

Original Publication Date: January 22, 2018

To: All Toyota Dealer Principals, General Managers, Service Managers, and Parts Managers

Subject: Owner Renotification of Certain Non-Completed Safety (Noncompliance) Recalls, and Special Service Campaigns – JR1

Safety (Noncompliance) Recall, and Special Service Campaign completion is an integral part of our commitment to meet customer expectations of Toyota products. Toyota will be sending Follow-Up Notices to remind owners whose vehicles have not yet had Safety (Noncompliance) Recall, and Special Service Campaign repairs completed for the campaigns listed below.

We request your assistance in completing the applicable campaign repairs as owners receive the Follow-Up Notice and contact your dealership. Please note the follow-up activity may cause an increase in your current Safety (Noncompliance) Recall, and Special Service owner appointments. Toyota will continue with additional follow-up activities in the months to come. Please take this into consideration when analyzing your manpower requirements.

Safety (Noncompliance) Recall, and Special Service Covered in the Renotification

Campaign	Model and Model Year	Approximate UIO	Approximate PR UIO	Mail Schedule
BST - Smart Stop Technology	Certain 2009 - 2010 Corolla	291,000	7,400	Late January 2018 – Late April 2018
	Certain 2009 - 2010 Corolla Matrix	25,700	200	
	Certain 2008 - 2010 Land Cruiser	5,000	20	
	Certain 2008 - 2010 Highlander	76,800	1,600	
	Certain 2006 - 2010 RAV4	156,400	3,400	
	Certain 2003 - 2009 4Runner	326,300	3,700	
	Certain 2007 - 2010 Tundra	210,000	600	
F0H - Roof Headliner	Certain 2012 - 2015 Yaris	0	5,080	Late January 2018 – Mid-February 2018

Follow-Up Owner Notification Letter Mailing Date

Safety (Noncompliance) Recall, and Special Service Campaign Follow-Up Owner Notification Letters (“owner letters”) will begin in late January 2018. The owner letters will be mailed by first class mail, over a period of several weeks consistent with parts availability.

Technical Instructions

Technical Instructions to conduct these campaigns can be found on **TIS**.

Parts Ordering

The applicable parts ordering information can be found in the Dealer Letter and Technical Instructions of the **specific** Safety (Noncompliance) Recall, and Special Service Campaign. As a practice, please utilize the following guidelines to determine your parts order for this renotification activity:

- Check current stock levels.
- Subsequent orders should be based on customer appointments.
- Replenishment orders of parts should be based on a "sell one, buy one" basis.

Pre-Owned Vehicles in Dealer Inventory

To ensure customer satisfaction, Toyota requests that dealers complete this Safety (Noncompliance) Recall, and Special Service Campaign on any used vehicles currently in dealer inventory that are covered by this Safety (Noncompliance) Recall, and Special Service Campaign prior to customer delivery. However, if the campaign cannot be completed (for example, due to remedy parts availability), delivery of a covered vehicle is acceptable if disclosed to the customer that the vehicle is involved in a Safety (Noncompliance) Recall, and Special Service Campaign.

Toyota expects dealers to use the attached Pre-Owned Customer Contact and Vehicle Disclosure Form to obtain vehicle buyer information. Dealers are expected to provide a copy of the completed form, along with the most current FAQ, to the vehicle buyer. Toyota and the dealer may use this information to contact the customer when the remedy becomes available.

Keep the completed form on file at the dealership and send a copy to quality_compliance@toyota.com. In the subject line of the email state "Disclosure Form BST or F0H" and include the VIN.

NOTE: Dealers can identify if any of their new and used inventory has any open campaigns in the Vehicle Inventory Summary available in Dealer Daily (<https://dealerdaily.toyota.com/>).

Toyota Certified Used Vehicle (TCUV)

The TCUV policy prohibits the certification of any vehicle with an outstanding Safety Recall, Special Service Campaign, or Limited Service Campaign. Thus, no affected units are to be designated, sold, or delivered as a TCUV until all applicable Safety Recalls, Special Service Campaigns, and Limited Service Campaigns have been completed on that vehicle.

Toyota Rent-A-Car (TRAC) & Service Loaners

Toyota requests that dealers remove all TRAC and Service Loaner vehicles from service that are covered by a Safety Recall unless the defect has been remedied.

Customer Handling and Dealership Follow-Up

Please consider this follow-up notice a great opportunity to focus on assuring customers that their safety remains a top priority at Toyota. Customers who receive the Safety (Noncompliance) Recall, and Special Service Campaign Follow-Up Notice may contact your dealership with questions regarding the letter and/or remedy. Please ensure that all customer contact personnel are aware of these Safety (Noncompliance) Recall, and Special Service Campaign, and know how to accurately answer customer's questions or how to direct the customer to someone that can. Please welcome them to your dealership and answer any questions that they may have.

Toyota encourages dealerships to follow-up with their customers by telephone to encourage them to complete these Safety (Noncompliance) Recall, and Special Service Campaign. The following word track has been provided for this purpose. To assure a consistent and accurate description of the Safety (Noncompliance) Recall, and Special Service Campaign is communicated to the customer, dealership associates are requested to refer to the specific Safety (Noncompliance) Recall, and Special Service Campaign Q&A (available in TIS) to answer any specific customer questions

Hello [Mr./Ms.] _____ [Customer Name],

Our dealership _____ [Dealership Name] is following up with you regarding Safety (Noncompliance) Recall, and Special Service Campaign _____ [Safety (Noncompliance) Recall, and Special Service Campaign No.] which involves _____ [Safety (Noncompliance) Recall, and Special Service Campaign Title]. Our records indicate that your vehicle falls within the parameters of this Safety (Noncompliance) Recall, and Special Service Campaign and as a customer convenience I would like to answer any questions that you may have. [Answer any questions using the Safety (Noncompliance) Recall, and Special Service Campaign Q&A for the applicable recall, or campaign.]

May I schedule an appointment for your vehicle to complete this important Safety (Noncompliance) Recall, and Special Service Campaign

What date and time will be convenient for you to bring your vehicle into our service department which is located at _____ [dealership address]. If you have any further questions or concerns, please contact me at _____ [contact name and telephone no.]

NOTE: Additional guidelines regarding dealership follow-up for non-completed recalls can be found in Warranty Policy 5.21.

Please review this entire package with your Service and Parts staff to familiarize them with the proper step-by-step procedures required to implement this Owner Renotification of Non-Completed Safety (Noncompliance) Recall, and Special Service Campaign.

Thank you for your cooperation.

TOYOTA MOTOR SALES, U.S.A., INC.



Toyota Motor Sales, USA, Inc.

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CUSTOMER CONTACT & VEHICLE DISCLOSURE FORM

This form is not applicable for TCUV units.

This vehicle is involved in a Safety [Noncompliance] Recall/Emissions Recall, or Special Service Campaign. At this time, remedy parts are not available and the remedy has **NOT** been performed. I understand that the vehicle will need to be returned to an authorized Toyota dealer to have the remedy performed at **NO CHARGE** when the remedy is available.

Customer Signature _____

Toyota recommends that you register with the Toyota Owners Community at <http://www.toyota.com/owners/> and regularly check recall applicability using www.toyota.com/recall or www.safercar.gov. You will need to input your 17-digit Vehicle Identification Number (VIN).

VIN

Campaign Code

Model _____ Model Year _____

Customer Information

Customer Name _____	Customer Email _____
Customer Address _____	Home Phone # _____
_____	Mobile Phone # _____
_____	Date _____

Please provide this information so that Toyota or your dealer can notify you when the remedy becomes available. This information will only be used for campaign communications. If you'd like to update your preferred contact information in the future, visit www.toyota.com/ownersupdate or contact us at 1-888-270-9371.

Dealer Information

Dealer Name/Address _____	Dealer Code _____
_____	Dealer Phone Number _____
_____	Dealer Staff Name _____
_____	Dealer Staff Signature _____