

*User Manual*  
*on*  
*NHTSA CAFE Credit Transaction*  
*Template for Light Duty*



NHTSA version 4

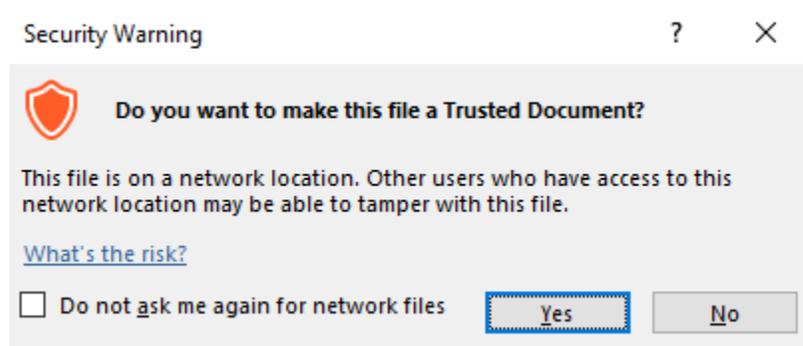
# NHTSA CAFE Credit Transaction Template User Manual

## A. Definitions

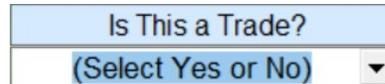
- a. *Trade* means the receipt by NHTSA of an instruction from a credit holder to place one of its credits in the account of another credit holder. A credit that has been [traded](#) can be identified because the [originating manufacturer](#) will be a different party than the current credit holder. [Traded](#) credits are moved from one credit holder to the recipient credit holder within the same [compliance category](#) for which the credits were originally earned. If a credit has been [traded](#) to another credit holder and is subsequently [traded](#) back to the [originating manufacturer](#), it will be deemed not to have been [traded](#) for [compliance](#) purposes.
- b. *Transfer* means the application by a manufacturer of credits earned by that manufacturer in one [compliance category](#) or credits acquired by [trade](#) (and originally earned by another manufacturer in that category) to achieve [compliance](#) with fuel economy standards with respect to a different [compliance category](#). For example, a manufacturer may purchase [light truck](#) credits from another manufacturer, and [transfer](#) them to achieve [compliance](#) in the manufacturer's domestically manufactured passenger car [fleet](#). Subject to the credit [transfer](#) limitations of [49 U.S.C. 32903\(g\)\(3\)](#), credits can also be [transferred](#) across [compliance](#) categories and banked or saved in that category to be carried forward or backwards later to address a credit shortfall.
- c. *Carryback* credits earned in a [compliance category](#) in any model year may be used in carryback plans approved by NHTSA, pursuant to [49 U.S.C. 32903\(b\)](#), for up to three model years prior to the year in which the credit was earned.
- d. *Carry Forward*: credits earned in a [compliance category](#) in any model year may be used applied to any of the 5 consecutive model years immediately after the model year for which the credits are earned.
- e. *Application of credits*. All credits earned and applied are calculated, per 49 U.S.C. 32903(c), in tenths of a mile per gallon by which the average fuel economy of vehicles in a particular compliance category manufactured by a manufacturer in the model year in which the credits are earned exceeds the applicable average fuel economy standard, multiplied by the number of vehicles sold in that compliance category. However, credits that have been traded between credit holders or transferred between compliance categories are valued for compliance purposes using the adjustment factor specified in paragraph (c) of this section, pursuant to the "total oil savings" requirement of 49 U.S.C. 32903(f)(1).

**B. Instruction:**

1. Properly open the excel spreadsheet
  - Be sure to click “Enable Contents” on the top of the excel file and then “make this file a trusted document” to enable the macros



2. Initially you will see two tabs
  - “Data Definitions” tab gives the definition of the terms in the template. Use it as a reference to make sure the interpretation of the terms is correct.
  - “Details” tab will be used to enter the information
3. Go to Details tab to enter the information. Determine if the allocation plan contain trade or other types of transaction (Carry forward, Carry back, Transfer)



- If the credit allocation plan contains **only** trade, select “Yes”
- If the credit allocation plan contains **no** trade, select “No”
- If the allocation contains **both** trade and other transactions, two separate excel spreadsheets need to be completed. One for the trade, one for other actions.

**Trade Instructions:** If the credit allocation plan contains **only** trade.

1. The spreadsheet will generate the table to enter the information for
  - Credit holder
  - Credit receiver

Information for both account holders should be entered.

TRANSACTION DETAILS			
<b>Is This a Trade?</b> Yes	<b>Number of Transactions</b> (Select No. of Transactions)		
<b>Credit Holder</b>		<b>Credit Receiver</b>	
<b>Company</b>		<b>Company</b>	
Name:		Name:	
Street Address 1:		Street Address 1:	
Street Address 2:		Street Address 2:	
City / Town:		City / Town:	
State / Locality / Jurisdiction:		State / Locality / Jurisdiction:	
Zip Code / Postal Code:		Zip Code / Postal Code:	
Country:		Country:	
Phone Number:		Phone Number:	
<b>Designated Signatory</b>		<b>Designated Signatory</b>	
Name:		Name:	
Title:		Title:	
Department:		Department:	
Company:		Company:	
Signature Date:		Signature Date:	
<b>Point of Contact</b>		<b>Point of Contact</b>	
Name:		Name:	
Title:		Title:	
Department:		Department:	
Company:		Company:	
Phone Number:		Phone Number:	
Email:		Email:	

2. Select the number of trades, the spreadsheet will auto generate the tables need to be completed corresponding to the number of trades entered.
  - Maximum number of transaction per spreadsheet: **10**
    - i. If more than 10 transactions, please fill another separate spreadsheet
3. In each of the tab,

**Transaction Date**  
(mm/dd/yyyy)

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- Fill the transaction details
  - If the trade **will not** be applied to shortfall, select “No” in “Apply to Shortfall”, the table will show as in below

Transaction No.	Transaction Type	Initial Credit Amount	Credit Type	Apply to Shortfall?
1	Trade		(Select Type of Credits)	No
<b>Destination Account:</b>		Manufacturer	Compliance Category	MY
		(Select Manufacturer)	(Select Compliance Category)	(Select MY)

- Enter all the relevant information
  - If the trade **will** be applied to shortfall, select “Yes” in “Apply to Shortfall”, the table will show as in below:

Transaction No.	Transaction Type	Initial Credit Amount	Credit Type	Apply to Shortfall?
1	Trade		(Select Type of Credits)	Yes

<b>Earned Account:</b>	Manufacturer	Compliance Category	MY
	(Select Manufacturer)	(Select Compliance Category)	(Select MY)

<b>Earned Account:</b>	VMT <sub>e</sub>	MPG <sub>ae</sub>	MPG <sub>se</sub>

<b>Destination Account:</b>	Manufacturer	Compliance Category	MY
	(Select Manufacturer)	(Select Compliance Category)	(Select MY)

<b>Destination Account:</b>	VMT <sub>u</sub>	MPG <sub>au</sub>	MPG <sub>su</sub>

Adjustment Factor	Final Credit Amount
0.0000	0

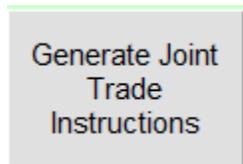
- Enter all the relevant information.
- Enter MPG information to calculate the adjustment factor and Final Credit Amount
- Definition of the terms can be found below the transaction table

VMT<sub>e</sub> = Lifetime vehicle miles traveled as provided in the following table for the model year and compliance category in which the credit was earned;  
MPG<sub>ae</sub> = Actual fuel economy for the originating manufacturer, compliance category, and model year in which the credit was earned;  
MPG<sub>se</sub> = Required fuel economy standard for the originating (earning) manufacturer, compliance category, and model year in which the credit was earned;  
VMT<sub>u</sub> = Lifetime vehicle miles traveled as provided in the following table for the model year and compliance category in which the credit is used for compliance;  
MPG<sub>au</sub> = Actual fuel economy for the user manufacturer, compliance category, and model year in which the credit is used for compliance; and  
MPG<sub>su</sub> = Required fuel economy standard for the user (buying) manufacturer, compliance category, and model year in which the credit is used for compliance.

- “Reset button” can be used to reset the transaction table to blank



4. Once every transaction is correctly entered, go to the “details” tab. Click “Generate Joint Trade Instruction” Button, and a PDF version of the trade instruction can be generated and used to obtain the signatures from both trading parties.



**Other Transaction Instruction:** If the credit allocation plan contains **no** trade.

1. The spreadsheet will generate a table to enter the information for the account holder.

TRANSACTION DETAILS									
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #e0f0ff;">Is This a Trade?</div> <div style="border: 1px solid black; padding: 2px; background-color: #fff;">No <span style="float: right;">▼</span></div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px; background-color: #e0f0ff;">Number of Transactions</div> <div style="border: 1px solid black; padding: 2px; background-color: #fff;"> </div>								
<div style="border: 1px solid black; padding: 2px; background-color: #e0f0ff; text-align: center;">Credit Holder</div>									
Company									
Name:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>								
Street Address 1:									
Street Address 2:									
City / Town:									
State / Locality / Jurisdiction:									
Zip Code / Postal Code:									
Country:									
Phone Number:									
Designated Signatory									
Name:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>								
Title:									
Department:									
Company:									
Signature Date:									
Point of Contact									
Name:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> </table>								
Title:									
Department:									
Company:									
Phone Number:									
Email:									

2. Select the number of transaction, the spreadsheet will auto generate the tables need to be completed corresponding to the number of transactions you entered.
  - Maximum number of transaction per spreadsheet: **10**
    - i. If more than 10 transactions, please fill another separate spreadsheet
3. In each of the tab,

- Fill in the transaction date

Transaction Date (mm/dd/yyyy)

- Fill the transaction details
  - Carryforward and Carryback

Transaction No.	Transaction Type	Initial Credit Amount	Credit Type	Apply to Shortfall?
1	Carry Forward		Earned	Yes
<b>Earned Account:</b>		Manufacturer (Select Manufacturer)	Compliance Category (Select Compliance Category)	MY (Select MY)
<b>Destination Account:</b>		Manufacturer (Select Manufacturer)	Compliance Category (Select Compliance Category)	MY (Select MY)
			Adjustment Factor	Final Credit Amount
			1.0000	0

- Will default “Apply to Shortfall” to “Yes”
- Adjustment factor is default to 1

Transaction No.	Transaction Type	Initial Credit Amount	Credit Type	Apply to Shortfall?
1	Transfer		Earned	No
<b>Earned Account:</b>		Manufacturer (Select Manufacturer)	Compliance Category (Select Compliance Category)	MY (Select MY)
<b>Destination Account:</b>		Manufacturer (Select Manufacturer)	Compliance Category (Select Compliance Category)	MY (Select MY)

- Transfer
  - Enter all the relevant information
  - If the transfer **will not** be applied to shortfall, select “No” in “Apply to Shortfall”, the table will show as in below
    - Enter all the relevant information
  - If the trade **will** be applied to shortfall, select “Yes” in “Apply to Shortfall”, the table will show as in below:

Transaction No.	Transaction Type	Initial Credit Amount	Credit Type	Apply to Shortfall?
1	Transfer		Earned	Yes

<b>Earned Account:</b>	Manufacturer	Compliance Category	MY
	(Select Manufacturer)	(Select Compliance Category)	(Select MY)

<b>Earned Account:</b>	VMT <sub>e</sub>	MPG <sub>ae</sub>	MPG <sub>se</sub>

<b>Destination Account:</b>	Manufacturer	Compliance Category	MY
	(Select Manufacturer)	(Select Compliance Category)	(Select MY)

<b>Destination Account:</b>	VMT <sub>u</sub>	MPG <sub>au</sub>	MPG <sub>su</sub>

Adjustment Factor	Final Credit Amount
0.0000	0

- Enter all the relevant information.
- Enter MPG information to calculate the adjustment factor and Final Credit Amount
- Definition of the terms can be found below the transaction table

VMT<sub>e</sub> = Lifetime vehicle miles traveled as provided in the following table for the model year and compliance category in which the credit was earned;  
MPG<sub>ae</sub> = Actual fuel economy for the originating manufacturer, compliance category, and model year in which the credit was earned;  
MPG<sub>se</sub> = Required fuel economy standard for the originating (earning) manufacturer, compliance category, and model year in which the credit was earned;  
VMT<sub>u</sub> = Lifetime vehicle miles traveled as provided in the following table for the model year and compliance category in which the credit is used for compliance;  
MPG<sub>au</sub> = Actual fuel economy for the user manufacturer, compliance category, and model year in which the credit is used for compliance; and  
MPG<sub>su</sub> = Required fuel economy standard for the user (buying) manufacturer, compliance category, and model year in which the credit is used for compliance.

- “Reset button” can be used to reset the transaction table to blank

Reset Transaction  
No. 1