§ 599.302 Dealer application for reimbursement—submission, contents.

(a) In general. A dealer’s application for reimbursement must demonstrate that the requirements and limitations governing qualifying transactions in §599.300 and §599.301 of this subpart have been met, and must comply with the submission and contents requirements of this section.

(b) Electronic submission. The application for reimbursement must be submitted by using the login and password provided under §599.200(d)(1) and following the procedures provided in the letter mailed under §599.200(c)(1) of this part.

(c) Application contents. An application shall consist of an electronic transaction form (portion reproduced in Appendix C to this part) requiring input of information into relevant fields, electronic copies of supporting documents, and applicable certifications, as provided in Appendix A to this part, certifications section. As its application for each transaction, the dealer shall:

1. Input the following information into relevant fields on the transaction form:

   (i) Purchaser information.
      (A) Name. The first name, middle initial and last name of each purchaser, if an individual, or the full legal name of the company, association or other organization that is the purchaser.
      (B) Residence address (or, for an organization, business address). The full address of each purchaser.
      (C) Driver’s license or State identification number. The State driver’s license or State identification number of each purchaser or, for an organization, its tax identification number.

   (ii) Trade-in vehicle information.
      (A) Make. The make of the vehicle.
      (B) Model. The model of the vehicle.
      (C) Model year. The model year of the vehicle.
      (D) Vehicle identification number (VIN). The 17 digit VIN of the vehicle.
      (E) CARS Act vehicle category. The category of vehicle as defined under the CARS Act. (Enter, as applicable, passenger automobile, category 1 truck, category 2 truck or category 3 truck.)
      (F) State of title.
      (G) State of registration.
      (H) Start date of registration.
      (I) Start date of insurance.
      (J) Odometer reading. The odometer reading of the vehicle at the time of the trade-in.
      (K) EPA combined fuel economy. The listed EPA combined fuel economy of the vehicle.
      (L) Vehicle description. The exact “vehicle description” for the vehicle found on http://www.fueleconomy.gov.

   (iii) New vehicle information.
      (A) Make. The make of the vehicle.
      (B) Model. The model of the vehicle.
      (C) Model year. The model year of the vehicle.
 § 599.303 Agency disposition of dealer application for reimbursement.

(a) Application review. Upon receipt of an application for reimbursement, the agency shall review the application to determine whether it is complete and satisfies all the requirements of this subpart.

(b) Complying application. An application that is determined to meet all the requirements of this subpart shall be approved for payment, in accordance with the provisions of §599.304.

(c) Non-complying application. An application that is incomplete or that otherwise fails to meet all the requirements of this subpart shall be rejected, and the submitter shall be informed electronically of the reason for rejection. NHTSA shall have no obligation to correct a non-conforming submission.

(d) Electronic rejection. An application is automatically rejected, with system notification to the tendering dealer, if the transaction falls outside of the permissible time period, exceeds the permissible MSRP, identifies a purchaser that has participated in a previous transaction, or identifies the vehicle identification number of a new or trade-in vehicle that was involved in a previous transaction.

(e) Correction and resubmission. A dealer may correct and resubmit a rejected application for reimbursement, without penalty.