

AIRCHECKTEXAS DRIVE A CLEAN MACHINE PROGRAM

Frequently Asked Questions FOR REPLACEMENT RECIPIENTS

What assistance is available?

The program may provide financial assistance to replace your vehicle. The website will provide the most current funding status for the replacement program.

How long does it take to process an application?

Please allow up to 45 business days for replacement application processing. Processing times vary depending on the number of applications received. All applications will be processed in the order they are received. Visit our website at www.nctcog.org/airchecktexas for the current processing dates.

How do I get an application?

The applications are available on our website www.nctcog.org/airchecktexas under **APPLICATIONS (How to Apply) > Replacement**. You may also obtain an application by contacting us at 1-800-898-9103.

What do I need to send for determining eligibility?

You must submit:

- Completed and signed REPLACEMENT application, and
- Income documentation for **ALL** adults in the household (unemployment statement for those not currently employed)

NOTE: All documentation listed above must be received with online application as well

What are the types of income documents accepted?

Submit copies (no originals) with your application:

- Current Year W-2 form (s)
- Current Year IRS income tax return.
- Pay stubs for the past three months with a year-to-date (YTD) amount
- Unemployment benefits letter
- Documentation verifying Federal or State Assistance (Food Stamps, DHS, Lite-Up Texas, etc.)
- Written, signed, and dated statement of unemployment, if not receiving any source of income completed by the person(s) that is unemployed

I misplaced my Vehicle Inspection Report (VIR). Where can I get a copy of my Vehicle Inspection Report?

Although your VIR is not required when applying for the Replacement Program you can download a copy of your VIR by visiting the website www.mytxcar.com

Can I apply for the AirCheckTexas Program with an expired registration?

No, your vehicle will not be eligible; however, you can obtain a 30 day registration PERMIT at your local county tax assessor's office. Submit your RECEIPT showing the county where the vehicle has been registered.

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Note: The vehicle must have been registered in a participating county - Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, and Tarrant for 12 of the past 15 months to be eligible, even if you file for a 30 day registration permit.

Where should I submit my application, household income documents and VIR?

Mail: AirCheckTexas Program
P.O. Box 5888
Arlington, TX 76005-5888

Fax: 817-608-2315 (DO NOT put a 1 (one) before the 8)

Where do I send questions about the program?

You may send questions to airchecktexas@nctcog.org. Please allow up to two business days for a response.

Will I be notified if my application is approved or not?

Yes, you will be notified by mail whether your application is approved or denied for assistance.

What will I receive if I am approved for assistance?

You will receive an approval packet including; a voucher letter, retired vehicle transfer manifest, a list of approved participating dealerships, as well as several other informational items.

Will I be notified if I need to send more information?

Yes, you will be notified by mail and asked to submit any additional information or documentation needed. Please act quickly when submitting the required documents to ensure that funds are still available for your voucher.

Can I use my voucher at any auto dealership?

No, your voucher must be redeemed at one of the approved auto dealerships on the list provided with your voucher. No reimbursements are allowed for vehicle purchases made prior to receiving a valid voucher or if the voucher was used at a non-participating facility.

Does my voucher expire?

Yes, the voucher contains an expiration date located at the top right corner of the voucher. It must be used on or before the listed date.

What if my vehicle is registered in the Houston-Galveston area?

Applicants with vehicles registered in the Houston-Galveston area need to contact that area's regional administrator at the following numbers: 1-866-237-9392 or 1-800-913-3321 (Select the Houston-Galveston option).

Where can I find information about the eligible Tier 2 Bin 5 or cleaner replacement vehicles?

You can visit www.nctcog.org/airchecktexas > [Voucher Recipients](#) > [Eligible Replacement Cars](#), or www.driveacleanmachine.com to find a list of eligible vehicles.

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Does the replacement vehicle being purchased need to meet certain requirements?

Yes, the replacement vehicle being purchased using a replacement voucher must meet certain requirements. More details are found at www.nctcog.org/airchecktexas.

Can multiple vouchers be combined toward one replacement vehicle?

No, only one valid voucher can be used toward the purchase of one replacement vehicle.

Can an individual retire more than one vehicle through the program?

Yes, an individual can utilize the program more than once, but may only retire one vehicle (registered in their name) in a 12-month period.

Can an individual lease the replacement vehicle?

No, lease agreements are not allowed. The vehicle must be purchased by the participant.

What is the dealer's responsibility with the retired vehicle title?

The dealer must transfer a clear title along with the retired vehicle to the participating dismantler.

Does the AirCheckTexas participant need to be approved for financing before completing the sale?

Yes, the dealer should make sure that the AirCheckTexas participant has been approved for a loan before putting the participant into the replacement vehicle and transferring the retired vehicle to the dismantler. There have been a few cases where a participant was pulled from the replacement vehicle without qualifying for a loan but the retired vehicle was already scrapped. This approval ensures that we eliminate this example from complicating the process for both parties.

Where does the voucher amount go on the title application?

The dealer must document the voucher amount (\$3,000 or \$3,500) on line 21(b), Less Trade-In Amount on the Application for Texas Certificate of Title.

Is a co-signer allowed for the replacement vehicle?

Yes, the State will allow a co-signer as long as the person lives in the same household as the AirCheckTexas participant/vehicle owner and the Regional Administrator (North Central Texas Council of Governments) calculated the co-signer's income when qualifying a participant for the program. Any eligible co-signer(s) will be listed on the voucher.

Example - A participant's wife may be a co-signer on the new loan (including having her name on the application for title) even if the retired vehicle is just in the husband's name because the wife lives in the same household. The household income had been verified to qualify for a voucher, which includes both the husband and wife's incomes.

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Is a co-signer who doesn't live in the same household allowed for the replacement vehicle?

Generally no, but the State will allow a co-signer who doesn't live in the same household as long as the lender will allow **only** the participant's name on the replacement vehicle's title – most lenders require the co-signer's name on the title as well, but there may be an exception where a lender will allow this.

What if the participant moved since receiving the voucher?

That is fine, but the dealer will need to provide proof that the participant has moved since they received the voucher in order for the Regional Administrator (NCTCOG) to have the most current information. A new voucher will be issued.

What if the participant recently got married or changed their name since receiving the voucher?

That is fine, but the dealer will need to provide a copy of the name change (copy of the marriage license, divorce decree, etc.) documenting the old and new names. A new voucher will not be issued.

What if the participant has a second vehicle (non-AirCheckTexas) they wish to trade in?

That is fine, but the dealer will need to document out to the side on the Application for Texas Certificate of Title (line 21(b), Less Trade-In Amount) that \$3,000/\$3,500 is for AirCheckTexas and \$XX-amount is for an additional trade-in.

How is the AirCheckTexas Drive a Clean Machine Program funded?

\$6 is collected from vehicle emissions inspection fees in nonattainment counties for owners of 1996 or newer model year vehicles.