AirCheckTexas
Drive A Clean Machine

PAYMENT REQUEST FORM

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

Fax Cover Sheet

Fax to:	H-GAC/Air Check Texas	From:	
Fax no.:	832.681.2531	Contact:	
Date:		Fax no.:	
Time:		Phone:	
		E-mail:	

DEALER CHECK LIST

The Dealership is responsible for completing each of the steps noted below as per the AirCheckTexas 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 $35,000.
- ☐ Account for the voucher amount on Line 21(b), “Less Trade-In Amount” of the Title Application (Form 130-U).
- ☐ Replacement vehicle odometer is not more than 70,000 miles
- ☐ Along with this cover sheet, include the following completed and signed items in your fax:
  - o AirCheckTexas Voucher
  - o Replacement Vehicle Documentation Sheet
  - o Sales Contract
  - o Title Application (Form 130-U)
  - o Retired Vehicle Manifest
  - o Title for the Retired Vehicle
  - o Vehicle Inspection Report(emissions & safety)
- ☐ Mail original Goldenrod sheet from manifest to AirCheckTexas with a legible copy attached

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) and initial failed inspection report

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