



Dealership Instructions

WestLight Energy's Used EV Rebate Program provides rebates up to \$2,000 to San Mateo County and the City of Los Banos residents for the purchase of used plug-in hybrid electric vehicles (PHEV) or battery electric vehicles (BEV).

Steps to Join the WestLight Energy Dealership Network

1. Email info@westlightenergy.org with the following documents
 - a. Dealership information form (page 2) and *optional* ACH Request Form (page 3)
 - b. Business license
 - c. Seller's permit
 - d. DMV license
 - e. W9
2. Our team will review your documents. If approved, signatures will be executed electronically via Ironclad.
4. Once the contract is signed, complete a 30-minute online training with us.
5. Officially be added to the WestLight Energy dealership network. Customers will now be able redeem their rebate instantly at your dealership!

How does the dealership point-of-sale process work?

San Mateo County or the City of Los Banos residents must purchase their vehicle through the WestLight Energy dealership network. As a participating dealer, you will provide them with an instant rebate at the point-of-sale. Customers must fully complete their purchase **before** you submit the rebate reimbursement form.

You can get reimbursed in 5 simple steps:

1. **Verify the vehicle** – to be eligible for the rebate, vehicles must abide by the vehicle eligibility requirements.
2. **Verify customer residency** – The dealer must review the customer's Driver's License to ensure it belongs in San Mateo County or the City of Los Banos. If not, the dealer must ask the customer to provide supplemental proof of residence.
3. **Apply the appropriate rebate amount as a down payment** on the sale's contract. The exact rebate will vary based on vehicle type and other criteria; instructions for how to determine the exact amount will be provided.
4. **Open a Rebate Reimbursement Form** – Use [this Formstack link](#) to submit a rebate request (*it is recommended to do this with the customer at the point-of-sale*)
5. **Upload the following documents to the Rebate Request Form**
 - A copy of the sales contract
 - A Vehicle Buyer Agreement form (*this form is used for the customer to self-attest that their income meets our requirements*)
 - Customer Drivers License
 - If the address is the License is not in San Mateo County or the City of Los Banos, dealer must obtain additional proof of residency.



Dealership Information Form

Please provide the information requested below. For questions and/or clarifications, please contact us at info@westlightenergy.org

Dealership legal business name¹	
Physical address²	
Name of the person who will sign the WestLight Contract electronically³	
Email address of the person who will sign the Contract	
Title of the person who will sign the Contract	
Dealership used vehicle return window – if applicable	
Notes/Comments	

Dealership Information for External Use

The following information will be posted on the WestLight “[Participating Dealers](#)” website

Dealership name (<i>if different than legal name</i>)	
Dealership City (or multiple)	
Website	
Name of point of contact(s)⁴	
Point of contact(s) email address(es)	
Point of contact(s) phone number(s)	

¹ This is the name that will be listed in the WestLight Contact. Must be the legal name.

² If there is no ACH form filled out, physical checks will be mailed to this address. Official notices under the Contract will also be mailed here.

³ Signatory must be Senior level staff or owner.

⁴ Point of contact would be the person who answers day-to-day questions WestLight Energy may have or can refer WestLight to someone in case they have billing or other types of questions.



***OPTIONAL* - AUTOMATED CLEARING HOUSE (ACH) REQUEST FORM**

For faster payment, please fill out the following form so we can pay you electronically. Without this form, we will need to mail you checks.

Vendor Information

Vendor Name: _____

Remittance Address: _____

Remittance City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone #: _____

E-Mail Address: _____

Banking Information

Vendor's Bank Name: _____

Bank Address: _____

Bank City: _____ State: _____ Zip Code: _____

Bank Contact Name: _____ Phone #: _____

ABA Routing #: _____ Account #: _____

Account Type (please check only one) Checking ☐ Savings ☐

Vendor's Authorization

Please sign below to confirm that you are authorizing WestLight Energy to begin transferring payments for your invoices to the account mentioned above.

Signature: _____ Title: _____

Phone Number: _____ Date: _____