

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

**PROGRAM GUIDELINES**

February 19, 2020



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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. The use of plug-in electric vehicles (PEVs) continues to grow as more models are available at lower price points, but we are not currently on pace to meet our energy and climate goals. The State of Vermont is advancing a new limited time PEV incentive program to help accelerate the market and to help low- to moderate-income Vermonters enjoy the benefits of PEVs. These benefits include quicker acceleration compared to combustion vehicles, a smoother and quieter ride, no fumes, lower operation and maintenance costs, and the convenience of being able to refuel at home or at work. Combined with a federal tax credit for PEV purchases and additional incentives offered by electric utilities, eligible consumers will 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 PEV incentive, including information on eligibility and processing options to be used by program partners or consumers interested in additional details on how the program works.

Section 34 of the Vermont Legislature's 2019 Transportation Bill (Act 59) established an incentive program for new PEVs and authorized the Vermont Agency of Transportation (VTTrans) to spend \$1,100,000 on incentives.<sup>1</sup>

The PEV incentives will be offered through the State's Electric Distribution Utilities (DUs): Green Mountain Power (GMP), Vermont Electric Cooperative (VEC), Burlington Electric Department (BED), Washington Electric Cooperative (WEC), Stowe Electric Department (SED), Hyde Park Electric (HPE), and Vermont Public Power Supply Authority (VPPSA), which represents eleven of Vermont's municipally owned utilities and which will participate in this program as one collective. VPPSA member utilities include Barton, Enosburg, Hardwick, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, and Swanton.

Under separate contracts with the State, acting through VTTrans, the utilities will provide incentives to eligible applicants for eligible vehicles through dealers at the point of sale or lease. In addition, a consumer-direct rebate 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 program, or when a consumer prefers this approach. VTTrans has contracted with VEIC to provide consumer outreach and assistance in support of the statewide PEV incentive program through its Drive Electric Vermont (DEV) program. Program information and updates are available from DEV's website: [www.DriveElectricVT.com](http://www.DriveElectricVT.com)

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<sup>1</sup> The text of Act 59 is available at: <https://legislature.vermont.gov/bill/status/2020/H.529>

The total incentive pool of \$1.1 million will be equally available to all on a statewide, first-come, first-served basis as of the official launch date of December 16, 2019 set by VTrans. The program incentives will be available to Vermont residents only.

Incentive eligibility will be limited to household incomes at or below 160 percent of the State’s prior five-year average median household income. As explained in section 2.1.2 below, the household income eligibility limit is \$96,122. Incentives for households that qualify for the State’s Weatherization Program will be eligible for a higher incentive. All-electric vehicles will receive greater incentives than plug-in hybrid electric vehicles. Incentive eligibility by vehicle type and household income are outlined in Tables 1 and 2 below.

*Table 1. Incentive Amounts by Vehicle Type and Income Level*

<b>Vehicle Type</b>	<b>Incentive For \$96,122 Household Income or Less (160% of Median Income)</b>	<b>Larger Incentive for Lower Income Households (Weatherization Eligible)</b>
Plug-in Hybrid Electric Vehicle	\$1,500	\$4,000
All-Electric Vehicle	\$2,500	\$5,000

*Table 2. FY 2020 Vermont Weatherization Program Income Eligibility<sup>2</sup>*

<b>County of Residence</b>	<b>Number of Persons in Household</b>							
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8+</b>
Addison Bennington Caledonia Essex Lamoille Orange Orleans Rutland Washington Windham Windsor	\$44,520	\$50,880	\$57,240	\$63,600	\$68,688	\$73,776	\$78,864	\$83,952
Chittenden Franklin Grand Isle	\$51,296	\$58,624	\$65,952	\$73,280	\$79,142	\$85,004	\$90,867	\$96,729

<sup>2</sup> FY2020 Vermont Weatherization Program income eligibility guidelines:  
<https://dcf.vermont.gov/benefits/weatherization>

Incentives will be limited to one person per household. The incentive program will not extend to commercial or non-profit organizations. This program will not apply retroactively to PEV purchases that take place before the program launch.

Income-verification will be self-reported by program applicants. However, the application form will notify applicants that VTrans will audit a subset of applications for income verification.

## 2 ELIGIBILITY

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The State of Vermont EV incentive 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 EV 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.**

#### 2.1.2 Household Income

As described in the Program Overview above, State incentives are limited to households at or below 160% of the state of Vermont's prior 5-year average median income. The latest Vermont 5-year average household income data available from the US Census American Community Survey dataset for 2014-2018 Table B19013 is \$60,076.<sup>3</sup> This median income is increased by a factor of 1.6 to determine the income threshold for incentive eligibility. **This sets the State incentive eligibility household income limit to \$96,122.**

According to the US Census, a household consists of all the people who occupy a housing unit. A house, an apartment or other group of rooms, or a single room, is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters; that is, when the occupants do not live with any other persons in the structure and there is direct access from the outside or through a common hall. Household income is determined by the income of the householder and all other individuals 15 years old and over in the household.

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<sup>3</sup> Vermont household median income data available on the US Census data website at:

[https://data.census.gov/cedsci/table?q=B19013%20vermont&hidePreview=true&table=B19013&tid=ACSDT5Y2018.B19013&g=0400000US50&vintage=2018&layer=state&cid=B19013\\_001E&lastDisplayedRow=0](https://data.census.gov/cedsci/table?q=B19013%20vermont&hidePreview=true&table=B19013&tid=ACSDT5Y2018.B19013&g=0400000US50&vintage=2018&layer=state&cid=B19013_001E&lastDisplayedRow=0)

Consumers receiving State incentives are required to certify their household income is at or below the amount detailed above. Incentive recipients are subject to a potential audit of income information by the State of Vermont.

EV consumers can determine their household income by checking their most recent federal tax return. For tax year 2018, IRS Form 1040 lists “Total Income” on Line 6. For tax year 2019, IRS Form 1040 total income is calculated on line 7b. If multiple individuals in the same household file separate tax returns, then Total Income amounts for each individual must be added together to determine total household income.

In some cases, a Census-defined household may encompass individuals sharing a rental property or renting a room within an owner-occupied house. In this situation, the term “housekeeping unit” describes individuals or groups of individuals living together and sharing household responsibilities and activities, such as, sharing expenses, chores, eating evening meals together and participating in recreational activities and having close social, economic and emotional commitments to each other. The State of Vermont will allow individuals in separate housekeeping units to calculate their income eligibility for a State of Vermont EV incentive using only the income amounts of individuals within their housekeeping unit.

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 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 goals. The State and/or its designee(s) may administer vehicle owner surveys to collect data and other information pertaining to their EV purchase and ownership experience.

## **2.2 VEHICLE REQUIREMENTS & ELIGIBLE MODELS**

Incentives are available for plug-in electric vehicles sold/leased as new with a base manufacturer’s suggested retail price (MSRP) of \$40,000 or less. All-electric vehicles (AEVs) and plug-in hybrid electric vehicles (PHEVs) are eligible. Incentive amounts for each type of vehicle are included in Table 1 above. Vehicles sold or leased based on a vehicle price greater than \$40,000 are eligible for incentives as long as the MSRP for the lowest trimline of that model does not exceed \$40,000.

If the supporting documentation provided with an incentive application does not satisfactorily prove the vehicle is new, the incentive processor will require additional documentation.

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.

Table 3 below includes a list of 23 models available in Vermont and eligible for the State incentive program as of December 2019. If new PEV models are introduced to the Vermont market with a base MSRP under \$40,000 while the State incentive program is available, the Drive Electric Vermont website<sup>4</sup> will maintain a current listing of models eligible for the State incentive program along with a listing of dealerships participating in the point-of-sale or -lease incentive program.

*Table 3. PEV Models Eligible for Incentives*

	Make / Model	Electric Range (miles)	Total Electric & Gas Range (miles)	Base MSRP
<b>Plug-in Hybrid Vehicles (Gasoline + Electric)</b>				
1	Chevrolet Volt	53	420	\$ 34,095
2	Chrysler Pacifica Hybrid	33	570	\$ 39,995
3	Ford Fusion Energi	21	610	\$ 35,000
4	Honda Clarity PHEV	47	340	\$ 33,400
5	Hyundai Ioniq PHEV	29	630	\$ 25,350
6	Hyundai Sonata PHEV	27	600	\$ 34,600
7	Kia Niro PHEV	26	560	\$ 28,500
8	Kia Optima PHEV	29	610	\$ 36,090
9	Mini Countryman SE All4	12	270	\$ 36,900
10	Mitsubishi Outlander PHEV	22	310	\$ 35,795
11	Subaru Crosstrek Hybrid	17	480	\$ 34,995
12	Toyota Prius Prime	25	640	\$ 27,750
<b>All Electric Vehicles</b>				
13	Chevrolet Bolt	259	259	\$ 36,620
14	Hyundai Ioniq EV	124	124	\$ 30,315
15	Hyundai Kona EV	258	258	\$ 37,495
16	Kia Niro Electric	239	239	\$ 38,500
17	Kia Soul EV	111	111	\$ 33,950
18	Mini Cooper SE Electric	110	110	\$ 29,900
19	Nissan LEAF	151	151	\$ 29,990
20	Nissan LEAF Plus	226	226	\$ 37,000
21	Smart Electric Drive	58	58	\$ 25,290
22	Tesla Model 3	250-322	250-322	\$ 39,990
23	Volkswagen e-Golf	125	125	\$ 31,895

<sup>4</sup> Drive Electric Vermont: <https://www.DriveElectricVT.com/>

### 3 INCENTIVE PROCESSING

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State PEV incentives will be processed by Vermont electric utilities. 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 electric distribution utility serving the customer.

Customers purchasing PEVs from a non-participating dealership, purchasing a Tesla which has no dealerships, or desiring to receive their rebate directly for other reasons will be required to secure an incentive preapproval reservation and then complete and submit a State incentive application to receive a check in the mail once they have taken delivery of their vehicle.

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

#### 3.1 PROGRAM FUNDING AND SUNSET PROCESS

The State of Vermont has \$1,100,000 available for the State incentive program and estimates this will be enough for approximately 400 incentives. Additional State incentive program funding in the future is uncertain. **The State will begin a sunset process once the funding pool of \$1,100,000 is drawn down to \$200,000 to ensure program resources are not overcommitted.**

VEIC, the non-profit coordinating the Drive Electric Vermont program, is assisting in implementing the State incentive program and will notify the DUs and participating dealers that customers must obtain advance email authorization from VEIC before receiving a point-of-sale or -lease incentive once the \$200,000 funds-remaining threshold is triggered. VEIC will also post a notice on its DEV webpage for the statewide PEV incentive program alerting applicants that remaining funding is limited.

Regardless of the amount of remaining funding available, all applicants seeking customer-direct incentives through reimbursement rather than at the point of sale or lease, must complete a reservation for an incentive to receive advance authorization from VEIC to participate in the program. In addition, applicants seeking to participate on a direct reimbursement basis must submit their proof of purchase to the appropriate DU processor, with a copy to VEIC, within 15 days of VEIC sending email authorization to participate, or provide proof of a PEV order to receive an extension for up to 10 weeks.

VEIC will maintain a master list of all the incentive authorizations and applications. Dealers will submit applications to the DU and VEIC at the time of the sale or lease—this will allow VEIC to tally incentives issued on a current basis and will be a point of reference to cross verify DU requests for funds reimbursement.

VEIC will monitor applicant addresses and vehicle identification numbers (VINs) to help ensure that no one household or individual receives more than one incentive and in particular that no one household or individual receives both a dealer point-of-sale incentive and a direct consumer reimbursement incentive for the same or different vehicles.



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

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) is assisting the State in outreach to dealerships to encourage their participation in the State incentive program.

### **3.2.1 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 (see Appendix D) and provide an IRS W-9 prior to being eligible to participate. Participating dealers will receive IRS 1099 forms reporting income for incentive reimbursements paid by electric distribution utilities. It is the sole responsibility of the Participating dealers and EV purchaser/lessee incentive recipients to seek professional advice and determine the tax consequences of participation in the State incentive program.

### **3.2.2 Applying Incentive to Contract**

The full amount of the customer's incentive amount must be clearly listed on the purchase/lease agreement. The DU processor must be able to determine the customer received the full value of their incentive.

In the case of either a financed purchase or lease, the customer's full incentive amount shall be applied to the down payment of 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 F of these guidelines to meet the required documentation.

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.

### **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 Registration Requirements**

An application for registration of new vehicle must be provided as proof of registration and must meet these requirements:

- a) The registered owner name/lessee matches the name on the State Incentive Program incentive application.
- b) The form is complete and signed.

### **3.2.5 Pre-Approval Process**

When the State Incentive Program funding is spent down to \$200,000 remaining, customers will need to obtain pre-approval from VEIC to secure a funding reservation prior to completing an PEV sale. This pre-approval will be good for up to 15 days, but can be extended by contacting VEIC with proof of a PEV order to hold their preapproval for up to 10 weeks.

VEIC will strive to turn around pre-approvals within 2 business days of submission. However, customer support operations are not staffed on weekends and major holidays, so in some cases the preapproval process may require up to 4 days.

### **3.2.6 Customer-Direct Rebate Preference**

Customers have the option to either allow the dealership to claim their rebate 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 rebate and receive the payment directly, the dealer shall not proceed with an incentive application for that customer.

### **3.2.7 Dealership Incentive Submission**

Participating dealerships will submit a completed incentive application (see Appendix A for the form), along with accompanying documentation of purchase or lease, vehicle registration, and customer residency. Submissions will go to the DU serving the customer's residence with a copy to VEIC. Email submissions of scanned or electronically signed applications should be submitted to the appropriate DU contact below:

- Burlington Electric Department
  - [efficiency@burlingtonelectric.com](mailto:efficiency@burlingtonelectric.com) or mail/deliver to 585 Pine Street, Burlington, VT 05401 and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - (802) 865-7300
- Green Mountain Power
  - [EVRebates@greenmountainpower.com](mailto:EVRebates@greenmountainpower.com) and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - (888) 835-4672
- Vermont Electric Cooperative
  - [support@vermontelectric.coop](mailto:support@vermontelectric.coop) and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 1-800-832-2667
- Washington Electric Cooperative
  - [energycoach@wec.coop](mailto:energycoach@wec.coop) and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 802-224-2329
- Stowe Electric Department
  - [stowe\\_electric@stoweelectric.com](mailto:stowe_electric@stoweelectric.com) and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 802-253-7215
- Hyde Park Electric
  - [karen@hydeparkvt.com](mailto:karen@hydeparkvt.com) and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)

- 802-888-2310
- Vermont Public Power Supply Authority (VPPSA), covering eleven of Vermont’s municipally owned utilities, including Barton, Enosburg, Hardwick, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, and Swanton.
  - [jleopold@vppsa.com](mailto:jleopold@vppsa.com) and [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - (802) 884-4488

### **3.2.8 Dealership Payment**

Dealerships will send invoices to each DU providing incentive reimbursements to request payment. These invoices can be submitted monthly or more frequently if desired by the dealership. In cases where the DU offers their own point-of-sale incentive(s) in addition to the State incentives dealers can submit one invoice with both the State and the DU incentive amounts listed. A suggested invoicing template is provided in Appendix E – Dealer Invoicing Template attached to these guidelines and available in Excel format from VEIC.

Dealership’s will be reimbursed by the DU within 45 days of receipt of completed incentive application materials and invoicing.

## **3.3 CONSUMER DIRECT INCENTIVES**

Eligible PEV purchasers or lessees who prefer to receive a direct rebate for an eligible vehicle can do so by obtaining pre-approval for an incentive and then filing an incentive application with the appropriate electric utility for their home address within 15 days for a PEV purchase. Consumers with PEV orders requiring more than 15 days from pre-approval to final delivery can provide proof of their vehicle order to hold their preapproval for up to 10 weeks. To be timely filed, the incentive application must be received by the appropriate utility (see Section 3.3.2 below) before the end of the filing deadline.

Customers opting for a direct EV incentive will not receive upfront down payment reductions which will likely result in higher monthly payments for those who are financing compared to the dealer point-of-sale option. In addition, customers will receive an IRS 1099 income statement for the direct incentive from the utility processing the incentive.

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 the tax consequences of receiving an incentive.

### **3.3.1 Consumer Direct Pre-Approval**

**All consumers filing for a consumer-direct incentive are required to receive preapproval by VEIC.**

This will help ensure the State of Vermont’s funding for the incentive program does not exceed the \$1,100,000 total authorized by the Legislature. The preapproval form and submission instructions are included in Appendix B below and will be posted on the Drive Electric Vermont website page containing information on the State Incentive Program.

VEIC will strive to turn around pre-approvals within 2 business days of submission while funds remain available. VEIC customer support operations are not staffed on weekends and major holidays, so in some cases this preapproval process may require up to 4 days.

Preapprovals will be valid for 15 days from the date of issue. Customers submitting proof of a PEV order from a dealership or automaker to VEIC can receive an extension of up to 10 weeks to submit their completed incentive application form following vehicle delivery.

### **3.3.2 Consumer Direct Incentive Submission**

Once the consumer takes delivery of their vehicle they will complete the incentive application form contained in Appendix C and submit with required documentation to the electric utility processor covering their home address with a copy to VEIC, either:

- Burlington Electric Department **for individuals residing in the City of Burlington** email to [efficiency@burlingtonelectric.com](mailto:efficiency@burlingtonelectric.com) or mail/deliver to 585 Pine Street, Burlington, VT 05401 with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Green Mountain Power **for individuals residing in their territory** email to [EVrebates@greenmountainpower.com](mailto:EVrebates@greenmountainpower.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Hyde Park Electric for **individuals residing in their service territory** email to [karen@hydeparkvt.com](mailto:karen@hydeparkvt.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Stowe Electric Department for **individuals residing in their service territory** email to [stowe\\_electric@stoweelectric.com](mailto:stowe_electric@stoweelectric.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Vermont Electric Coop for **individuals residing in their service territory** email to [support@vermontelectric.coop](mailto:support@vermontelectric.coop) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Washington Electric Cooperative for **individuals residing in their service territory** email to [energycoach@wec.coop](mailto:energycoach@wec.coop) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Vermont Public Power Supply Authority (VPPSA) for **individuals residing in one of the following** Vermont municipal utility service areas, including Barton, Enosburg, Hardwick, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, and Swanton. [jleopold@vppsa.com](mailto:jleopold@vppsa.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)

Consumers unsure of their electric service territory should consult the map posted on the Vermont Public Service Department website at the link below or contact VEIC's customer support line for assistance: [https://publicservice.vermont.gov/electric/electric\\_service\\_territory\\_map](https://publicservice.vermont.gov/electric/electric_service_territory_map)

Consumers unable to submit a PDF email attachment to the appropriate address listed above should contact VEIC's customer support line for further assistance.

### **3.3.3 Registration Requirements**

An application for Vermont registration of new vehicle must be provided as proof of registration as an attachment to the incentive application form and must meet these requirements:

- a) The registered owner name/lessee matches the name on the State Incentive Program incentive application.

b) The form is complete and signed.

### **3.3.4 Consumer Direct Payment**

The designated electric utility will process the consumer direct incentive form and send a check to the customer.

Anticipated processing time is 4-6 weeks, but additional time may be required for incomplete applications requiring additional follow-up.

Electric utilities offering the customer direct incentives will batch monthly incentive documents relating to the consumer direct incentives and send to VTrans with a summary report and invoice, with a copy to VEIC. These documents may be combined with reimbursement requests for dealership point-of-sale incentives submitted to VTrans.

## **3.4 DISTRIBUTION UTILITY PAYMENT PROCEDURE**

The DUs will batch monthly incentive documents for point-of-sale or -lease and consumer direct incentives and send to VTrans with a summary report and invoice, with a copy to VEIC.

The summary report shall include the date of sale; dealer; consumer name and address; utility service territory; state incentive amount; PEV make, model, year, VIN, and sale price; and confirmation that the consumer holds a valid Vermont driver's license.

The DU will retain all documentation supporting each incentive for two years after the termination of the VTrans-DU contract, and the DU will provide any or all of this documentation to the State upon request.

The invoice will reference the VTrans-DU contract by contract number and specify the incentive period covered.

## **4 AUDIT PROCESS**

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Incentive applicants will self-verify their household income eligibility and self-verify that no one in their household has already received an incentive under the statewide incentive program. 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 and related records relevant to their income certification on the incentive application form they sign. Failure to provide these 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.

## 5 CUSTOMER SUPPORT

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General consumer questions related to the State Incentive Program, the preapproval process for a dealership point-of-sale or consumer-direct incentive, or requests for funding status should be directed to VEIC's Drive Electric Vermont support team at:

[info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)

1-800-685-7433

Customers needing additional support or unable to provide PDF form submissions for the State incentive program should contact VEIC's customer support for further assistance with incentive submittals.

Questions related to the status of a specific incentive application, DU processing, or other available DU incentives should be directed to the DU serving the PEV consumer via the contact information included in section 3.2.6 above.

## 6 PROGRAM OUTREACH & REPORTING

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VEIC will update the Drive Electric Vermont website and leverage other existing resources to promote the program, including links to DU incentive program websites, VTrans' website, and other relevant sources.

The DUs will promote this program on their websites and through various outreach mechanisms.

VEIC will develop and record a webinar for staff of dealerships participating in the point-of-sale program. This training session will include information on all the PEV incentives currently available to Vermonters, including the federal tax credit, the State Incentive Program, and DU incentives. Individual DUs will be invited to share information on their programs in this session.

VEIC will recommend and assist in the development of additional promotional materials and activities as resources and funding permit.

## **7 APPENDIX A – DEALER POINT-OF-SALE INCENTIVE FORM**

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### **State of Vermont Electric Vehicle Incentive Application – Dealer Point-of-Sale**

Auto dealer sales staff will work with customers to complete this application form and submit with the required documentation following the instructions below.

1. Customer Information
  - a. Customer Name
  - b. Home address (Street, City, State, ZIP)
  - c. Daytime phone
  - d. Email
  - e. Electric utility serving home address (pull down)
  - f. Utility Account # (if available)
  - g. Preapproval # (if applicable)
2. Vehicle Information
  - a. Vehicle Make/Model
  - b. Vehicle Identification Number (VIN)
  - c. Model Year
  - d. Dealership
  - e. Purchase or Lease date
3. Income Eligibility Checkbox
  - a. I verify my 2018 or 2019 annual household income was \$96,122 or less and understand my income information may be subject to an audit by the State of Vermont. If applying for the higher weatherization eligible household income, I further verify my household income is below the amount listed in Table 1 for my household size and county of residence and understand this is subject to audit by the State of Vermont. I further verify that neither I nor anyone else in my household has previously applied for an incentive under the statewide PEV incentive program or that any application that I or a member of my household has submitted previously has been withdrawn or rejected.
4. Incentive amount checkboxes (check only one)
  - a. \$2,500 New All-Electric Vehicle
  - b. \$1,500 New Plug-in Hybrid Electric Vehicle
  - c. \$5,000 Weatherization Eligible Household Income All-Electric Vehicle
  - d. \$4,000 Weatherization Eligible Household Income Plug-in Hybrid Electric Vehicle
5. Customer Signature
6. Customer Signature Date

Table 1. 2020 Weatherization Eligible Household Income Limits

County of Residence	Number of Persons in Household							
	1	2	3	4	5	6	7	8+
Addison Bennington Caledonia Essex Lamoille Orange Orleans Rutland Washington Windham Windsor	\$44,520	\$50,880	\$57,240	\$63,600	\$68,688	\$73,776	\$78,864	\$83,952
Chittenden Franklin Grand Isle	\$51,296	\$58,624	\$65,952	\$73,280	\$79,142	\$85,004	\$90,867	\$96,729

**Required Documentation (in PDF format)**

- Proof of purchase or lease - either the finance or lease agreement, or an invoice from the dealer indicating a zero balance due and receipt of payment in full, including a clear record of the State and utility incentive amount(s). In the case of a financed purchase or lease, the customer’s full incentive amount shall be applied to the down payment of the vehicle.
- Proof of Vermont residency - A copy of a current Vermont driver’s license.
- Vermont vehicle registration - with the name(s) appearing on the registration matching the name(s) of the Purchaser(s) on the invoice or bill of sale.

The dealership shall email this completed form along with the following required documentation in PDF format to the appropriate distribution utility serving the customers’ residential address with a copy to VEIC.

**Electric Utility Submission Addresses**

- Burlington Electric Department
  - [efficiency@burlingtonelectric.com](mailto:efficiency@burlingtonelectric.com) or mail/deliver to 585 Pine Street, Burlington, VT 05401 with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - (802) 865-7300
- Green Mountain Power
  - [EVR rebates@greenmountainpower.com](mailto:EVR rebates@greenmountainpower.com) with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - (888) 835-4672
- Vermont Electric Cooperative
  - [support@vermontelectric.coop](mailto:support@vermontelectric.coop) with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 1-800-832-2667
- Washington Electric Cooperative
  - [energycoach@wec.coop](mailto:energycoach@wec.coop) with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 802-224-2329



- Stowe Electric Department
  - [stowe\\_electric@stoweelectric.com](mailto:stowe_electric@stoweelectric.com) with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 802-253-7215
- Hyde Park Electric
  - [karen@hydeparkvt.com](mailto:karen@hydeparkvt.com) with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - 802-888-2310
- Vermont Public Power Supply Authority (VPPSA), covering eleven of Vermont's municipally owned utilities, including Barton, Enosburg, Hardwick, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, and Swanton.
  - [jleopold@vppsa.com](mailto:jleopold@vppsa.com) with cc to [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
  - (802) 884-4488

### **Terms & Conditions**

- Customer must be a Vermont resident.
- Limit of one rebate per household.
- Vehicle must be registered in the state of Vermont.
- State Incentives are only available on new vehicle purchase or leases of eligible models with a base MSRP of \$40,000 or less and to income qualified buyers.
- Eligibility for personal use vehicles only; not available for vehicles intended for resale.
- Customers receiving the point of sale/lease option acknowledge the dealership has applied the rebate to the down payment of the vehicle. The dealership is responsible for submitting this form and supporting documentation and will receive the rebate amount in full.
- Leases must be for a term of 24 months or longer to be eligible for an incentive.
- The State of Vermont may request participation from incentive recipients in ongoing research efforts. The State and/or its designee(s) may administer electric vehicle owner surveys or other outreach to collect data and other information pertaining to the recipients' EV purchase and ownership experience.
- In the event of an audit, Applicant agrees to provide their tax returns and related records relevant to their income certification. Failure to provide these 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.
- 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 the tax consequences of receiving an incentive.
- This incentive is valid for qualifying purchases or leases on or after the official launch date to be set by VTTrans in December 2019 while State Incentive Program funds are available.

Questions? Contact [info@DriveElectricVT.org](mailto:info@DriveElectricVT.org) or call us at 1-800-685-7433

## 8 APPENDIX B – CONSUMER PRE-APPROVAL FORM

### Consumer Preapproval Form

–Any Vermonter who wants to purchase an EV and utilize an incentive must fill out this form. Please complete the information on this form and return to VEIC. VEIC will respond with a preapproval number reserving funding for a plug-in electric vehicle (EV) purchase for 15 days, during which time the customer should complete their EV purchase and submit an incentive application form with their preapproval number entered on the form. Customers expecting to wait longer than 15 days on an EV order from a dealer or automaker can submit documentation of their order to extend their preapproval for up to 10 weeks.

1. Customer Information
  - a. Customer Name
  - b. Home address (Street, City, State, ZIP)
  - c. Daytime phone
  - d. Email
  - e. Electric utility serving home address (pull down)
  - f. Utility Account # (if available)
2. Income Eligibility Checkbox
  - a. I verify my 2018 or 2019 annual household income was \$96,122 or less and understand my income information may be subject to an audit by the State of Vermont. If applying for the higher weatherization eligible household income, I further verify my household income is below the amount listed in Table 1 for my household size and county of residence and understand this is subject to audit by the State of Vermont.
3. Preapproval incentive amount checkboxes (check only one)
  - a. \$2,500 New All-Electric Vehicle
  - b. \$1,500 New Plug-in Hybrid Electric Vehicle
  - c. \$5,000 Weatherization Eligible Household Income All-Electric Vehicle
  - d. \$4,000 Weatherization Eligible Household Income Plug-in Hybrid Electric Vehicle
4. Customer Signature [Same comment as above.]
5. Customer Signature Date

Table 1. 2020 Weatherization Eligible Household Income Limits

County of Residence	Number of Persons in Household							
	1	2	3	4	5	6	7	8+
Addison Bennington Caledonia Essex	\$44,520	\$50,880	\$57,240	\$63,600	\$68,688	\$73,776	\$78,864	\$83,952

Lamoille Orange Orleans Rutland Washington Windham Windsor								
Chittenden Franklin Grand Isle	\$51,296	\$58,624	\$65,952	\$73,280	\$79,142	\$85,004	\$90,867	\$96,729

### Form Submittal Instructions

Customers will email the completed form in PDF format to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)

VEIC will reply with confirmation and a preapproval number to be included when submitting an Incentive application form following an EV purchase.

### Terms & Conditions

- Preapprovals will be issued on a first-come, first-served basis while State of Vermont incentive funds are available.
- Preapprovals may take up to two business days to process. Official State of Vermont holidays and weekends are not considered business days.
- Customer must be a Vermont resident.
- Limit of one rebate per household.
- Vehicle must be registered in the state of Vermont.
- State Incentives are only available on new vehicle purchase or leases of eligible models with a base MSRP of \$40,000 or less and to income qualified buyers.
- Eligibility for personal use vehicles only; not available for vehicles intended for resale.
- Customers receiving the direct incentive are not eligible for a point-of-sale incentive at the dealership. If purchasing or leasing for a dealership participating in the State Incentive Program the customer should inform the dealership of their preference to submit their own direct incentive application rather than receiving the point-of-sale incentive.
- Leases must be for a term of 24 months or longer to be eligible for an incentive.
- 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 the tax consequences of receiving an incentive.
- Preapproval extensions will be based on documentation of a vehicle order with the total price of the vehicle itemized. An automaker reservation for a future vehicle order will not be eligible for preapproval extension.
- This incentive is valid for qualifying purchases or leases on or after the official launch date to be set by VTrans in December 2019 while State Incentive Program funds are available.

Questions? Contact [info@DriveElectricVT.org](mailto:info@DriveElectricVT.org) or call us at 1-800-685-7433

## 9 APPENDIX C – CONSUMER DIRECT INCENTIVE FORM

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### Consumer Direct Application Form Outline

A fillable PDF form will be developed with the following information for the Consumer direct application.

Please complete this form and submit to the processing electric utility for your residence according to the submittal instructions below.

1. Customer Information
  - a. Customer Name
  - b. Home address (Street, City, State, ZIP)
  - c. Daytime phone
  - d. Email
  - e. Electric utility serving home address (pull down)
  - f. Utility Account # (if available)
  - g. Incentive Preapproval Authorization Number
2. Vehicle Information
  - a. Vehicle Make/Model
  - b. Vehicle Identification Number (VIN)
  - c. Model Year
  - d. Dealership
  - e. Purchase or Lease Date
3. Income Eligibility Checkbox
  - a. I verify my 2018 or 2019 annual household income was \$96,122 or less and understand my income information may be subject to an audit by the State of Vermont. If applying for the higher weatherization eligible household income, I further verify my household income is below the amount listed in Table 1 for my household size and county of residence and understand this is subject to audit by the State of Vermont.
4. Incentive amount checkboxes (check only one)
  - a. \$2,500 New All-Electric Vehicle
  - b. \$1,500 New Plug-in Hybrid Electric Vehicle
  - c. \$5,000 Weatherization Eligible Household Income All-Electric Vehicle
  - d. \$4,000 Weatherization Eligible Household Income Plug-in Hybrid Electric Vehicle
5. Customer Signature
6. Customer Signature Date

*Table 1. 2020 Weatherization Eligible Household Income Limits*

County of Residence	Number of Persons in Household							
	1	2	3	4	5	6	7	8+
Addison Bennington Caledonia Essex Lamoille Orange Orleans Rutland Washington Windham Windsor	\$44,520	\$50,880	\$57,240	\$63,600	\$68,688	\$73,776	\$78,864	\$83,952
Chittenden Franklin Grand Isle	\$51,296	\$58,624	\$65,952	\$73,280	\$79,142	\$85,004	\$90,867	\$96,729

**Required Accompanying Documentation (in PDF format)**

- Proof of purchase or lease - either the finance or lease agreement, or an invoice from the dealer indicating a zero balance due and receipt of payment in full, including a clear record of the incentive amount. In the case of a financed purchase or lease, the customer’s full incentive amount shall be applied to the down payment of the vehicle.
- Proof of Vermont residency - A copy of a current Vermont driver’s license is required.
- Vermont vehicle registration - with the name(s) appearing on the registration matching the name(s) of the Purchaser(s) on the invoice or bill of sale
- IRS W-9 Taxpayer Identification Form - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**Form Submittal Instructions**

Email this completed form as a scanned or electronically signed PDF along with the required accompanying documentation listed above to the electric utility processor covering their home address with a copy to VEIC, either:

- Burlington Electric Department **for individuals residing in the City of Burlington** email to [efficiency@burlingtonelectric.com](mailto:efficiency@burlingtonelectric.com) or mail/deliver to 585 Pine Street, Burlington, VT 05401 with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Green Mountain Power **for individuals residing in their service territory** email to [EVrebates@greenmountainpower.com](mailto:EVrebates@greenmountainpower.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Hyde Park Electric **for individuals residing in their service territory** email to [karen@hydeparkvt.com](mailto:karen@hydeparkvt.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Stowe Electric Department **for individuals residing in their service territory** email to [stowe\\_electric@stoweelectric.com](mailto:stowe_electric@stoweelectric.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Vermont Electric Coop **for individuals residing in their service territory** email to [support@vermontelectric.coop](mailto:support@vermontelectric.coop) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)
- Washington Electric Cooperative **for individuals residing in their service territory** email to [energycoach@wec.coop](mailto:energycoach@wec.coop) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)

- Vermont Public Power Supply Authority (VPPSA) for **individuals residing in one of the following** Vermont municipal utility service areas, including Barton, Enosburg, Hardwick, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, and Swanton. [jleopold@vppsa.com](mailto:jleopold@vppsa.com) with a cc to VEIC at [info@DriveElectricVT.com](mailto:info@DriveElectricVT.com)

Consumers unsure of their electric service territory should consult the map posted on the Vermont Public Service Department website at: [https://publicservice.vermont.gov/electric/electric\\_service\\_territory\\_map](https://publicservice.vermont.gov/electric/electric_service_territory_map) or contact customer support.

### **Terms & Conditions**

- Customer must be a Vermont resident.
- Limit of one rebate per household.
- Vehicle must be registered in the state of Vermont.
- State Incentives are only available on new vehicle purchase or leases of eligible models with a base MSRP of \$40,000 or less and to income qualified buyers.
- Eligibility for personal use vehicles only; not available for vehicles intended for resale.
- Customers receiving the direct incentive are not eligible for a point-of-sale incentive at the dealership. If purchasing or leasing for a dealership participating in the State Incentive Program the customer should inform the dealership of their preference to submit their own direct incentive application rather than receiving the point-of-sale incentive.
- Leases must be for a term of 24 months or longer to be eligible for an incentive.
- 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 the tax consequences of receiving an incentive.
- IRS W-9 form required. Name on incentive application form and W-9 form must match.
- The State of Vermont reserves the right to request participation from incentive recipients in ongoing research efforts. The State and/or its designee(s) may administer electric vehicle owner surveys or other outreach to collect data and other information pertaining to the recipients' EV purchase and ownership experience.
- In the event of an audit, Applicant agrees to provide their tax returns and related records relevant to their income certification. Failure to provide these 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.
- This incentive is valid for qualifying purchases or leases on or after the official launch date to be set by VTrans in December 2019 while State Incentive Program funds are available.

Questions? Contact [info@DriveElectricVT.org](mailto:info@DriveElectricVT.org) or call us at 1-800-685-7433

## **10 APPENDIX D – PARTICIPATING DEALER AGREEMENT**

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# State of Vermont Electric Vehicle Incentive Program

## Participating Dealer Agreement for Offering Point-of-Sale or -Lease Incentives

This agreement defines the terms under which Vermont Electric Distribution Utilities, as program implementers for the State of Vermont’s plug-in electric vehicle (PEV) incentive program, will reimburse an automobile dealer signing this agreement (Dealer) for eligible customer purchases or leases of eligible all-electric and plug-in hybrid electric vehicles. This incentive program is known as the “State Incentive Program.” The program launched on December 16, 2019. Incentives are not available for PEVs purchased or leased prior to the launch date.

### Roles and Agreement Principles

The State Incentive Program will be offered through the State’s Electric Distribution Utilities (DUs), including: Green Mountain Power (GMP), Vermont Electric Cooperative (VEC), Burlington Electric Department (BED), Washington Electric Cooperative (WEC), Stowe Electric Department (SED), Hyde Park Electric (HPE), and Vermont Public Power Supply Authority (VPPSA), which represents eleven of Vermont’s municipally owned utilities and which will participate in this program as one collective. VPPSA member utilities include Barton, Enosburg, Hardwick, Jacksonville, Johnson, Ludlow, Lyndonville, Morrisville, Northfield, Orleans, and Swanton.

VEIC, the non-profit coordinating the Drive Electric Vermont program, is assisting the State of Vermont and DUs in providing training, reporting and promotion of the State Incentive Program.

To establish the cooperative partnership necessary to coordinate the roles of State Incentive Program implementation **the DUs supporting this program will:**

- Provide incentive payments to Dealer for eligible Electric Vehicle sales and leases (as specified in “Eligibility Requirements” below) according to the following schedule:

Vehicle Type	<b>Incentive For \$96,122 Household Income or Less</b> (160% of Median Income)	<b>Larger Incentive for Lower Income Households</b> (Weatherization Eligible)
Plug-in Hybrid Electric Vehicle	\$1,500	\$4,000
All-Electric Vehicle	\$2,500	\$5,000

- Provide payment on Dealer invoices for eligible EV sales and leases within 45 days of receipt.



**VEIC will:**

- Provide training opportunities for Dealers to learn about the incentive program.
- Notify dealerships of the official State incentive program launch date set by VTrans in December 2019.
- Promote the incentive program and participating dealerships on the Drive Electric Vermont website.
- Notify the DUs and participating dealers that dealers must obtain advance email authorization from VEIC before providing a point-of-sale or -lease incentive when the State Incentive Program remaining funds reach \$200,000 and the sunset process is triggered. VEIC will also post a notice on its DEV webpage for the statewide PEV incentive program alerting applicants that remaining funding is limited.

**Dealer agrees to:**

- Ensure that all vehicle sales under the State Incentive Program meet the following Eligibility Requirements:
  - **The vehicle must be purchased on or after December 16, 2019;**
  - The purchaser must be an individual who resides in Vermont;
  - Limit of one incentive per household;
  - The vehicle must be registered in Vermont at the time of purchase;
  - The vehicle must be on the list of eligible plug-in electric vehicles provided in Table 3 of the State of Vermont Plug-in Electric Vehicle Incentive Program Guidelines;
  - The vehicle must be sold or leased as new and not previously registered; and
  - 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 Incentive Program was responsible.
- Provide the following required documentation to the DU serving the customer and VEIC upon sale or lease of an eligible plug-in electric vehicle:
  1. **A STATE INCENTIVE PROGRAM application** with all required information filled in.
  2. **A copy of proof of purchase of the plug-in electric vehicle** – either the purchase or lease agreement, or an invoice from the Dealer indicating a zero balance due and receipt of payment in full. The purchase/lease contract must clearly list the full State Incentive Program amount applied to the down payment of the vehicle.
  3. **A copy of a valid Vermont registration for the plug-in electric vehicle**, with the name(s) appearing on the registration matching the name(s) of the Purchaser(s) on the invoice or bill of sale.
  4. **A copy of a valid Vermont driver's license for the Purchaser.**
- Submit incentive applications to DU(s) and VEIC within 15 days of sale.
- Submit monthly invoices to DU(s) reflecting total incentive amounts due for reimbursement from each DU. A suggested invoicing template is provided as Appendix E of the Program Guidelines.
- Provide a current IRS W-9 Taxpayer Identification Form
- Be responsible for any tax issues associated with payment of incentives.

## Dealership Information

Dealership Name (“Participating Dealership”): \_\_\_\_\_

Dealership Web Site: \_\_\_\_\_

### Primary Dealership Management Contact for this Program

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Term of Agreement

This Agreement is effective from the date of signing through December 31, 2020, or until all of the available funding for the State Incentive Program is exhausted, whichever occurs first.

The Dealership may cancel this Agreement for any reason at any time prior to the expiration date by issuing written notice to VEIC 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.

### DEALER

Name of Authorized Dealer Signatory \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**11 APPENDIX E – DEALER INVOICING TEMPLATE**

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**[Dealership Name]**

**State of Vermont Electric Vehicle Incentive Statement**

**Sent to [Utility Name]**

Invoice Date:

Invoice Number:

	Date of Sale	Customer Name	Utility Customer # (optional)	State Incentive Amount	Utility Incentive Amount (if applicable)	Total Incentives
	12/15/2019	Nancy Public	B567776	\$2,500	\$1,500	\$4,000
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
11						\$ -
12						\$ -
13						\$ -
14						\$ -
15						\$ -
16						\$ -
17						\$ -
18						\$ -
19						\$ -
20						\$ -
21						\$ -
22						\$ -
23						\$ -
24						\$ -
25						\$ -
<b>Invoice Total</b>				\$ -	\$ -	<b>\$ -</b>

	Base Incentive For up to 160% Median Income	Lower Income Household Incentive
<b>Plug-in Hybrid Electric Vehicle</b>	\$1,500	\$4,000
<b>All-Electric Vehicle</b>	\$2,500	\$5,000

# **12 APPENDIX F – 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 \_\_\_\_\_

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

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

VIN \_\_\_\_\_

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

Incentive Amount Applied to Contract **as Cash Down Payment:**

\$ \_\_\_\_\_

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