



Dealer Instructions

Thank you for participating in the Clean Vehicle Assistance Program! We provide grants to individuals for the purchase of new or used hybrid or electric vehicles. To verify your customer is an approved applicant of our program, you can ask for their **Approval Letter**. Beneficial State Foundation will send a grant payment directly to your dealership upon completion of a qualifying clean vehicle purchase, but first follow these instructions to get your dealership approved.

Below are **instructions** to help you become an approved dealership (if you're not already) and complete the program stipulations to receive a grant payment:

1. If it's the first time your dealership is working with us, you will need to submit the following documents to Beneficial State Foundation to become fully qualified.

Please email cleanvehicles@beneficialstate.org the following information and documents:

- | | |
|--|---|
| <input type="checkbox"/> Company name and contact person | <input type="checkbox"/> Business license |
| <input type="checkbox"/> Phone number | <input type="checkbox"/> Seller's permit |
| <input type="checkbox"/> Email address | <input type="checkbox"/> DMV license |
| <input type="checkbox"/> Mailing address | <input type="checkbox"/> ACH information |

*Documents received over the weekend are processed within 24 hours on the next business day.

2. There are a few stipulations specific to the Clean Vehicle Assistance Program. If the applicant has secured a loan with Beneficial State Bank, these documents should be sent to Beneficial State Bank along with other loan stipulations. If the applicant has selected to go with another lender or is not financing their vehicle purchase, the documents must be sent to Beneficial State Foundation via email: cleanvehicles@beneficialstate.org.

Grant stipulations

- Vehicle must meet all requirements provided on our Vehicle Requirements Checklist
- Provide Carfax report
- Provide Proof of mechanic inspection for vehicle
- Grant payment must be listed as **Differed Down Payment (CARB Grant)** on the purchase contract
- Provide Copy of vehicle purchase contract

3. Once we have verified your information and have collected the grant stipulations, we will send the grant payment to your dealership via ACH (electronic payment) in 3-5 business days after a clean vehicle purchase is completed by a qualified applicant. Vehicles must meet all requirements provided on our **Vehicle Requirements Checklist**.

On behalf of our team at Beneficial State Foundation, thank you for joining us as we work towards clean air for all!