

D-Plan Eligibility Requirements

EMPLOYEE NAME _____

EMPLOYEE'S DEALERSHIP _____

CUSTOMER NAME _____

RELATIONSHIP _____

Eligible relatives and documents required:

Self _____ Verify dealership has retained appropriate payroll records to validate employment on date of PIN generation.

Spouse _____ Marriage license

Parents _____ Birth certificate or adoption records of employee
_____ Marriage licenses if names are different or have changed

Spouse's Parents _____ Marriage license
_____ Birth certificate or adoption records of employee's spouse
_____ Marriage licenses if names are different or have changed

Grandparents _____ Birth certificate or adoption records of employee
_____ Marriage licenses if names are different or have changed

Spouses Grandparents _____ Marriage license
_____ Birth certificate or adoption records of employee's spouse
_____ Marriage licenses if names are different or have changed

Sons & Daughters _____ Birth certificate or adoption records
(Including in-law & step) _____ Marriage licenses if names are different or have changed
_____ Marriage licenses for step & in law if names are different

Brothers & Sisters _____ Birth certificates or adoption records of employee & sibling
(Including in-law & step) _____ Marriage licenses if names are different or have changed
_____ Birth certificate of sibling & marriage license if in-law

Grandchildren _____ Birth certificate or adoption records of employee's child
_____ Birth certificate or adoption records of grandchild
_____ Marriage licenses if names are different or have changed

No other family members are eligible.

PIN: _____ Employee Signature: _____ Date: _____

General Manager/General Sales Manager Signature: _____ Date: _____

The dealership is required to produce photo copies of all required supporting documentation in the sales jacket or designated filing system, and the dealership is ultimately responsible for providing proof of eligibility. Ford Motor Company will randomly request documentation to audit Dealer's records to ensure compliance with this requirement. The participating dealership agrees to make available the dealership's records to Ford Motor Company personnel for audit of the vehicle sales claim under this program. Dealers MUST retain for at least two years all records and documents, including journal and ledgers that relate in any way, in all or in part, to covered transactions. Failure to retain such documents will result in chargebacks of paid incentives.