

January 2017

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## Electric Vehicle Incentive Program (EVIP)

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Accelerating the shift to low- and zero-emission vehicles will be crucial if Ontario is to achieve its climate change goal of reducing greenhouse gas emissions (GHG) to 15% below 1990 levels in 2020, 37% in 2030 and 80% in 2050. To achieve its GHG reduction objectives identified in the Climate Change Action Plan (CCAP), the government is delivering a suite of initiatives aimed at increasing the adoption of EVs. Together, these initiatives serve to reduce GHGs by replacing internal combustion engine (ICE) vehicles with EVs that have lower (or zero) tailpipe emissions and are powered by Ontario's low-carbon electricity grid.

The Province is working to reduce emissions from transportation by promoting the adoption of battery electric and plug-in hybrid electric vehicles. A shift to low- and zero-emission vehicles is vital to the fight against climate change and an important opportunity for technological innovation. The Electric Vehicle Incentive Program (EVIP) was introduced in 2010 to support the adoption of electric vehicles, reward early adopters and stimulate market demand for this new technology. EVIP provides incentives to support the purchase or lease of **eligible new** plug-in electric vehicles and was updated on February 10, 2016.

Effective January 1, 2017, to further support the goals of Ontario's CCAP to better promote increased EV adoption, EVIP parameters were changed to make EVs even more affordable. The updated program has the following parameters:

- Vehicles with a battery capacity from 5 to 16 kilowatt-hours (kWh) are eligible for incentives ranging between \$6,000 to \$10,000 based on the battery capacity of the vehicle;
- Vehicles with a battery capacity of larger than 16 kWh are also eligible for an additional \$3,000 incentive;
- Vehicles with five or more seats are also eligible for an additional \$1,000 incentive;
- Plug-in Hybrid Electric Vehicles (PHEVs) with a Manufacturer's Suggested Retail Price (MSRP) of \$75,000 to \$150,000 are eligible for a maximum incentive value of \$3,000;
- Battery Electric Vehicles BEVs and PHEVs with a MSRP of \$150,000 or greater are not eligible for an incentive; and,
- Leased vehicles are eligible for an EVIP incentive. Vehicles with a 12 month lease term will receive 33.3% of the incentive, leased vehicles with a 24 month lease term will receive 66.7% of the incentive and leased vehicles with a 36 months or longer term will receive the full incentive.

Please refer to the **EVIP Eligible Vehicle and Incentive List** for vehicles eligible for EVIP and their respective incentives.

Note that if you ordered, leased or purchased your vehicle prior to January 1, 2017, your incentive is based on the EVIP incentive in place on the date the vehicle was registered and plated.

To receive an EVIP incentive, you must submit your application with all required documentation within three months of the date the vehicle was registered and plated. Incentives are applied to the purchase or lease price of the vehicle after all applicable costs (e.g. freight) and taxes have been applied.

The Province continues to provide incentives for the purchase and installation of private home or business charging equipment, under the [Electric Vehicle Charging Incentive Program \(EVCIP\)](#). Please refer to the **EVCIP Program Guide** for EVCIP parameters and eligibility.

To further support EV adoption, EV owners are eligible to obtain **green license plates**, which allow access to provincial High Occupancy Vehicle (HOV) lanes and High Occupancy Toll (HOT) Lanes with only one occupant.

For additional information on Ontario's electric vehicle programs and vehicle incentive amounts please read this guide and/or refer to: <http://ontario.ca/electricvehicles>.

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## What are the EVIP eligibility requirements?

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### What vehicles are eligible for EVIP?

Electric vehicles eligible for an incentive under EVIP must be either a purchased or leased:

- battery electric vehicle (BEV); or,
- plug-in hybrid electric vehicle (PHEV).

Eligible vehicles must:

- be new or an eligible demonstrator (demo) vehicle;
- not have received an incentive previously under EVIP or another EV program;
- meet all Canada Motor Vehicle Safety Standards;
- be listed on the **EVIP Eligible Vehicle and Incentive List**;
- be registered and plated for its first time in Ontario;
- be plated and insured in Ontario and considered road worthy;
- have a Gross Vehicle Weight Rating of less than 10,000 lbs (4,536 kg);
- be propelled by an electric motor which draws electricity from a battery of not less than 5 kWh in capacity;
- be capable of being recharged from an external source of electricity;
- be manufactured primarily for use on public streets, roads, and highways;
- have at least four functioning wheels; and,
- be highway capable and not be a low speed vehicle.

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### **What vehicles are not eligible for EVIP?**

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- vehicles converted to plug-in electric capability;
- conventional hybrid vehicles that do not plug into an external source of electricity;
- demos that do not meet program requirements;
- EVs that have already received an incentive;
- used vehicles;
- low-speed electric vehicles, electric motorcycles or electric bikes ("e-bikes");
- off-road vehicles;
- vehicles used for personal or business purposes by a dealership, leasing company, vehicle manufacturer or its employees/management;
- vehicles used for education or promotional purposes by the dealer, agent or vehicle manufacturer;
- service vehicles at dealerships or leasing companies;
- vehicles with a MSRP greater than \$150,000; and,
- EVs for which applicants have or will receive an incentive/grant from another province, state or federal government.

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### **Who is eligible for an EVIP incentive?**

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Eligible applicants:

- Individuals residing in Ontario, Ontario businesses, Ontario municipalities, Ontario non-government organizations and Ontario non-profit organizations are eligible to apply for an incentive.
- Applicants must be in good standing, not be in breach of any of the terms and conditions of the program and have met all related requirements.

Ineligible applicants:

- The provincial or federal government, their agencies and entities.
- Vehicle manufacturers, their agencies and entities.

Incentives are applied to the purchase lease price of the vehicle after all applicable costs and taxes have been applied.

You must keep your electric vehicle registered and plated in your name, insured and roadworthy in Ontario for a minimum of 12 months from the registration and plating date.

## How is the EVIP incentive applied to the total vehicle lease or purchase price?

EVIP incentives are applied to the purchase or lease price of your vehicle after all applicable costs and taxes have been applied.

## What is the maximum number of EVIP incentives I am eligible to receive each year?

To ensure an appropriate balance between encouraging vehicle uptake by Ontario residents and fleets:

- Individuals are limited to 2 incentives per calendar year; and,
- Fleets are limited to twenty-five vehicles per calendar year.

Applicants interested in a greater number of incentives can apply annually to the Ministry for consideration. You must provide supporting documentation with your request. The Ministry will evaluate the request on a case-by-case basis and approval is at the Ministry's sole discretion.

## How long do I have to keep my vehicle?

You must keep your electric vehicle registered and plated under your name, insured and roadworthy in Ontario for a minimum of 12 months from the date the vehicle was registered and plated.

If you purchased your vehicle, and your ownership is less than 12 months, you must repay the full incentive. You will not be eligible for another incentive until the government has received the funds.

If you leased your vehicle you are eligible for 33.3% of the full incentive if your lease term is at least 12 months, 66.7% if your lease term is 24 months, and you are eligible for a full incentive if your lease term is 36 months or longer. You must maintain the lease for the term specified in the lease agreement and in no case can you lease the vehicle for less than 12 months. If you do not meet this requirement, you must repay the entire incentive and are not eligible for another incentive until the government has received the funds.

If you receive an incentive when you, or your vehicle, are not eligible, the Province of Ontario may recover the amount of the incentive from you. Any incentive payment received for a vehicle that is not eligible is a debt due to the Crown.

## Are demonstrator (demo) vehicles eligible for EVIP incentives?

Demo vehicles are electric vehicles located at dealerships or leasing companies that are used **only** for test drives by potential customers and have not been previously registered and plated in Ontario or any other jurisdiction.

They cannot be used for any of the following purposes:

- Personal, promotional or business purposes by the dealership or leasing company or its employees/management; or,
- As a service vehicle by the dealer, leasing company or vehicle manufacturer; or,
- Education, promotional or other purposes by the vehicle manufacturer or its employees.

If the demo has less than 2,000 km on the odometer when you buy or lease it, no additional forms need to be completed.

If the demo has more than 2,000 km but less than 15,000 km in mileage, the dealership/leasing company must provide and you must submit as part of your application:

- A completed [EVIP Extended Mileage Form](#); and,
- A completed **EVIP Extended Mileage Demo Log** (The vehicle can only have been used by customers for test drives. It cannot have been used for personal or other business purposes by the dealership or its employees/management. The dealership must warrant that this condition has been met).

### Caps per year:

- There is no cap on the number of demonstrator vehicles a dealer/leasing company can sell or lease every year if the mileage is less than 2,000 km.
- A dealership/leasing company can sell two extended mileage demonstrator vehicles with mileage between 2,000 km and 15,000 km per year.

Failure to comply with the stated conditions will result in vehicle ineligibility for an incentive. Dealerships not in compliance with EVIP conditions can no longer act as an agent under the program.

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## Would I ever have to repay my incentive?

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If you receive an incentive and are either not eligible for EVIP or do not meet EVIP requirements, the Province of Ontario will require that you repay the full incentive amount.

The incentive must be repaid as a debt due to the Crown and the money received by the Province of Ontario, before you can re-apply to EVIP.

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## When must applications be submitted by?

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You must submit your application within three months of the date the vehicle was registered and plated.

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## How do I apply to EVIP?

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You must complete and submit your application form with all required documents within three months of the date the date the vehicle was registered and plated.

The incentive is intended to reduce the total purchase or lease cost of your vehicle **after all** applicable costs (e.g. freight, fuel) and taxes have been applied.

The name on the vehicle's registration and the name on the application form must be the same.

You can either:

- Apply directly to the Ministry of Finance who will send you the incentive; or,
- Assign/give the incentive to the dealership/leasing company because they gave you a discount equal to the incentive when you purchased or leased your car. You and the dealer/leasing company complete the application together and then the Ministry of Finance will send your incentive directly to the dealer/leasing company.

To apply you must submit the completed application and include a:

- copy of the sales or lease agreement;
- copy of the vehicle registration;
- copy of vehicle registrations for any other electric vehicles for which you received an incentive;
- void cheque (if you want an electronic funds transfer); and,
- completed [Extended Mileage Demonstrator Form](#) and [Extended Mileage Demonstrator Log](#) (if applicable).

After you complete the application form, print a copy of the completed application form, sign it in all the required areas, and submit along with all the required documents by mail or fax to the Ministry of Finance, 33 King Street West, PO Box 646, Oshawa, Ontario L1H 8X2. Fax (905) 433- 5939.

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## Is there more information to help me complete the application form?

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Information on how to complete the application is provided in the appendices.

Appendix A:

- Guide to Completing the EVIP Application Form

Appendix B:

- Scenarios

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## Do I have to provide data on my vehicle?

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You must complete and submit usage data on your vehicle within 13 months of the date of registering and plating your eligible car. You are required to provide information on your use of your car for the first 12 months that you have owned or leased your car (the first 13 months from when you registered and plated your car). This information informs the province in its efforts to support the adoption of electric vehicles in Ontario and provides essential data to help the province quantify EVIP's impact on reducing greenhouse gas emissions.

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## Are all Electric Vehicles Eligible for Green Plates?

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Yes, all electric vehicles are eligible for an Ontario green plate.

You do not have to receive an EVIP Incentive to get a green plate.

Please refer to **Ontario's Green Plate Program** for further information.

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## How does a manufacturer request EVIP eligibility for new electric vehicle models?

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Electric vehicle manufacturers must apply for EVIP eligibility by completing and submitting the [Vehicle Eligibility Submission Form](#).

Manufacturers must:

- complete the form for each new model and trim they are requesting eligibility for under EVIP;
- ensure vehicles meet the vehicle requirements noted in this guide;
- provide a production Vehicle Identification Number (VIN) for each model to Polk **eight weeks** prior to the requested effective date in the program;
- submit the form for each new vehicle model and trim at least **six weeks** prior to the requested eligibility date
  - Allow **six weeks** to complete testing work after all information including an acceptable production VIN has been provided;
- re-apply each year for each vehicle model and trim already in the program.

Failure to provide the necessary information will delay processing and acceptance into the program.

### Eligible Vehicles:

- are CMVSS certified Battery Electric Vehicles (BEVs) or Plug-In Electric Vehicles (PHEVs) recharged by electricity;
- have a Gross Vehicle Weight Rating Less than 4,536 Kg;
- a minimum 5 kWh battery;
- are four wheeled;
- are not conversions; and,
- are new vehicles.

## Appendix A

### Guide to Completing the EVIP Application Form

#### Section A - Applicant Information

- The applicant is either the person (an individual) or a business, municipal government, non-profit organization, etc. who:
  - resides in Ontario
  - owns/leases the vehicle; and
  - whose name is on the vehicle registration; and,
  - whose name is on the lease/sales agreement.
- The applicant name must be the same on all documents.
- Provide all required contact information.
- If you are applying for:
  - 1 or 2 vehicles in one calendar year, this is considered personal use;
  - 3 to 25 vehicles in one calendar year, this is considered to be for fleet use.
- You can not receive or apply for another electric vehicle incentive from a Canadian/US province/state or the Canadian/US federal government.
- If the vehicle has dual registrants, you must identify both registered owners and both owners must be on the sales/lease agreement.

#### Section B - Vehicle Information

**Complete all parts of this section in full to determine the incentive claim amount but note the following information.**

Demo vehicles are electric vehicles located at dealerships or leasing companies that are used only for test drives by potential customers and have not been registered or plated in Ontario (or any other jurisdiction).

They cannot be used for any of the following purposes:

- For personal, promotional or business purposes by the dealership or leasing company or its employees/management; or,
- As a service vehicle by the dealer, leasing company or vehicle manufacturer; or,
- For education, promotional or other purposes by the vehicle manufacturer or its employees.

If the demo has less than 2,000 km on the odometer when you buy or lease it, no additional forms must be completed.

If the demo has 2,000 to less than 15,000 km in mileage, the dealership/leasing company must provide and you must submit as part of your application:

- A completed [EVIP Extended Mileage Form](#); and,
- A completed [EVIP Extended Mileage Demo Log](#) (the vehicle can only have been used by customers for test drives. It cannot have been used for personal or other business purposes by the dealership or its employees/management. The dealership must warrant this condition has been met).

#### Caps per year

- There is no cap on the number of demonstrator vehicles a dealer/leasing company can sell/lease every year if the mileage is less than 2,000 kilometres.
- A dealership/leasing company can sell two extended mileage demonstrator vehicles with mileage between 2,000 km and 15,000 km per year.

Failure to comply with the stated conditions will result in vehicle ineligibility for an incentive. Dealerships not in compliance with EVIP conditions can no longer act as agents under the program.

## Section C - Leased Vehicle

- If you purchased your vehicle, you do not have to complete this section. Please proceed to section D of the form.
- The leasing company must complete Section C with their information.
- The term of your lease must be at least 12 months to receive 33.3% of the incentive, 24 months to receive 66.7% of the incentive, and 36 months or longer to receive the full incentive.
- You must:
  - Keep your vehicle and maintain the lease for the lease term when you applied;
  - Keep the vehicle from the date the vehicle was registered and plated under your name, insured and road worthy in Ontario for at least 12 months; and,
  - If you receive an incentive when not eligible for it, the Province of Ontario may recover the amount of the incentive from you. Any incentive payment received for a vehicle that is not eligible is a debt due to the Crown. The debt must be repaid, and the money received by the Province of Ontario, before you can re-apply to the Program.

## Section D – Authorizing Payment of Your Incentive to the Dealer/Leasing Company

- You can either:
  - Pay the full price of your vehicle and then apply directly to the Ministry of Finance for the incentive; or,
  - Assign/give the incentive to the dealership/leasing company only if you received a discount equal to the entire incentive on the sale/lease price. The Ministry of Finance will issue the incentive to the dealership/leasing company.
- If you paid full price and did not get a discount in the total price paid for your vehicle from the dealer or leasing company, you do not need to complete this section. Please proceed to Section E.
- If the dealership or leasing company gave you a discount on the sales/lease price, you must assign/give the incentive to the dealership or leasing company. **However, you the applicant, are still required to keep your car for 12 months or if leased, for the entire term, and continue to meet all the other EVIP requirements.**
- The dealership/leasing company provides the required information.

## Section E - Confirmation of Eligibility

- You must complete each section accurately.
- Once accepted into EVIP, if you purchased your vehicle, you must keep the vehicle registered and plated in your name, insured and road worthy in Ontario for at least 12 months from the date the vehicle was registered and plated. If you have leased your car, you must maintain your lease for the lease term specified in the lease agreements, with a minimum of 12 months. If you do not meet these requirements, you must repay the incentive in full.
- Any incentive received that you are not eligible for is a debt due to the Crown which means the incentive must be repaid in full and be received by the Province of Ontario, before you can receive another incentive.
- Based upon your responses in this section, if either the vehicle or you are determined not to be eligible for an incentive, you will not be able to complete or submit the application.
- Please note:
  - The applicant name on the registration, the sales/lease agreement and the application must be the same.
  - This is the first registration and plating for this vehicle and it was not registered/plated/driven previously in Ontario or another jurisdiction/country.
  - You cannot receive or apply for an additional electric vehicle incentive from a Canadian/US province/state or Canadian/US federal government.
  - Please identify if you received an incentive for other electric vehicles.



- If your vehicle is a demonstrator vehicle, it can only have been used for customers test driving the vehicle at the dealership or leasing company. It cannot have been used for personal or other business purposes by the dealership or its employees/management or by the manufacturer.
- A regular demo vehicle has less than 2,000 km when you purchased or leased it.
- An extended mileage demonstrator vehicle must have mileage between 2,000 km and 15,000 km. The dealer/leasing company must provide you with the [Extended Mileage Demonstrator Form](#) and the [Extended Mileage Demonstrator Log](#).
  - A dealership/leasing company can sell/lease two extended mileage demonstrator vehicles per year.
- You must submit your application within three months of the plating and registration date.
- New BEVs and PHEVs that are purchased or leased outside of Ontario and imported into the province by the original owner/lessee are eligible for an incentive provided they meet all program criteria and were not plated and registered in any other jurisdiction prior to being plated and registered in Ontario.

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## Section F - Documentation Required to Submit the Application

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For the incentive application to be considered, the documentation must include:

- A completed and signed EVIP application form.
- The sales or lease agreement for the vehicle that indicates the vehicle has been paid for and received by the applicant.
- Proof of registration and plating in Ontario.
- For applicants who have applied for, or have already received two electric vehicle incentives, the Vehicle Identification Numbers (VIN) of those vehicles and the date of purchase.
- Completed [Extended Mileage Demonstrator Vehicle Form](#) and [Extended Mileage Demonstrator Log](#) if applicable.
- An applicant or agent can choose to receive the incentive amount by cheque or electronic funds transfer (EFT). If the EFT option is chosen, a voided cheque must be included with the application.

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## Section G - Provision of Data

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You must provide information on your vehicle use for the first 12 months of the vehicle lease or ownership.

You must complete the [Electric Vehicle Incentive Program Data Provision Form](#).

The information will be used to inform the Ministry how to continue EVIP and support the adoption of electric vehicles in Ontario.

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## Section H - Declaration/Consent Statements

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The applicant must read all of the declaration consent statements.

**When you sign and submit this application, you are warranting that you, as the applicant have read and agree to all the declaration/consent statements and are compliant with all EVIP requirements.**

**If the dealer or leasing company has to sign the form, they are also warranting that they have read and agree with the declaration/consent statements and are compliant with all EVIP requirements.**

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## Section I – Signatures

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By printing and signing the completed application, the applicant, is agreeing to:

- all the declaration/consent statements;
- being compliant with all program requirements at application; and,
- continuing to be compliant with all program requirements after receiving the incentive during the 12 month residency period and minimum 12 month lease term.

## I.1 Applicant

You are signing the application to apply for an incentive and warrant that you are eligible and agree to comply with all of the EVIP requirements.

## I.2 Incentive Assignment

If the dealership or leasing company provided you with a discount equal to the full amount of the incentive when you purchased or leased your vehicle, you, the applicant, must sign to acknowledge that you agree that your incentive will be provided directly to the leasing company or dealership.

## I.3 Dealership or Leasing Company Warrant

The dealership or leasing company signs to warrant that the business he or she is representing is in good standing with EVIP. The company is also warranting that the vehicle complies with all EVIP requirements.

## I.4 Leasing Company

If the vehicle is leased, the leasing company must sign this section to acknowledge that his or her company approves of the EVIP incentive application and that it acknowledges it cannot apply for another incentive for this vehicle in addition to the applicant on the same vehicle.

## I.5 Data Provision

You must agree to collect and provide data on your vehicle use for the first 12 months that you own/lease your vehicle after the registration date. You must complete the [EVIP Data Provision Form](#) and submit it no later than 13 months after you registered your vehicle.

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## Section J - Completed Applications

Please send the completed, signed original application with all required supporting documentation by email, fax or mail to:

Ministry of Finance  
33 King Street West  
PO Box 646  
Oshawa ON L1H 8X2  
Fax: 905-433-5939  
Email: [electric.vehicle@ontario.ca](mailto:electric.vehicle@ontario.ca)

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## Section K - Freedom of Information (FOI) Disclaimer

Personal information is being collected for the Electric Vehicle Incentive Program established under subsection 118(2) of the *Public Transportation and Highway Improvement Act* and will be used solely for the purpose of administering and ensuring compliance with the Program.

Enquiries regarding the collection of personal information should be directed to:

Electric Vehicle Incentive Program  
Ministry of Transportation  
777 Bay Street, 30<sup>th</sup> Floor  
Toronto ON M7A 2J8  
Telephone: 416-585-7285 or 1-866-767-0638  
Fax: 416-585-7204  
Email: [EVIP@ontario.ca](mailto:EVIP@ontario.ca)

## Appendix B

### Guidance Scenarios

#### **Scenario 1: I bought my car but did not get a discount equal to the incentive on the total price from the dealer**

If you did not get price reduction from the dealer, you must submit your application to the Ministry of Finance. The Ministry of Finance will issue your incentive to you directly once your application is approved. To get your incentive you must:

1. Apply the incentives to the purchase price of the vehicle after all applicable costs and taxes have been applied
2. Open the online [Application Form](#)
3. Complete Sections A and B (if the vehicle has dual registrants, the applicant must ensure both owners sign the application)
4. Proceed to and complete Section E
5. Include all required documentation noted in Section F
6. Read and confirm you agree with all the declaration/consent statements Section H
7. Read the data provision section G
8. Read Section I
9. Read the Freedom of Information notice in Section K
10. Submit the application online
11. Print the completed form
12. Sign I.1 (applicant) and I.3 (dealership or leasing company warrant) and I.5 ( data provision) in Section I (if the vehicle has dual registrants, both owners must sign the application).
13. Send the printed and signed application to the Ministry of Finance as identified in Section J.

#### **Scenario 2: I leased my car but did not get a discount equal to the incentive on the total price from the leasing company**

If you did not get price reduction from the leasing company, you must submit your application to the Ministry of Finance. The Ministry of Finance will issue your incentive to you directly once your application is approved. To get your incentive you must:

To get your incentive you must:

1. Apply the incentives to the lease price of the vehicle after all applicable costs and taxes have been applied
2. Open the online [Application Form](#)
3. Complete Sections A and B (if the vehicle has dual registrants, the applicant must ensure both owners sign the application)
4. Complete Section C
5. Complete Section E
6. Include all required documentation noted in Section F
7. Read all and confirm you agree with the declaration/consent statements Section H
8. Read the data provision section G
9. Read Section I
10. Read the Freedom of Information notice in Section K
11. Submit the application online
12. Print the completed form
13. Sign I.1 (applicant) and I.3 (dealership or leasing company warrant) and I.4 (leasing company) and I.5 (data provision) in Section I (if the vehicle has dual registrants, both owners must sign the application)
14. Send the printed and signed application to the Ministry of Finance as identified in Section J.

### **Scenario 3: I bought my car and the dealer gave me a discount equal to the incentive on the total price of my car**

The Ministry of Finance will issue your incentive to the dealer after your application is approved. To get your incentive you must:

1. Apply the incentives to the purchase price of the vehicle after all applicable costs and taxes have been applied
2. Open the online [Application Form](#)
3. Complete Sections A and B (if the vehicle has dual registrants, the applicant must ensure both owners sign the application)
4. Agree to assign the incentive to the dealer and complete Section D
5. Complete Section E
6. Include all required documentation noted in Section F
7. Read all and confirm you agree with the declaration/consent statements Section H
8. Read the data provision section G
9. Read Section I
10. Read the Freedom of Information notice in Section K
11. Submit the application online
12. Print the completed form
13. Sign I.1 (applicant), I.2 (incentive assignment), I.3 (dealership or leasing company warrant), I.4 (leasing company) and I.5 (data provision) in Section I (if the vehicle has dual registrants, both owners must sign the application)
14. Send the printed and signed application to the Ministry of Finance as identified in Section J.

### **Scenario 4: I leased my car and the leasing company gave me a discount equal to the incentive on the total price of my lease**

You agreed to assign the lease from the Province of Ontario to the leasing company so you must:

1. Apply the incentives to the purchase price of the vehicle after all applicable costs and taxes have been applied.
2. Open the online [Application Form](#).
3. Complete Sections A and B (if the vehicle has dual registrants, the applicant must ensure both owners sign the application).
4. Complete Section C.
5. Agree to assign the incentive to the leasing company and complete Section D.
6. Complete Section E.
7. Complete F.
8. Complete Section G.
9. Read Section I.
10. Read the Freedom of Information notice in Section K.
11. Submit the application online.
12. Print the completed form.
13. Sign I.1 (applicant) and I.3 (dealership or leasing company warrant) and I.4 (leasing company) and I.2 (incentive assignment) and I.5 (data provision) in Section I (if the vehicle has dual registrants, both owners must sign the application).
14. Send the printed and signed application to the Ministry of Finance as identified in Section J