

# General Motors Employee Discount Program Rules and Guidelines



**Family First**

general motors



GMC



## Overview

The General Motors Employee Discount Program (the “Program”) provides eligible participants (each a “Participant”) with the opportunity to purchase or lease new and unused vehicles (“Eligible Vehicles”) at the Program price from a participating dealer. A Participant may also sponsor eligible individuals (each a “Sponsored Purchaser”) who purchase or lease Eligible Vehicles at the Program price from a participating dealer.

By purchasing or leasing an Eligible Vehicle through the Program, both the Participant and the Sponsored Purchaser acknowledge and agree to be bound by these Rules and Guidelines.

It is the Participant’s responsibility to know these Program Rules and Guidelines and to make them known to each Sponsored Purchaser. Violations of these Rules and Guidelines by any Participant or his or her Sponsored Purchaser will result in sanctions against the Participant. The Program Manager shall have sole discretion at all times to enforce these Rules and Guidelines and suspend a Participant’s and/or a dealer’s participation in the Program.

The Program may be withdrawn at any time, and its terms are subject to change from time to time by GM. Final decisions in all matters relating to the interpretation of these Rules and Guidelines rests solely with GM.

The Program cannot be retroactively applied to a prior purchase or lease.

## Eligibility

Participants or Sponsored Purchasers must be eligible to participate throughout the entire purchase process — from the date the process is started through the date of vehicle delivery.

### Eligible Participants

This Program is available only to Eligible Participants, defined as:

- 1) Active GM and GM Financial employees
- 2) Retired GM and GM Financial employees
- 3) Former GM employees with more than 5 years of cumulative service
- 4) Widows/widowers of former GM employees with more than 5 years of cumulative service

### Sponsored Purchasers

Eligible active, retired, and former GM employees with at least 20 years of cumulative service in total, widows and widowers of former GM employees with more than 20 years of cumulative service, and active or retired employees of GM Financial can sponsor the following purchasers: their spouse, children, stepchildren, grandchildren, stepgrandchildren, grandparents (including in-law and step), parents, stepparents, siblings (including full, half and step), mother-/father-in-law, sons-/daughters-in-law, brothers-/sisters-in-law, aunts, uncles, nieces and nephews.

Eligible former GM employees with at least 5 years but fewer than 20 years of cumulative service in total and widows and widowers of former GM employees with at least 5 years but fewer than 20 years of cumulative service in total can sponsor their spouse and dependent children. Dependent children must be under 21 years of age or full-time students under 25 years of age at the time of purchase or lease.

***NOTE: Individuals employed by a government organization may be restricted from being eligible for sponsorship due to government rules, regulations, and guidelines. For more information, please follow the instructions provided when requesting an Authorization Number.***

GM has the final decision on all eligibility requirements.

## Program Rules

### Authorization Numbers

Each Participant (including his or her Sponsored Purchaser(s)) is limited to a certain number of Authorization Numbers each year to purchase or lease Eligible Vehicles under the Program:

- **Current employees and retirees:** Active GM employees (and GM retirees) and active GM Financial employees (and GM Financial retirees) are eligible to receive six (6) Authorization Numbers per year.
- **Former employees with 5–20 years of service:** Former GM employees and widows/widowers of former GM employees are eligible to receive three (3) authorizations per year.
- **Former employees with at least 20 years of service:** Former GM employees and widows/widowers of former GM employees are eligible to receive six (6) authorizations per year.

Each Authorization Number is valid for 90 days from the date it was issued to purchase or lease an Eligible Vehicle at the Program price.

After it has issued each Authorization Number, GM will send the Participant who requested the Authorization Number a letter notifying him or her that an Authorization Number has been issued. ***The Participant MUST report to GM any unauthorized Authorization Number immediately.*** Participants who do not report any suspicious or unauthorized use of an Authorization Number issued by him or her may be subject to the sanctions referenced below.

***The sale of any Authorization Numbers, or any unauthorized use of an Authorization Number, is prohibited. A Participant who violates this provision, or who sponsors a Sponsored Purchaser who violates this provision, will be suspended from the Program for five (5) years per violation, will be required to repay the incentive monies, and may be subjected to employment action, up to and including termination. Subsequent violations of this rule may result in permanent suspension from the Program.***

### Required Documentation

In addition to a valid authorization number, Participants must present the following document to a participating GM dealer in order to purchase or lease under the Program: A copy of the eligible Purchaser's driver's license, with the driver's license number redacted, showing the ZIP Code and Date of Birth that was used to obtain the authorization number. The eligible Purchaser's Date of Birth and ZIP Code must match the eligible Purchaser's driver's license.

### Eligible Vehicles

For a list of Eligible Vehicles, please visit [gmfamilyfirst.com](http://gmfamilyfirst.com) and select "Vehicles" on the home page. Some models may have limited availability. Vehicle eligibility may change at any time without notice.

### Inducements

Participants and Sponsored Purchasers are prohibited from soliciting or accepting money or discounts, except GM-sponsored incentives, from dealers or any other persons in connection with the sale of Eligible Vehicles under the Program. **At no time shall a Participant or Sponsored Purchasers accept payment or other consideration from dealers for referrals.** However, Participants or Sponsored Purchasers may accept inducements of nominal value, up to \$50, provided the inducements are offered to the general public and are noncash in nature, such as a free first oil change. This prohibition does not apply to a fuel fill if provided by the dealer at the time of delivery.

### Pricing Sheet

Included in required paperwork at the dealership is the GM Vehicle Purchase Customer-Dealer Agreement and Pricing Sheet ("CDA"). The Participant or Sponsored Purchaser should review the CDA at or before vehicle delivery and, after it has been completed, sign the completed CDA. ***The Participant or Sponsored Purchaser should NOT sign a blank or an incomplete CDA, nor should the Participant or Sponsored Purchaser sign a CDA if the Program price from the vehicle invoice does not match the vehicle price on the CDA.*** If the Participant or Sponsored Purchaser has any questions or concerns about the purchase or lease, he or she

should ask the participating dealer for clarification **BEFORE** completing the transaction. ***The CDA must be signed to complete the transaction at the Program price.***

### **Documentation Fees**

Dealers will be permitted to assess a maximum of \$75 in documentation fees, except when:

- A documentation fee is specified under state law; **and**
- The dealership charges all customers the same documentation fee.

### **Titling Restrictions**

A vehicle purchased or leased under the Program must be used for ***personal, noncommercial use/ transportation by the Participant or Sponsored Purchaser.*** It is prohibited under the Program to purchase, lease, register, or title a vehicle in the name of a business or to dispose of the vehicle prior to the retention period. In addition, it is prohibited under the Program to purchase or lease a vehicle for commercial use.

Vehicles purchased under the Program must be registered, licensed, titled, insured and owned by the Participant or Sponsored Purchaser. The Participant or Sponsored Purchaser must be the person named as the Purchaser on the CDA form. Vehicles may be jointly registered, licensed, titled, insured, and owned in the Participant's or Sponsored Purchaser's name and the name of his or her spouse. Vehicles may also be titled in the name of a living trust that bears the Participant's or Sponsored Purchaser's name.

Vehicles may be co-titled only if all of the following requirements are met:

- 1) The person named as the Purchaser on the CDA form must be the Participant or Sponsored Purchaser, and
- 2) The first name listed on the title must be the same name listed as the Purchaser on the CDA, and
- 3) The first name listed on the registration must be the same name listed as the Purchaser on the CDA, and
- 4) The first name listed on the financing documents must be the same name listed as the Purchaser on the CDA.

If any one of these requirements is not met, unless compliance is not possible under state law, the vehicle may not be co-titled.

### **Vehicle Retention Period**

If the Participant or Sponsored Purchaser is purchasing or leasing a vehicle under the Program with cash or through a loan, the Participating or Sponsored Purchaser must own and retain the vehicle for at least six (6) months from the date of delivery.

***GM reserves the right to modify the retention rules at any time. Retention periods for some vehicles may be different than the retention period referenced in previous versions of these Program Rules and Guidelines.***

### **Audits**

GM will conduct periodic audits to ensure the integrity of the Program and of Program compliance by Participants. Participants may be asked to furnish documentation supporting the eligibility of Sponsored Purchasers, vehicle retention, and compliance with these Rules and Guidelines. Documents requested may include, but are not limited to, copies of marriage licenses, birth certificates, registration, and title information, etc.

GM reserves the right to audit dealership records and disqualify any sales that do not meet the Program's guidelines. Any money improperly paid to any party based upon representations from a dealer, Participant, or Sponsored Purchaser shall be charged back accordingly.

Failure to comply with an audit request may subject the Participant to the sanctions referenced below.

### **Sanctions**

Violations of these Rules and Guidelines, including, but not limited to, violations of eligibility rules, retention periods, titling restrictions, whether by the Participant or his or her Sponsored Purchaser(s), if any, will result in sanctions against the Participant. ***Sanctions may include, but are not limited to, the loss of privileges (two (2) years per violation), repayment of monies, and/or employment action up to and including termination.***

*The sale of any Authorization Numbers, or any unauthorized use of an Authorization Number, is prohibited. A Participant who violates this provision, or who sponsors a Sponsored Purchaser who violates this provision, will be suspended from the Program for five (5) years per violation, will be required to repay the incentive monies, and may be subjected to employment action, up to and including termination. Subsequent violations of this rule may result in permanent suspension from the Program.*

In addition, GM may pursue legal action against any individual or entity for violating these Rules and Guidelines.

### **Additional Information**

Dealership participation is voluntary. To determine a specific dealership's willingness to sell vehicles under the Program, the Participant or Sponsored Purchaser should contact the dealership directly. If a dealership is not willing to sell a vehicle through the Program, the Participant or Sponsored Purchaser may contact or visit another dealership.

During the initial dealer inventory buildup when new models are introduced, and from time to time thereafter, it may be necessary for GM to restrict purchases on certain models under the Program. Please visit **gmfamilyfirst.com** to find a current list of Eligible Vehicles.

The Program does not constitute an agreement between GM and any individual for the purchase or lease of any vehicle at a specific price. However, by purchasing an Eligible Vehicle through the Program, the Participant and Sponsored Purchaser acknowledge and agree to abide by and be bound by these Program Rules and Guidelines.

These Program Rules and Guidelines may be modified by GM at any time, in GM's sole discretion.

GM may unilaterally modify, change, or withdraw the Program at any time.

### **Compliance with Applicable Laws**

If any law or regulation is adopted or interpreted which, in GM's opinion, prohibits or penalizes the implementation of the Program, then GM may, in its sole discretion, cancel the Program or any order submitted under the Program without any further obligation and without any liability to either the dealer, the Participant, or the Sponsored Purchaser.

THESE TERMS AND CONDITIONS CANNOT BE MODIFIED BY ANYONE OTHER THAN GENERAL MOTORS.

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