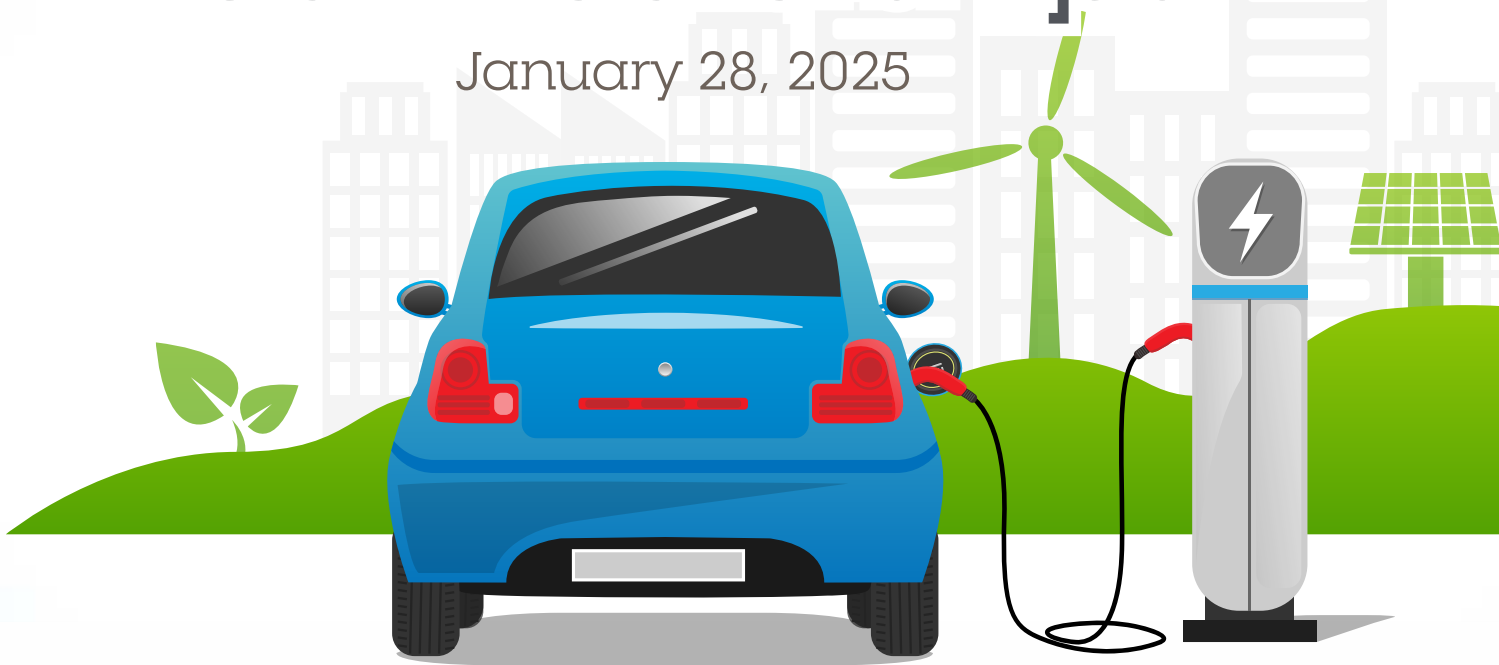


PEI Universal  
EV Incentive Program

# Updated Reference Material for Car Dealerships

January 28, 2025



This guide will assist dealerships on the  
PEI Universal EV Incentive Program and what is required  
to when going through the process.



## Information for Dealers:

The Prince Edward Island Universal EV (UEV) Incentive Program is intended to encourage and accelerate clean energy vehicle deployment and technology innovation on Prince Edward Island. The UEV Incentive program is administered and implemented through the Department of Environment, Energy and Climate Action (EECA) and the Department of Transportation and Infrastructure (DTI).

The program provides incentives for Islanders who purchase (a new or used) or lease (a new) Battery Electric Vehicle (BEV) or a Plug-in Hybrid Electric Vehicle (PHEV) from a licensed Island dealership.



## Eligible Vehicles:

- For new vehicles: eligible vehicles must qualify for the Transport Canada iZEV program <https://tc.canada.ca/en/road-transportation/innovative-technologies/zero-emission-vehicles/light-duty-zero-emission-vehicles/incentives-purchasing-zero-emission-vehicles>
- For used vehicles: Vehicles must have a sticker price of \$70,000 or less and must not be older than 7 model years old. For example, 2023 purchase year: 2016 model or newer, 2024: 2017 model or newer, etc. This stipulation does not apply to converted EVs purchased from Upcycle Green Technology in PEI.
- As the federal iZEV program is currently paused as of January 13, 2025, the PEI EV incentive program will continue to use the federal list of eligible vehicles, at this time.



## Eligible Applicants/Applications must meet all requirements:

- The purchaser/lessee of the vehicle(s) must be an individual, business, public agency or entity (including municipal and First Nations, Indigenous organizations, and organizations that support Indigenous peoples, but excluding provincial, crown, and federal government agencies), or non-profit organization that is registered in PEI.
- Businesses that are active in the corporate registry, Island municipalities, First Nations, Indigenous organizations, organizations that support Indigenous peoples, and non-profit organizations qualify for five incentives per calendar year.
- Businesses that are inactive for non-payment in the Business Registry will be ineligible for the UEV Incentive.
- The purchase/lease date must be on April 1, 2021 or after to be eligible for the incentive.
- Proof that each sale / lease of an eligible UEV Incentive was made to a PEI resident (or PEI business operating in PEI with a valid business license or to a public agency in PEI).
- A copy of the sales or lease contract signed by all parties with an itemization of credits, discounts, and incentives received, if applicable.
- A UEV Incentive application and checklist signed and completed by the dealership and/or the purchaser/lessee.
- Modifications are not made or allowed to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system.

- Information on all incentive reimbursement applications and required documentation is submitted to Access PEI in a timely manner.
- The Dealership submitting the application must be a licensed Prince Edward Island dealership.
- Each unique VIN will be eligible for one new and one used EV Incentive. To confirm if a VIN is eligible for an EV Incentive please e-mail: [EVIncentive@gov.pe.ca](mailto:EVIncentive@gov.pe.ca).

*To receive a vehicle incentive the vehicle must remain plated, registered and insured in Prince Edward Island in the applicant's name for at least 12 months from date of sale. If before the 12 months is up, the applicant does not abide by all of the conditions listed, the applicant will be required to pay back a prorated amount payable to the Minister of Finance.*

The UEV Incentive Program will be administered and implemented through a partnership between the Department of Environment, Energy and Climate Action and the Department of Transportation and Infrastructure. For any questions or clarifications regarding these Terms and Conditions or the PEI Universal Incentive Program email [EVIncentive@gov.pe.ca](mailto:EVIncentive@gov.pe.ca).

*\*Nothing in the Terms and Conditions or Dealer Information Package changes or supersedes any of the existing requirements of a Dealer's Trade License under the Highway Traffic Act and the associated Dealer's Trade License Regulations\**

## UEV Incentive FAQ

### What is the PEI Universal EV Incentive Program?

The Prince Edward Island Universal EV (UEV) Incentive Program is intended to encourage and accelerate clean energy vehicle deployment and technology innovation on Prince Edward Island. The UEV Incentive Program is administered and implemented through the Department of Environment, Energy and Climate Action (EECA) and the Department of Transportation and Infrastructure (DTI). The program provides incentives for Islanders who purchase (a new or used) or lease (a new) Battery Electric Vehicle (BEV) or a Plug-in Hybrid Electric Vehicle (PHEV) from a Licensed Dealership.

As of January 1, 2023 the total incentive for BEVs is \$5000 + \$750 charging incentive = \$5750. For PHEVs the incentive is \$2500 + \$750 charging incentive = \$3250. The program will no longer provide a free level 2 charger, instead a \$750 incentive will be added to go towards the customer's purchase and installation of their preferred charger or towards charging costs for those who may not have the option of installing a charger.

### Who is eligible for the incentive?

The purchaser/lessee of the vehicle(s) must be a PEI resident or a non-profit, business, public agency, or entity operating or registered in PEI (including Island municipalities, First Nations, Indigenous organizations, and organizations that support Indigenous Peoples, but excluding provincial, crown, and federal government agencies).

### As a business, how many incentives can I receive?

Businesses that are active in the corporate registry, Island municipalities, First Nations, Indigenous Organizations, organizations that support Indigenous Peoples, and non-profit

organizations qualify for five (5) incentives per calendar year. Businesses that are inactive for non-payment in the Business Registry will be ineligible for the EV Incentive.

### When does the PEI Universal EV Incentive Program start?

The following changes have been made to incentives as of March 1st, 2023 and retroactive to January 1, 2023- 1) Used vehicle incentives increase from a maximum price threshold of \$55,000 to \$70,000 and 2) new vehicle incentives increase to align with the Federal iZEV program eligibility guidelines (<https://tc.canada.ca/en/road-transportation/innovative-technologies/zero-emission-vehicles/light-duty-zero-emission-vehicles/incentives-purchasing-zero-emission-vehicles>).

### What documents must be filed out?

Proof that each sale/lease of an eligible UEV Incentive Program was made to a PEI resident (or PEI business operating in PEI with a valid business license or to a public agency in PEI). A copy of the sales or lease contract signed by all parties with an itemization of credits, discounts, and incentives received, if applicable. **Copy of PEI drivers license and copy of vehicle registration are required.**

### Are private sales or consignment sales eligible for the Incentive?

No, private or consignment sales are ineligible for the UEV Incentive.

### How do I know what vehicles qualify for the incentive?

For new vehicles: eligible vehicles must qualify for the Transport Canada iZEV program. Incentive amounts may differ from the federal program, for example, plug-in hybrids will only receive a \$3,250 incentive, regardless of battery range or size.

For used vehicles: vehicles must have a sticker price of \$70,000 or less and must not be older

than seven years (i.e., 2023 purchase year: 2016 model or newer, 2024: 2017 model or newer, etc.)

### Does my EV have to be highway operable?

Yes. The Department of Transportation and Infrastructure or the Department of Environment, Energy and Climate Action may request that a vehicle manufacturer provide a written statement declaring whether or not the vehicle is capable of highway operation. A vehicle will be presumed not capable of operation on the highway if any one of the following circumstances apply:

- the vehicle is a low-speed vehicle;
- the vehicle is prohibited by law from being operated on the highway or is only capable of limited operation on the highway;
- the manufacturer has required, or will require, the purchaser or lessee to sign an agreement that limits, or prevents, the operation of the vehicle on the highway;
- there is a written manufacturer's statement or recommendation (which can include the owner's manual for the vehicle) that the vehicle should not be operated on the highway or should have limited operation on the highway;
- modifications have been made to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system.

### How do I receive the incentive and are there any conditions I must follow?

To receive a vehicle incentive the vehicle must remain plated, registered and insured in Prince Edward Island in the applicant's name for at least 12 months from date of sale. If before the 12 months is up, the applicant does not abide by all of the conditions listed, the applicant will

be required to pay back a prorated amount of the incentive payable to the Minister of Finance

### Who do I contact for more information about the incentive?

The UEV Incentive Program will be administered and implemented through a partnership between the Department of Environment, Energy and Climate Action and the Department of Transportation and Infrastructure. For any questions or clarifications regarding these Terms and Conditions or the PEI UEV Program Incentive Program call 902-288-1027 or email [EVIncentive@gov.pe.ca](mailto:EVIncentive@gov.pe.ca).

### How many times can an EV be incentivized?

Each unique VIN will be eligible for one new and one used EV Incentive. To confirm if a VIN is eligible for an EV Incentive please e-mail: [EVIncentive@gov.pe.ca](mailto:EVIncentive@gov.pe.ca).



# Example of the fillable form and how it should be filled out

*\*This document needs to be filled out by the dealership and purchaser/lessee in full to qualify for the Prince Edward Island Universal EV Incentive\**

## PEI Universal Electric Vehicle Incentive Application and Checklist

*Personal information on this form is collected under section 31(c) of the Freedom of Information and Protection of Privacy Act R.S.P.E.I. 1988, Cap. F-15.01, as it relates directly to and is necessary for the programs administered under the Sustainability Division of the Department of Environment, Energy and Climate Action. If you have any questions please contact 902-218-4953*

### Dealership Information:

Dealership Name: \_\_\_\_\_  
Salesperson information (if applicable): \_\_\_\_\_ e-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Physical Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Vendor Registration Number (VRN): \_\_\_\_\_

**The VRN is the number required for government to process payment to the dealer.**

It is obtained by completing a Payee Registration form (only needs to be completed once)  
[https://www.princeedwardisland.ca/sites/default/files/forms/payee\\_registration\\_form.pdf](https://www.princeedwardisland.ca/sites/default/files/forms/payee_registration_form.pdf)

This is NOT the RIN or Business number. (Info only required for vehicles purchased via point of sale at a PEI Dealership)

### Purchaser/Lessee Information:

Name/Organization Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ e-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Drivers License Number : \_\_\_\_\_ Business Number : \_\_\_\_\_

### Vehicle Information:

NEW Check box for 'New' or 'Used' depending on vehicle sold.  
USED  
BEV (Battery Electric Vehicle) Check box for 'BEV' or 'PHEV' depending on fuel type of vehicle sold  
PHEV (Plug-in Hybrid Electric Vehicle)  
Purchased  
Leased Lease Term: \_\_\_\_\_ Check box for 'Purchased' or 'Leased'; if Leased, the length of lease (in months) must be entered.  
Vehicle Identification Number (VIN): \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Make: \_\_\_\_\_ Year: \_\_\_\_\_  
Trim: \_\_\_\_\_ Incentive Amount: \_\_\_\_\_

The Universal EV Incentive is also eligible for leases on new vehicles:

\$5,750 BEV leased incentive:	\$3,250 PHEV leased incentive:
48+ month lease: \$5,750	48+ month lease: \$3,250
36 month lease: \$4,312	36 month lease: \$2,437
24 month lease: \$2,875	24 month lease: \$1,625
12 month lease: \$1,437	12 month lease: \$812

**ALL boxes must be checked, and form must be signed and dated by dealership representative.**

Dealership is a Licensed Dealer  
Proof of Bill of Sale/Lease Agreement outlining vehicle is eligible for rebate as per eligible vehicle list and meets eligibility requirements  
Dealer confirms there has been no modifications to the vehicle's emissions control systems, hardware, software calibrations or hybrid systems  
The purchaser/lessee of the vehicle(s) is a PEI resident or a non-profit, business, public agency, or entity operating or registered in PEI (including Island municipalities, First Nations, Indigenous organizations, and organizations that support Indigenous Peoples)  
Copy of a Valid PEI drivers license. For fleet vehicles being purchased by a registered business, organization, or public entity based in Prince Edward Island, a business number or other proof entity is required  
Copy of Registration

### Mandatory Dealer Declaration (for PEI point of sale rebates only):

All the information provided for this vehicle, both on the checklist above and as outlined by the PEI Universal EV Incentive Terms and Conditions is true to the best of my knowledge  
Dealer confirms they have looked up the VIN to confirm that this vehicle is eligible and hasn't previously received two rebates (1 new, 1 used per rebate permitted per vehicle).

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Date

**ALL boxes must be checked, and form must**

**For Purchaser/Lessee: be signed and dated by purchaser/lessee**

I give permission to be contacted by email, or other means for the purposes of participating in a survey regarding my experience with the PEI Universal EV Incentive Program and to further inform me of any important updates or changes to the Program

I acknowledge that I am required to keep this vehicle plated, registered and insured under my own name for a minimum of 12 months. If I fail to do so I will be required to refund the PEI Universal EV Incentive at a prorated amount based on when agreement is broken to the Province of Prince Edward Island

I've read and understand the Terms and Conditions of the Universal PEI EV Incentive Program

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name (Individual/Fleet)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Co-Applicant Name

**DEALERS: Please return this application and all required documentation to Access PEI**

# Bill of Sale Example

**DEALER XYZ**  
101 Main Drive  
Summerside PE  
(902)888-1234

**DEALER XYZ**  
101 Main Drive  
Summerside PE  
(902)888-1234

**Purchaser Information:**

**Date: 2021/07/21**

Bob	Doe	122 First Street, Cornwall, PE C0A 1H4	
RIN: 123321	Contact Info	(902)888-4321	Bobbydoe1945@gmail.com
<b>Co-purchaser</b>			
Rachel	Doe	122 First Street, Cornwall, PE C0A 1H4	
RIN: 76567	Contact Info	(902)888-1234	Rachie19@hotmail.com
Salesperson	Carl B		

**Unit Information:**

<b>New: X</b>	Used:					
Year	Make	Model	VIN	Color	Odometer	Other
2021	Mitsubishi	Outlander	ABCDEFGH1234567	Red	55	PHEV

**Trade In:**

Year	Make	Model	VIN	Color	Odometer	Value
2013	Honda	Civic	ABCDEFGH7654321	Blue	126784	\$1200

**Details:**

Notes  Inspection 236545  Insurance Co-op Expiry 2022/05/01	Selling Price	45300
	Total Options	2000
	Freight	N/A
	Tire Tax	20
	MVI	35
	Protection Package	Declined
	Extended Warranty	2545
	Discount	N/A
	Trade In	1200
	Payout on Trade In	0
	<b>Subtotal</b>	<b>48700</b>
	Taxes (15%)	7305
	<b>Total with Taxes</b>	<b>56005</b>
	<b>PEI Universal EV Incentive</b>	<b>3250</b>
	<b>Federal IZEV Incentive</b>	<b>2500</b>
Deposit	0	
<b>Net Amount Financed</b>	<b>50225</b>	

Dealer Signature

*Carl B*

Purchaser Signature

*Bob Doe*

Co-Purchaser Signature

*Rachel Doe*

**Purchaser Information:**

**Date: 2021/07/21**

Karen	Doe	122 First Street, Cornwall, PE C0A 1H4	
RIN: 123321	Contact Info	(902)888-4321	Karendoe1945@gmail.com
<b>Co-purchaser</b>			
Ralph	Doe	122 First Street, Cornwall, PE C0A 1H4	
RIN: 76567	Contact Info	(902)888-1234	Ralphie19@hotmail.com
Salesperson	Mitch M		

**Unit Information:**

New:	<b>Used: X</b>					
Year	Make	Model	VIN	Color	Odometer	Other
2020	MINI	COOPER	ABCDEFGH1234567	Red	45277	BEV

**Trade In:**

Year	Make	Model	VIN	Color	Odometer	Value
2013	Ford	Escape	ABCDEFGH7654321	Blue	126784	\$1200

**Details:**

Notes  Inspection 236545  Insurance Co-op Expiry 2022/05/01	Selling Price	45300
	Total Options	2000
	Freight	N/A
	Tire Tax	20
	MVI	35
	Protection Package	Declined
	Extended Warranty	2545
	Discount	N/A
	Trade In	1200
	Payout on Trade In	0
	<b>Subtotal</b>	<b>48700</b>
	Taxes (15%)	7305
	<b>Total with Taxes</b>	<b>56005</b>
	<b>PEI Universal EV Incentive</b>	<b>5750</b>
	<b>Federal IZEV Incentive</b>	<b>0</b>
Deposit	0	
<b>Net Amount Financed</b>	<b>50255</b>	

Dealer Signature

*Mitch M*

Purchaser Signature

*Karen Doe*

Co-Purchaser Signature

*Ralph Doe*

# PEI Universal EV Incentive Application Checklist

## Dealerships – What you MUST submit to Access PEI

Copy of Completed PEI Universal Electric Vehicle Incentive Application – Dealer Information, Purchaser/Lessee Information, and Vehicle Information **ALL** completed

If the dealership accessing the PEI UEV program does not have a **submit** a completed Payee Registration Form must be attached with the application, otherwise simply put your VRN on the application form.

Copy of the checklist within the application package – ALL boxes must be checked by dealer AND purchaser/lessee, with signatures from dealer representative and purchaser/lessee (and co-purchaser/lessee, if applicable)

Bill of Sale/Lease Agreement – **MUST** include a clear line item called “PEI Universal EV Rebate and Charging Incentive”

Copy of a Valid PEI Driver’s License – temporary licenses **WILL** be accepted, however RINs will not. For fleet vehicles purchased/leased by a registered business, organization, or public entity based in Prince Edward Island, the **business number** or other proof entity is required.

Copy of PEI Registration for the purchased/leased vehicle

**Note 1:** The Vendor Registration Number (VRN) is the number used by government in order to process payment for a dealership accessing the incentive; this number is NOT the RIN OR Business Number. The VRN is obtained by completing a Payee Registration Form, this form only needs to be completed once and then a dealer will be provided their VRN for all future applications. The Payee Registration Form can be accessed at: [https://www.princeedwardisland.ca/sites/default/files/forms/vendor\\_registration.pdf](https://www.princeedwardisland.ca/sites/default/files/forms/vendor_registration.pdf)

**Note 2:** If unsure of the business number, it can be obtained through a search on the PEI Business/Corporate Registry: <https://www.princeedwardisland.ca/en/feature/pei-businesscorporate-registry>

# Island Residents that Purchase/Lease from off-island Dealerships

## What you must bring to Access PEI when you come to register your vehicle

Copy of Completed PEI Universal Electric Vehicle Incentive Application – Basic Dealer Information, Purchaser/Lessee Information, and Vehicle Information

Bill of Sale/Lease Agreement

Copy of a Valid PEI Driver’s License – temporary licenses **WILL** be accepted, however RINs will not. For fleet vehicles purchased/leased by a registered business, organization, or public entity based in Prince Edward Island, the business number or other proof entity is required.

**Note 1:** If unsure of the business number, it can be obtained through a search on the PEI Business/Corporate Registry: <https://www.princeedwardisland.ca/en/feature/pei-businesscorporate-registry>



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