

IMPORTANT: See important change for invoices rejected for missing Junk Automobile, CARS.gov brand where title is no longer available.

List of Documents Required:

- Trade-In Title Front Page (or other approved evidence)
- Trade-In Title Back Page (only if front title page provided)
- Trade-In Proof of Insurance
- Trade-In Registration
- Summary of Sales/Lease
- Manufacturer's Certificate of Origin or (Statement of Origin)

Note: Michigan and California may not provide an MCO/MSO. For Michigan RD-108(Application) and an Invoice. Check VIN on both. For California, "Application for Registration of New Vehicle" may be used with an Invoice as substitute. **Note: For future purchases, a purchase order may be submitted in lieu of MCO/MSO – must have a VIN #.**

- Purchase or Lease Agreement
- Fuel Economy.gov Side by Side Comparison
- Customer Survey
- Miscellaneous (marriage certificate, death notice, court order, etc. justifying name discontinuities on title or registration)

Instructions:

- 1) Provide all Attachments and ensure documents are legible. Must be uploaded with invoice as PDF, JPG, or TIF file. Can be all one file or separate files with files names as described in CARS dealer portal.
- 2) Compare **Transaction Form** to **Trade-In Title**.
 - For Vermont (15+ yrs old), Maine (15+ yrs old), New Hampshire (15+ yrs old), Georgia (23+ yrs old), Rhode Island (10+ yrs old), you may provide a Bill of Sale instead of the Trade-in Title.
 - a) Has "**Junk Automobile, Cars.gov**" been written on page 1 **OR** 2 of title in permanent black ink?
 - Yes - Match
 - No - If the title is still available, dealer must write the brand in permanent black ink, rescan and upload the new image changing the file name to Revised Title Front and Revised Title Rear. If the title is no longer available, the dealer must upload a signed and completed Disposal Certification or Salvage Certification **and** enter the phrase "Title No Longer Available" in the Invoice Description Field. This can be done in lieu of a properly branded title when the title is no longer available to the dealer.

If there is no Cert of Disposal or Salvage, or it is not a match or not signed, use the following **TWO reject codes**:

- REJ CODE: 0201 Junk Automobile, Cars.gov is not written on page 1 and 2 of the Title
- REJ CODE: 0204 Disposal or Salvage Auction Certification Missing or Incomplete.

- b) Make sure Trade-in Title is free and clear (no liens).
 - Make sure Lien Release Section says "Clear" and is signed on front or back.
 - Letter from Lien Holder authorizing the sale.
 - c) Make sure the VIN on the Transaction Form and the Trade-in Title match.
- 3) Compare **Transaction Form** to **Insurance Proof** AND validate 1 year (12 months) continuous insurance on trade-in vehicle. Acceptable Docs: Insurance cards, computer printout from company, or letter from agent on company letterhead and signed.
 - Continuous is defined as the past 12 complete months (into the 13th month of insurance).

- Name of Insurance and Insured do NOT need to match the Title or Purchaser on Transaction Form.
 - For New Hampshire and Wisconsin, insurance not required.
- a) Compare VIN on Transaction Form and Trade-in Insurance.
Some companies do not provide a full VIN – (e.g., the card says “last 6 digits”).
 - b) Continuous 1 year coverage prior to date of Transaction.
 - c) Company Name is legible.
- 4) Compare **Transaction Form** to **Trade-In Registration** AND validate 1 year continuous registration.
Acceptable Docs: Series of Registration documents or a current Registration document shows 12 continuous months of registration prior to sale date.
- a) Compare VIN on Transaction Form and Trade-In Registration.
 - b) Continuous Registration to the same owner for 1 year prior to date of Transaction.
- 5) Compare **Transaction Screen** to **Fuel Economy.gov Side by Side Comparison**
- If old Side by Side was printed prior to July 25th and there is nothing else wrong, approve and note checklist “old side by side” Level 2 will validate eligibility.
 - If old Side by Side was printed on or after July 25th and there is nothing else wrong, escalate to NHTSA.
 - If there are other reject codes, type in the Comment field: **Please provide new side by side from <http://www.fueleconomy.gov/feg/CarsSearchIntro.shtml>**
- a) Trade-In Vehicle Category match
 - b) New Vehicle Category match
 - c) Trade-In Vehicle Description/MPG match

- d) New Vehicle Description/ MPG match
 - e) New Vehicle Incentive Match
- 6) Compare **Transaction Form** to a) **Summary of Sale/Lease and Certification Form (a.k.a. Deal Sheet and Buyer's Certification)**, and b) **Identification**. Compare the Trade-in Title and IDs with the first page of the Summary of Sale.
- You should have as many State IDs as you have Buyers. One of the names on the Summary of Sale needs to be on the Transaction Form. You should have as many IDs as possible – with at least one continuous ID for the person on the Trade-In Title, Trade-In Registration and Summary of Sale.
 - Acceptable ID: Drivers License or State ID, Corporate Tax Identification Number, Letter from the IRS.
- a) IDs for at least one Trade-In Owner, and any other Purchaser(s – if applies) of the new vehicle.
 - b) Summary of Sale is signed by purchaser(s) and dealer – must have all purchasers of the new vehicle.
 - c) Compare Purchaser Name on Transaction Form and Summary of Sale.
 - d) Compare VIN on Trade-in vehicle and Summary of Sale.
 - e) Compare VIN on new vehicle and Summary of Sale.
 - f) Verify rebate amount (Credit Amount) matches on Transaction Form and Summary of Sale.
 - g) Ensure MSRP is recorded on Summary of Sale and is less than \$45,000.