2.1.3 One Per Individual Per Lifetime

Effective April 1, 2024 Program incentives are limited to one per individual, per lifetime. Not more than one incentive under the Program can be used for the purchase or lease of any one new PEV.

#### 2.1.4 Research Participation

The State of Vermont may request participation from incentive recipients in ongoing research efforts that support the State's Comprehensive Energy Plan and Climate Action Plan requirements or continuing Program improvements. The State and/or its designee(s) may administer vehicle owner surveys to collect data and other information pertaining to their PEV purchase or lease and ownership or lessee experience.

### 2.2 VEHICLE REQUIREMENTS & ELIGIBLE MODELS

#### 2.2.1 Base MSRP Cap and AER Requirements

Incentives are available for All-Electric Vehicles (AEVs) and Plug-in Hybrid Electric Vehicles (PHEVs) with an all-electric range (AER) of 30 miles or more, sold/leased as new with a base advertised MSRP of \$52,500 or less at the time of the sale or lease on the automaker's website. Incentive amounts for each type of vehicle are included in Table 1 above. AEVs and PHEVs

sold or leased with a vehicle price greater than \$52,500 are eligible for incentives if the advertised MSRP for the lowest trimline of that model (base MSRP) on the automaker's website does not exceed \$52,500.

Vehicle MSRP exemptions are only available for individuals with disabilities that require special registration plates and placards as defined in 23 V.S.A §304a.

### **2.2.2 New Vehicle**

If the supporting documentation provided with an incentive application does not satisfactorily prove the vehicle is new, the incentive processor will require additional documentation. Additional supporting documentation must be submitted within 10 calendar days to avoid application cancellation.

Vehicles previously used as dealership floor models and test drive vehicles will be eligible for an incentive if they were not previously registered.

New leased vehicles (not previously registered) will be eligible for the State incentive program provided the lease term is 24 months or longer and are registered within the State of Vermont.

### **2.2.3 Vermont Registration**

Vehicles must be registered in the State of Vermont and participants must retain ownership of the vehicle for a minimum of 12 consecutive months after the vehicle purchase or lease date. Incentive recipients who do not retain the vehicle for the full 12-month ownership or lease term shall be required to notify the administrator and reimburse VTrans all or part of the original incentive amount.

The Drive Electric Vermont website<sup>1</sup> will maintain a listing of models eligible for the Program along with a listing of dealerships participating in the point-of-sale or -lease incentive program. Drive Electric Vermont will make reasonable efforts to keep the listing of eligible models current but is not expected to update this list in real time.

Table 2 below includes a list of all currently eligible models. Vehicles must be on this list to be eligible for an incentive. This list is provided for the convenience of Program applicants and does not guarantee that a listed vehicle will be eligible. Manufacturers may increase a vehicle's base MSRP over the base MSRP caps previously mentioned before the table is modified.

Automaker adjustments to MSRP pricing as new model year vehicles are announced may impact eligibility. If a model becomes ineligible due to the base MSRP increasing with a model year change, then sales of earlier model year vehicles that were previously eligible may still receive a State of Vermont incentive while supplies of those model year vehicles remain available.

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<sup>1</sup> Drive Electric Vermont website: <https://www.driveelectricvt.com/>

Table 2a Eligible PHEV Models for Incentives

| Plug-in Hybrid Electric Vehicles (PHEVs) |                          |                        |                     |                   |                          |                   |
|--|--------------------------|------------------------|---------------------|-------------------|--------------------------|-------------------|
|  | Make / Model             | Electric Range (miles) | Total Range (miles) | Current Base MSRP | Eligible Model Year (MY) | Eligibility Notes |
| 1  | Alfa Romeo Tonale        | 33                     | 360                 | \$43,845          | 2024                     |                   |
| 2  | Chrysler Pacifica Hybrid | 32                     | 520                 | \$51,095          | 2017 – 2024              |                   |
| 3  | Dodge Hornet R/T         | 32                     | 360                 | \$41,400          | 2024                     |                   |
| 4  | Ford Escape              | 37                     | 520                 | \$40,500          | 2021 – 2024              |                   |
| 5  | Hyundai Santa Fe         | 30                     | 440                 | \$42,410          | 2022 – 2024              |                   |
| 6  | Hyundai Tucson           | 33                     | 420                 | \$37,500          | 2022 – 2024              |                   |
| 7  | Kia Niro                 | 33                     | 510                 | \$34,390          | 2018 – 2024              |                   |
| 8  | Kia Sorento              | 32                     | 460                 | \$50,290          | 2023 – 2024              |                   |
| 9  | Kia Sportage             | 34                     | 420                 | \$39,590          | 2023 – 2024              |                   |
| 10                                       | Mitsubishi Outlander     | 38                     | 420                 | \$40,345          | 2018 – 2024              |                   |
| 11                                       | Toyota Prius Prime       | 39                     | 550                 | \$32,975          | 2017 – 2024              |                   |
| 12                                       | Toyota RAV4 Prime        | 42                     | 600                 | \$43,690          | 2021 – 2024              |                   |
| 13                                       | Volvo S60 T8 Recharge    | 41                     | 530                 | \$51,950          | 2023 – 2024              |                   |

Table 2 continued on next page.

Table 2b Eligible AEV Models for Incentives

| All-Electric Vehicles (AEVs) |                      |                     |                   |                          |   |
|------------------------------|----------------------|---------------------|-------------------|--------------------------|---|
|                              | Make / Model         | Total Range (miles) | Current Base MSRP | Eligible Model Year (MY) | Eligibility Notes                         |
| 14                           | Audi Q4 e-tron       | 265                 | \$55,200          | 2023 – 2023              |   |
| 15                           | BMW i4               | 235 – 301           | \$52,200          | 2024                     |   |
| 16                           | Chevrolet Bolt       | 259                 | \$26,500          | 2017 – 2023              |   |
| 17                           | Chevrolet Blazer EV  | 279 -324            | \$48,800          | 2024                     |   |
| 18                           | Chevrolet Bolt EUV   | 247                 | \$27,800          | 2022 – 2023              |   |
| 19                           | Chevrolet Equinox EV | 319                 | \$34,995          | 2024                     |   |
| 20                           | Fiat 500e            | 149                 | \$32,500          | 2024                     |   |
| 21                           | Fisker Ocean         | 231                 | \$38,999          | 2023 – 2024              |   |
| 22                           | Ford E-Transit Van   | 108 – 126           | \$45,995          | 2023 – 2024              |   |
| 23                           | Ford F-150 Lightning | 230 – 320           | \$49,995          | 2023                     | 2024 ineligible due to \$54,995 base MSRP |
| 24                           | Ford Mustang Mach-E  | 224 – 312           | \$39,895          | 2022 – 2024              |   |
| 25                           | Honda Prologue       | 296                 | \$47,400          | 2024                     |   |
| 26                           | Hyundai Ioniq EV     | 170                 | \$33,245          | 2017 – 2021              | Production ended July 2022                |
| 27                           | Hyundai Ioniq 5      | 220 – 303           | \$41,800          | 2022 – 2024              |   |
| 28                           | Hyundai Ioniq 6      | 240 – 361           | \$42,450          | 2023 – 2024              |   |
| 29                           | Hyundai Kona EV      | 197 – 260           | \$32,675          | 2019 – 2024              |   |
| 30                           | Kia EV6              | 232 – 310           | \$42,600          | 2022 – 2024              |   |
| 31                           | Kia Niro Electric    | 253                 | \$39,550          | 2019 – 2024              |   |
| 32                           | Mini Cooper SE       | 114                 | \$30,900          | 2018 – 2024              |   |
| 33                           | Nissan Ariya         | 216 – 304           | \$40,980          | 2023 – 2024              |   |
| 34                           | Nissan LEAF (Plus)   | 149 – 226           | \$28,040          | 2011 – 2024              |   |
| 35                           | Polestar 2           | 247 – 320           | \$49,900          | 2023 – 2024              |   |
| 36                           | Subaru Solterra      | 228                 | \$44,995          | 2023 – 2024              |   |
| 37                           | Tesla Model 3        | 272 – 341           | \$38,990          | N/A                      |   |
| 38                           | Tesla Model Y        | 260 – 310           | \$43,900          | 2023 – 2024              |   |
| 39                           | Toyota bZ4X          | 222 – 252           | \$42,000          | 2023 – 2024              |   |
| 40                           | Volkswagen ID.4      | 209 - 280           | \$38,995          | 2021 – 2024              |   |
| 41                           | Volvo XC40 Recharge  | 223                 | \$52,450          | 2024                     |   |

Table 2 continued on next page.



Table 2c Recently Ineligible Models for Incentives

| Recently Ineligible Vehicles |  |
|------------------------------|--|
| BMW 330e                     | * Does not meet 30-mile electric range requirement                                 |
| 2024 Ford F-150 Lightning    | * Exceeds \$52,500 MSRP limit  |
| Hyundai Ioniq                | * Does not meet 30-mile electric range requirement<br>* Production ended July 2022 |
| Jeep Wrangler 4xe            | * Does not meet 30-mile electric range requirement                                 |
| Mazda CX-90                  | * Does not meet 30-mile electric range requirement                                 |

### 3 INCENTIVE PROCESSING

State PEV incentives will be processed by the administrator, the Center for Sustainable Energy (CSE). As described below, dealerships opting into the point-of-sale incentive program will pass through State incentives to their customers at the dealership point of sale or lease and receive reimbursement from the Administrator.

Customers purchasing/leasing PEVs from a non-participating dealership, purchasing/leasing from an online dealership, or desiring to receive their incentive directly for other reasons will be required to complete and submit a State incentive application to receive a check in the mail after they have taken delivery of their vehicle.

Incentive funds are reserved at the time of application submission, and incentives are provided on a first come, first served basis. CSE will ensure that no individual receives more than one incentive using a unique identifier, and in particular, that no one receives both a dealer point-of-sale incentive and a direct consumer reimbursement incentive for the same vehicle purchase.

Additional details on the incentive process are included in the sections below.

#### 3.1 PROGRAM FUNDING AND SUNSET PROCESS

Program funding relies on legislative appropriations. The Drive Electric Vermont website will report on the Program funds currently available based on these appropriations. Future Program funding beyond these funds is uncertain. Once funding is fully reserved, the online Application Portal will be closed for all new application submissions.

#### 3.2 DEALER POINT-OF-SALE INCENTIVES

The Purchaser/Lessee has the option to apply the incentive amount directly to their down payment at the time of purchase, or to receive a check directly through the Consumer-Direct Incentive option described in section 3.3. Point-of-sale incentives provide consumers with added convenience and in some cases are critical to affordability as they reduce the required out-of-pocket expenses and/or borrowing capacity of the PEV purchaser/lessee. Prior pilot programs of PEV dealer incentives in Vermont included participation from many dealerships across the

State. The Vermont Vehicle and Automotive Distributors Association (VADA) has assisted the State in outreach to dealerships to encourage their participation in the Program.

Dealerships must be a verified participating dealership prior to submitting applications for incentive reimbursement. To enroll as an eligible dealership, the primary dealership contact (typically the General Sales Manager, Finance Manager, or the Owner) should:

1. Complete a Participating Dealer Agreement and submit this signed agreement to CSE.
2. Complete a one-time enrollment through the online Application Portal at [https://vermont.drive-electric.org/EV\\_DealershipEnrollment](https://vermont.drive-electric.org/EV_DealershipEnrollment) and wait for verification.
3. Submit ACH information via their application dashboard to receive payment for approved incentive claims.
4. Once verified as a participating dealership, sales representatives that have access to the Application Portal can submit applications by logging in at <https://vermont.drive-electric.org>. Applications should be submitted while consumers are in-store to confirm incentive eligibility. An application can be submitted through the application portal by selecting the “Start Application” button. Dealerships will be prompted to:
  - a. Agree to Terms and Conditions
  - b. Submit Applicant Information
  - c. Submit Vehicle Information
  - d. Submit Supporting Documents as defined below.

Applications must be submitted through the online Application Portal at <https://vermont.drive-electric.org/> and more information can be found at <https://www.driveelectricvt.com>. A dealership must submit an incentive application during the purchase/lease with the consumer, or within 15-days of sale/lease.

### **3.2.1 Dealership Incentive Submission Supporting Documents**

Dealerships are responsible for ensuring that the customer and the vehicle meet eligibility requirements as outlined in the program guidelines.

- Signed Consumer Attestation Form - This form should be complete, signed and submitted via the online Application Portal with all other supporting documents.
- 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. The Rebate Processing Specialist must be able to determine the customer received the full value of their incentive.
  - Leases must be for a term of 24 months or longer to be eligible for the incentive.
  - In the case of either a financed purchase or lease, the customer’s full incentive amount shall be applied to the down payment on the vehicle. If dealership documentation systems do not have the ability to itemize down payment contributions to clearly show the State of Vermont incentive amount, then dealers may use the down payment verification template included in Appendix A – Dealer Point-of-Sale Incentive Down Payment Verification Template of these guidelines to meet this documentation requirement.

- Other incentives the customer may be eligible for, including separate DU incentives, the federal tax credit, and/or other available incentives may also be shown on the purchase/lease contract, provided the Program incentive is specifically itemized.
- 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.
- 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.

### **3.2.2 Dealer Participation Opt-In**

Auto dealers interested in offering point-of-sale or -lease incentives to their customers will be required to complete a Participating Dealer Agreement prior to being eligible to participate. The Program does not issue a 1099 for incentives paid out. It is the sole responsibility of the Participating dealers and EV purchaser/lessee incentive recipients to seek professional advice and determine any tax consequences of participation in the Program.

### **3.2.3 State Purchase and Use Tax**

Consumers purchasing or leasing an electric vehicle remain subject to the State of Vermont's new vehicle purchase and use tax. The State incentive is applied to the down payment and so does not reduce the overall purchase price used as the basis for the purchase and use tax. Consumers are expected to pay the tax for both consumer-direct and auto dealership point-of-sale incentive delivery options.

### **3.2.4 Customer-Direct Incentive Preference**

Customers have the option to either allow the dealership to claim their incentive amount, as described above, or to claim the incentive and request check payment directly after purchase (see Section 3.3 below). If a customer indicates to the dealership at any point in the sale process that they prefer to claim the incentive amount and receive the payment directly, the dealer shall not proceed with an incentive application for that customer.

### **3.2.5 Dealership Payment**

To become a participating dealer, a dealership must provide Automated Clearing House (ACH) payment information to the program Administrator and agree to receive all incentive payments by ACH. If the dealership incentive claim application meets all requirements, the VTrans program Administrator will pay the incentive amount to the dealership by ACH. ACH payments are initiated within 60 calendar days of claim approval and are generally received by the dealership one to three days later.

### **3.3 CONSUMER DIRECT INCENTIVES**

Eligible PEV purchasers or lessees who prefer to receive a direct incentive for an eligible vehicle can do so by purchasing/leasing an eligible vehicle and then filing an incentive application within 60 days of their purchase/lease. Applications must be submitted through the online Application Portal at <https://vermont.drive-electric.org/> and more information can be found at <https://www.driveselectricvt.com>.

Customers opting for a direct EV incentive will not receive upfront down payment reductions and will likely make higher monthly payments (if they are financing) compared to the dealer point-of-sale option. CSE's administration of the Program does not issue 1099s for consumer direct incentives. The State of Vermont EV incentive may be considered taxable income by the U.S. Internal Revenue Service and the Vermont Department of Taxes. It shall be the sole responsibility of the recipient, individually, to seek professional advice and determine any tax consequences of receiving an incentive.

#### **3.3.1 Consumer Direct Incentive Submission**

Once the consumer takes delivery of their vehicle they must complete the incentive application online and submit with required documentation to the Administrator. Consumers should create an account through the online Application Portal at <https://vermont.drive-electric.org>. Once an account is created, and application can be submitted through the application portal by selecting the "Start Application" button. Consumers will be prompted to:

1. Agree to Terms and Conditions
2. Submit Applicant Information
3. Submit Vehicle Information
4. Submit Supporting Documents:
  - a. Signed Consumer Attestation Form - This form should be complete, signed and submitted via the online Application Portal with all other supporting documents.
  - b. 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.
    - i. Leases must be for a term of 24 months or longer to be eligible for the incentive.
  - c. 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 on the State Incentive Program application and the final purchase agreement/lease.
  - d. 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:
    - i. The registered owner name/lessee matches the name on the State Incentive Program incentive application and on the final purchase agreement/lease.

- ii. The vehicle must be registered in Vermont
- iii. The form is complete and signed.

### **3.3.2 Consumer Direct Payment**

The Administrator will process the consumer direct application and send a check to the customer at the address submitted with the application. Applications are processed within 7-10 days, but additional time may be required in situations where additional follow-up is needed. If approved, checks will be mailed within 6-8 weeks of approval.

## **4 AUDIT PROCESS**

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Incentive applicants will self-verify their adjusted gross income eligibility and self-verify they have not already received an incentive under the statewide incentive program within the last 12 months. To prevent fraud, VTrans will audit a subset of applications for accuracy. VTrans may choose to audit suspicious applications or a random subset or both.

Applicants will be required to agree to provide their tax returns or a release to enable VTrans to obtain their tax returns and related records relevant to their income certification on the incentive application form they sign. The audit may extend to other program requirements, including that the applicant was a Vermont resident with a valid Vermont driver's license at the time of purchase. Failure to provide requested documents and to provide reasonable cooperation in the event of an audit will result in revocation of the incentive and an obligation to repay the State the full amount of the incentive plus interest at the statutory rate from the date the incentive was awarded.

Incentive application forms will include the following statement regarding the audit process:

*“The Vermont Agency of Transportation (VTrans) has the right to audit eligibility for this incentive. In the event of an audit, VTrans will require the applicant to complete a State of Vermont Tax Department form 8821-VT (Authorization to Release Tax Information). Following receipt of this form, the Tax Department will release the relevant State of Vermont income tax return (form IN-111) information to VTrans for verifying that the applicant's income met the State incentive program requirements for the incentive amount received. Failure to provide the State with a completed form 8821-VT within 21 days following a written request will cause the applicant to be deemed non-responsive and thus ineligible for the incentive. If an applicant is deemed ineligible for the State of Vermont incentive amount claimed—either due to their nonresponse or by an audit finding—then the applicant will be obligated to promptly repay the State the full amount of the incentive received plus interest at the statutory rate from the date the incentive was awarded.”*

## **5 CUSTOMER SUPPORT**

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For more information about the State incentive program for new electric vehicles, questions about your application, or dealership inquiries related to the program please contact the Center for Sustainable Energy by calling 888-807-0446 or emailing [vermontPEV@energycenter.org](mailto:vermontPEV@energycenter.org).

Customers needing additional support with the application process or are having difficulty providing supporting documentation for the State incentive program should contact CSE's customer support for further assistance with incentive submittals.

## **6 PROGRAM OUTREACH & REPORTING**

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The Drive Electric Vermont website will promote the Program, including links to CSE's Application Portal for the program, electric utility incentive programs, and other relevant resources.

CSE and VEIC will provide training opportunities for staff of dealerships participating in the point-of-sale incentive option. This training will offer information on all the PEV incentives currently available to Vermont.

**7 APPENDIX A – DEALER POINT-OF-SALE INCENTIVE DOWN  
PAYMENT VERIFICATION TEMPLATE**

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**State of Vermont Plug-in Electric Vehicle Incentive**

**Auto Dealer Point-of-Sale Down Payment Verification**

\_\_\_\_\_  
**Dealership**

\_\_\_\_\_  
**Customer Name**

\_\_\_\_\_  
**Vehicle Make**

\_\_\_\_\_  
**Customer Address**

\_\_\_\_\_  
**Vehicle Model**

\_\_\_\_\_  
**Customer Address**

\_\_\_\_\_  
**VIN**

\_\_\_\_\_  
**Sale Date**

Incentive Amount Applied to Contract as Cash Down Payment: \$ \_\_\_\_\_

Customer Signature \_\_\_\_\_