



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:

How to get approved:

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 dealerinfo@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.

How to get paid:

After your customer has purchased a clean vehicle, **please email dealerinfo@beneficialstate.org the following information and documents. These stipulations and documents are required.**

- Vehicle must meet all requirements provided on our **Vehicle Requirements Checklist**
- Provide vehicle history report
- Provide Proof of mechanic inspection for used vehicles (including documentation that there are no recalls or open recalls have been fixed. Recall information found here: <https://www.nhtsa.gov/recalls>)
- Provide Copy of vehicle purchase contract
- Signed Clean Vehicle Grant Confirmation (signed by both the dealer and the customer)
- Grant listed as Deferred Down Payment on the purchase contract
- Financed interest rates must be 16% or lower

Once we have verified your information and have collected the above documents, we will send the grant payment to your dealership via ACH (electronic payment) in 7-10 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!

Questions? Call us at 1-559-853-6377