



Drive A Clean Machine

## PAYMENT REQUEST FORM

This form is to be completed by the Authorized Dealer / Repair Facility Representative for the AirCheck Texas Drive a Clean Machine program.

### Fax Cover Sheet

Fax to:	Houston-Galveston Area Council	From:	
Fax no.	832.681.2531	Contact:	
Date:		Fax:	
Time:		Phone:	
		E-mail:	

### DEALER CHECK LIST

The Dealership is responsible for completing each of the steps noted below as per the AirCheck Texas Repair and Replacement Program Agreement. Before submitting this form for payment, please complete the following steps:

- Verify that the Replacement Voucher is genuine.
- Verify that the Retired Vehicle Information from the voucher and vehicle title matches the vehicle being presented.
- Facilitate transfer of Retired Vehicle to a dismantler. Complete and obtain signatures on the AirCheck Texas Retired Vehicle Manifest form.
- Insure the Replacement Vehicle meets all criteria; Tier 2 Bin 5 or cleaner, a car is 3 years old or newer, a truck is 2 years old or newer, a hybrid is 1 year old or newer; and that the total cost (excluding TT&L is not more than \$25,000.
- Account for the voucher amount in the Application for Certificate of Title, Line 21(b), Less Trade-In Amount.
- Sales Contract /Buyer's Order
- Vehicle Inspection Report (if applicable)
- Along with this cover sheet, include the following completed and signed items in your fax:
  - o AirCheckTexas Voucher
  - o Replacement Vehicle Documentation Sheet
  - o Retired Vehicle Manifest
  - o Application for Title
  - o Sales Contract
  - o Vehicle Inspection Report (if available)

### RECOGNIZED EMISSIONS REPAIR FACILITIES CHECK LIST

- Verify that the Repair Voucher is genuine.
- Verify that vehicle information from the voucher matches the vehicle being presented.
- Initially, perform a basic safety inspection. Then, perform emission system diagnostics and prepares detailed repair estimates. Provide the vehicle owner with repair estimates and (if applicable) educate him/her on the options for repair or vehicle retirement. RERF should be 75% or more confident that the described repair estimate will result in the vehicle passing inspection.
- Contact H-GAC Vendor staff to receive authorization of estimate to make the repairs. Estimate should include:
  - o Static diagnostic cost, normal and customary mark-up on parts, and standard labor rates.
  - o Miscellaneous cost such as shop, environmental, and hazardous material fees. (Max \$20)
  - o Inspection cost (if applicable).
- Upon completing repairs and successfully passing the emissions testing, collect applicable payment (first \$30 dollars of the repair and any authorized amount above \$600.00) from the vehicle owner and release the vehicle at that time. Fax
  - repair order with all charges signed by the vehicle owner
  - voucher signed by the RERF representative and vehicle owner
  - successful vehicle inspection report (VIR)

Each of the above items is required to process payment to dealership/repair facility. The program administrator will review documents for completeness and the contact dealership to make credit card payment.