

CONNECTICUT AUTOMOTIVE RETAILERS ASSOCIATION

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To: CAR Association New Car Dealer Members
From: CAR Association Office
Date: July 30, 2009
RE: Trade-In Search Procedure & Submission of Disposal Certificate

Car Allowance Rebate System (CARS) Update CASH FOR CLUNKERS PROGRAM UPDATE

For those of you who have disposal certificates to submit AFTER you have submitted your Rebate Application online:

Please email them to: disposal@cars.gov

You should reference the invoice/control number you assigned to the deal in your original submission. **Remember** - you only have seven (7) days after the original submission to get the disposal certificate in.

For those of you having problems entering and searching for your trade-in vehicle on the CARS Website use the following procedure to input your Trade information:

You must basically mimic the way the NHTSA site lists the vehicles (make, model, engine, etc) but remember that the search maxes out at 200 options so you may need to refine your search parameters.

Example:

From the pull-down menu you might see: FORD | EXPLORER (that's: [FORD][space][pipe symbol][space][EXPLORER])

You should input: FORD _ EXPLORER (that's: [FORD][space][underscore][space][EXPLORER])

This will bring you a list of possible Ford Explorers with different specifications – if it maxes out at the 200 without displaying your trade-in information you will have to refine your search. After FORD _ EXPLORER (that's: [FORD][space][underscore][space][EXPLORER]) refine the search by typing another underscore then whatever specification (i.e. engine size) NHTSA lists next.

NOTE: THE PIPE SYMBOL IS LOCATED ON YOUR KEYBOARD ABOVE THE FORWARD SLASH ‘\’ KEY