

Clean Vehicle Dealer and Seller Energy Credits Online Registration:

Return Vehicles (For Dealers)



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- This User Guide is meant to help dealers and sellers of clean vehicles with the return process. This is for illustrative purposes.
- The user guide will guide you through the process of using the Modify function to void, return or cancel a Time of Sale Report.
- Use MODIFY functionality and select VOID when the vehicle was NOT placed in service AND within the 48 hours of the original submission. Dealers and sellers should use the VOID option when available.
- Use MODIFY functionality and select CANCEL if the vehicle was NOT placed in service AND after 48 hours of original submission.
- Use MODIFY functionality and select RETURN if the vehicles WAS placed in service AND after 48 hours of original submission.
- **NOTE:** Time of Sale Reports should **NOT** be submitted for leased vehicles. If you have submitted a Time of Sale report for a leased vehicle, you will need to **CANCEL** your Time of Sale Report.
- RETURN or CANCEL You will need to select "I need to return a vehicle or cancel a seller report" option in the drop-down menu.



The next slides describe common scenarios.

In each scenario, the dealer or seller would need to follow the flow in the User Guide.

Without advanced pay, NOT placed in service:

- Vehicle is purchased.
- Buyer does NOT elect the advanced payment.

• Vehicle was NOT placed in service/didn't leave the dealership As the buyer did NOT place the vehicle in service, the Time of Sale report should be VOIDED (when available) or CANCELLED.



Without advanced pay, placed in service:

- Vehicle is purchased.
- Buyer does NOT elect advanced payment
- The vehicle was placed in service/did leave the dealership.

• The Return process should be used.



Example Scenarios

With advanced pay, not placed in service:

- Vehicle is purchased.
- Buyer elects the advanced payment.
- The vehicle was not placed in service/didn't leave the dealership.

As the buyer did NOT place the vehicle in service, the Time of Sale report should be VOIDED (when available) or CANCELLED.



Example Scenarios

With advanced pay, placed in service:

- Vehicle is purchased.
- Buyer elects the advanced payment
- The vehicle was placed in service/did leave the dealership.
- The Return process should be used.





Leasing:

• Buyer was incorrectly provided a Time of Sale report when leasing a vehicle.

The vehicle was placed into service and left the dealership.

Cancel the Time of Sale report. Time of Sales reports should never be provided for leased vehicles.



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• e-News for clean vehicle industry



Troubleshooting Clean Vehicle Returns IRS ECO Tool

Not seeing the Clean Vehicle functionality from the IRS ECO tool? You may need to do one of the following:

- Clear your cache (from your web browser settings)
- Delete your cookies (from your web browser settings)
- Open the IRS ECO tool in an incognito browser
- Try using a different browser. (i.e. Chrome vs Microsoft Edge)



Clean Vehicle Dealer and Seller Energy Credits Online Registration:

Submitted Time Of Sale Reports – Return or Cancel the Vehicle



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Clean Energy												
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Search for a report	by Buyer Nam	e (first , last, full na	me or entity n	ame) or 17 chara	acter VIN.							
Search Parameter	s	earch										
Select an option	~					SEARCH						
Last Modified Time	Submissior Time	Buyer Name	VIN	Report Typ	e Credit Transfer	Report Status	Payment Status	Download Report	Modify Report	Return Payment Info		
09/22/2024 4:20 p.m. ET	09/22/2024 4:20 p.m. ET				Yes	Return Processed and VIN Not Reinstated	Paid	± Download	View Modification	Repayment Completed		
09/22/2024 1:12 p.m. ET	09/22/2024 1:12 p.m. ET				Yes	Return Input	Paid	🛓 Download	View Modification	180000106 720092024		
06/22/2024 5:15 p.m. ET	06/22/2024 5:15 p.m. ET				Yes	Void	N/A	🛓 Download	View Modification	N/A		
05/05/2024 1:15 p.m. ET	05/05/2024 1:15 p.m. ET				Yes	Return Processed and VIN	Paid	🛓 Download	Modify	Repayment Completed		
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Enter today's date or up to 3 days prior	
MM/DD/YYYY	
Did the buyer take possession of the vehicle? *	
Yes, the buyer took possession and the vehicle was d	riven off the lot
No, the buyer did not take possession and the vehicle	e was not driven off the lot
Attestation	
By submitting this return, if the vehicle had an advan amount of the advanced payment. *	ced payment, you agree that your account will be debited the
I have ensured that sufficient funds are available in the	te account prior to submitting this return. *
I agree that the IRS may review state DMV title record	s to review and determine vehicle possession. *
I attest that I have informed the buyer that the credit	cannot be claimed for a returned vehicle. *
I attest that I have informed the buyer that they are n vehicle for the tax year the vehicle was placed in serve	o longer required to file Form 8936 and 8936 Schedule A for this
SUBMIT Cancel	
Input the Return the buyer or the e	Date or the date the vehicle was returned by effective date of the cancellation.
	accurate choice that describes Why are you
Select the most a	10 J J J C C C C C C C C C C C C C C C C
Select the most a	turn or cancel the seller report?







Modify Transaction

Success!

You have modified the time-of-sale report.

Return to Submitted Time-of-sale Reports

Success! You have modified the Time of Sale report.

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Modify Transaction

Success!

You have modified the time-of-sale report.

Return to Submitted Time-of-sale Reports

What happens behind the scenes?

You should anticipate the VIN for an eligible vehicle that was not placed in service, to be available for submission on a new time of sale report after the IRS has completed a review and concurs with the attestations submitted with the cancellation.





Clean Vehicle Dealer and Seller Energy Credits Online Registration:

Submitted Time Of Sale Reports – Void a Time of Sale Report



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Last Modified Time	Submission Time	Buyer Name	VIN	Report Type	Credit Transfer	Report Status	Payment Status	Download Report	Modify Report	Return Payment Info	
09/22/2024 4:20 p.m. ET	09/22/2024 4:20 p.m. ET				Yes	Return Processed and VIN Not Reinstated	Paid	🛓 Download	View Modification	Repayment Completed	
09/22/2024 1:12 p.m. ET	09/22/2024 1:12 p.m. ET				Yes	Return	Paid	🛓 Download	View Modification	180000106 720092024	
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05/05/2024 1:15 p.m. ET	05/05/2024 1:15 p.m. ET				Yes	Return Processed	Paid	土 Download	Modify	Repayment Completed	



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	Clean Energy / Dealers and Sellers / Submitted Time-of-sale Reports		-
	Submitted Time-of-sale Repo	orts	
			-
	Void Transaction		
	(*) Indicates a required field Please choose an option to modify a time-of-sale report.		
	Selecting one or more of the options below may require you to enter more in	nformation.	
	 You can you a report up to enours after soundston You can input a valicite return or, provided that you have a valid reason, guide available on irs.gov of 	cancel a seller report that cannot be voided. up to 33 days after submission. See the I <u>RS user</u>	
	Select an Action *		
	Void 🗸		
	You are about to void the time-of-sale report for vehicle with VIN 2CDE123B . Once you submit, the buyer won't receive a tax credit for this vehicle. This are	142109381 ction cannot be undone.	
	Please provide a reason and agree to the statement below.		
	300 character limit		
	Attestation		
	I attest, to my knowledge as the Dealer, that this vehicle was not place	d in service. *	
1 Enter P	ason for Void		
2. Select c	neckbox to agree with th	ne Attestation statement.	
3. Click Su	bmit.		

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Submitted Time-of-sale Reports	
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2. Attestation: This field is required	allestation boxes are
Void Transation	not completed correc
Conditions account field	you will see this page
, / mercence direction to modify a time-of-sale report.	you will see this page
anexcung one of more or the options below may require you to enter more information • You can void a report up to 48 heurs after submission	
 You can injust a which intum or, provided that you have a valid reason, cancel a sei guide available on im.gov 6² 	lier report that cannot be votied, up to 33 days after submission. See the ICS user
Select an Action *	
Void 🗸	
You are about to void the time-of-cale report for whicle with VIN 2CDE1230142106381	1
Once you submit, the buyer won't receive a tax credit for this vehicle. This action canno Please provide a reason and arrive to the statement below.	t be undone.
Reason for Void *	
300 character limit	
Error: This field is required	
Attestation	
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	Clean Energy / Dealers and Sellers / Submitted Time-of-sale Reports
	Submitted Time-of-sale Reports
	Void Transaction
	(*) Indicates a required field Void Transaction?
	You are about to void the time-of-sale rep 🔺 WARNING: Once you submit, you'll void the time-of-sale transaction
	123456789 for the vehicle with VIN: 123456789 The buyer won't receive a tax credit for this vehicle. This action cannot be undone.
	Once you submit, the buyer won't receive Please provide a reason and agree to the :
	Reason for Void * 300 character limit
	Buyer vehicle funding fell through.
_	
_	
	Attestation
	I attest, to my knowledge as the Dealer, that this vehicle was not placed in service. *
_	
	SUBMIT
	Cancel
Click 9	Submit to process the Void
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Void Transaction	
Success!	
Return to Submitted Time-of-sale Reports	
Success! You have Voided the Time of Sale re	eport.

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09/22/2024 1:12 p.m. ET	09/22/2024 1:12 p.m. ET		Return Input	Paid	🛓 Download	View Modification	180000106 720092024	
06/22/2024 5:15 p.m. ET	06/22/2024 5:15 p.m. ET		Void	N/A	🛓 Download	View Modification	N/A	
05/05/2024 1:15 p.m. ET	05/05/2024 1:15 p.m. ET		Return Processed and VIN	Paid	± Download	Modify	Repayment Completed	

Select View Modification to confirm the transaction was Voided.
 Click Close to proceed.

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1. Select **Download** to generate a Time of Sale report.

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Clean Vehicle Dealer and Seller Energy Credits Online Registration:

Time of Sale and Return Information (PDF)



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Form 15400 (September 2024)	Department of Theory-Internal Revenue Service Clean Vehicle Seller Report	OMB Number 1545 - 2137
Transaction ID: CVTOSTXID0000018355A		
Purchase Information		
Dealer or Seller Name	Dealer ABC 123	
Employer ID Number (EIN)	*****1234	
Address	123 Example Street, New York, NY 10001	
Date Seller Report Provided to Buyer	01/20/2024	
VIN		
Vehicle Information		
Date of Sale	01/20/2024	
Date Placed in Service	01/20/2024	
Model Year	2024	
Battery Capacity	40 kWh	
Sales Price	\$65,340.00	
Advance Payment Request I	nformation	
Coodia Amount Resulded to Russer	\$4.000.00	
ID Type	34,000.00	
Driver's License Number	ARC123ARC123ARC	
Buyer ID Upload	buyer_license_id.png	
Buyer Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct and o the best of my knowledge and belief.	omplete to
Buyer E-signature	 Robin Gray	
Return Vehicle Report Inform	nation	
VIN	2CDE1238142109381	
Buyer Name	Robin Gray	
Return Date	01/20/2024	
TOS Submission Date	02/10/2024	
Credit Amount	\$4,000.00	



Clean Vehicle Dealer and Seller Energy Credits Online Registration:

Frequently Asked Questions (FAQs)



What happens if the new clean vehicle sale is cancelled, or the vehicle is returned or resold shortly after purchase?

ANSWER:

If a sale is cancelled before the taxpayer places the vehicle in service, i.e., before the taxpayer takes possession of the vehicle, the taxpayer may not claim the New Clean Vehicle Credit. The vehicle will still be eligible for a New Clean Vehicle Credit upon a subsequent qualifying sale to another taxpayer.

In the case of a return made within 30 days of placing the vehicle in service, the taxpayer may not claim the New Clean Vehicle Credit with respect to the vehicle. Such vehicle, once returned, was already placed in service by a taxpayer, and the New Clean Vehicle Credit is not available to a subsequent buyer.

In the case of a resale by the taxpayer made within 30 days of placing the vehicle in service, the taxpayer is treated as having purchased the vehicle with an intent to resell and cannot claim a New Clean Vehicle Credit with respect to the vehicle. Such vehicle was already placed in service by a taxpayer, and a New Clean Vehicle Tax Credit is not available to a subsequent buyer.

What happens if a sale is canceled, or the previously owned vehicle is returned or resold shortly after purchase?

ANSWER:

If a sale is cancelled before the taxpayer places the vehicle in service (that is, before the taxpayer takes possession of the vehicle), the buyer may not claim the Previously Owned Clean Vehicle Credit. If the time-of-sale report for the cancelled sale was submitted to the IRS through IRS Energy Credits Online, the time-of-sale report should be voided within the 48- hour void period. The vehicle may still be eligible for a previously owned clean vehicle credit upon a subsequent qualifying sale to another taxpayer.

In the case of a return of a previously-owned clean vehicle made within 30 days of placing the vehicle in service, the buyer making the return may not claim the Previously-Owned Clean Vehicle Credit. Because such vehicle was already placed in service by a taxpayer, a Previously Owned Clean Vehicle Credit generally is not available to a subsequent buyer. The taxpayer can rely on a vehicle history report as of the date of sale to determine eligibility but still must obtain a successfully-submitted time-of-sale report to claim the credit.

In the case of a resale made by the buyer within 30 days of placing the vehicle in service, the buyer is treated as having purchased the vehicle with an intent to resell and a Previously- Owned Clean Vehicle Credit cannot be claimed. If the buyer had transferred the credit to the dealer at the time of purchase, the buyer is required to file a federal income tax return with an attached Form 8936 and Schedule A (Form 8936) and must repay the amount of the credit to the IRS. Because such vehicle was already placed in service by a taxpayer, a Previously-Owned Clean Vehicle Credit is not available to a subsequent buyer.

Once a time of sale report is cancelled for a vehicle that was never placed in service, how long do I need to wait to submit a new time of sale report for the same VIN?

ANSWER:

Dealers should anticipate the VIN for an eligible vehicle that was not placed in service, to be available for submission on a new time of sale report after the IRS has completed a review and concurs with the attestations submitted with the cancellation. If you have issues submitting the time of sale report, follow the steps outlined in Q1 above. If your issue persists, please send the IRS a secure message. See Publication 6025, Secure Messaging: Contact the IRS through Secure Messaging User Guide PDF.

As part of the review, you may be contacted by the IRS for additional documentation.

If you previously submitted a second time of sale report for the same vehicle you are attempting to cancel and that second time of sale report is pending review, please notate this in the Reason for Input explanation box when cancelling the first time of sale report.

Advance payments for new time of sale report submissions will only be paid out after the dealer first repays the IRS any advance payment for a returned or cancelled time of sale report.

When can a buyer make another clean vehicle credit transfer after a dealer indicates a VIN has been returned or the time of sale report was cancelled?

ANSWER:

Per calendar year, each purchaser is limited to transferring two clean vehicle credits, including at most one transfer for a previously owned clean vehicle. Once a time of sale report is voided or the vehicle has been indicated to be returned (or the sale was first cancelled), the buyer should be eligible for a new credit transfer immediately.