



# HVIP Voucher Redemption Checklist

Updated 3/11/21

**The items identified below must be provided and approved for voucher redemption.**

- Signed Final Invoice – must be signed by purchaser and show the final purchase price less the voucher amount and any other additional incentive funding. It also must include the following line items:
  - vehicle VIN; vehicle VIN and engine serial number for natural gas repowers
  - vehicle base price
  - voucher discount indicated as HVIP-funded
  - all applicable taxes and fees
  
- Financing Documentation – must provide a copy of a check, money transfer, or financial arrangements identifying the lien holder and indicating terms of lease
  - For leases – must provide a copy of the executed lease agreement, along with the lease schedule
  - Lease schedule must illustrate that the full value of the voucher was passed down to the lessee, for example through a capital cost reduction. The cost of the vehicle listed on the lease agreement would reflect the voucher discount; payment lease installments would be based on that reduced price.
  - Paperwork description: A schedule is an attachment to a master lease that lists and describes the leased item, lease payments, and other terms applicable to the lease. A new lease schedule is executed whenever an item (vehicle) is added to the master lease. The lease terms and conditions either may be fixed as per the master lease or may be subject to individual negotiations for every schedule.
  - Signed Delivery Receipt – required for lease deals only, must be signed and dated by the lessee; document must capture delivery location and VIN and/or serial number of the vehicle

- DMV Registration – must show:
  - California registration
  - Gross Vehicle Weight Rating (GVWR)
  - CA License plate number
  - Vehicle VIN

» A completed “Application for Registration of New Vehicle” form (REG 397) is acceptable in lieu of the actual registration. However, the Voucher Processing Center (VPC) will follow-up with the fleet 6 months after voucher redemption to get copy of the actual vehicle registration.
- Digital photos of vehicle showing:
  - Vehicle from left side – must capture completed vehicle; in instances where vouchers for an order of 10 or more vehicles are being redeemed at the same time, a “group photo” may be uploaded, however a list of the VINs of all pictured vehicles must accompany the photo
  - Engine tag – required for vehicles that have a combustion engine, must list engine serial number (ESN) & Engine Family Number (EFN) (not required for electric vehicles)
  - VIN tag – must capture model year or manufacturer date, GVWR & VIN
  - Emissions Control Sticker for re-certified vehicles
- Proof of Mileage at the time of vehicle delivery – odometer reading should be less than 3,500 miles for a new vehicle (not required for Low NOx repowers); acceptable documents include digital photo of odometer, telematics print out, DMV odometer disclosure statement., etc. (ARB approval is needed if reading exceeds 3,500 miles limit)
- HVIP Voucher Redemption Form & Vehicle Inspection Form – must be electronically signed by the purchaser and a HVIP authorized dealer
- Natural Gas Vouchers ONLY: The fleet purchaser must provide a copy of their RNG contract (sensitive information may be redacted), along with a coversheet/commitment letter that summarizes their RNG arrangement prior to voucher redemption.

### **Questions?**

Email: [voucherprocessing@tetrattech.com](mailto:voucherprocessing@tetrattech.com)