Must I do anything to continue to use Ford Credit Lease eContracting on RouteOne?

No changes are required to continue to eContract. The new tax fields can be populated manually, if integration updates are needed after the launch date of the new changes. See below for help with custom DMS Integration mapping.

What’s Changing?

Dealers will no longer enter Tax Rates or indicate whether a fee is taxable, but rather input or import Tax Dollar Amounts. Below are before and after views of the Lease eContract Worksheets:

- The Tax Rate field and Taxable indicator checkboxes will be replaced by the Sales/Use Tax, Monthly Tax, and Tax on Upfront Fee Dollar Amount fields, which will enable the enhanced functionality.
  - Monthly Tax Field: Dealers will now input or import the monthly tax portion of the customer payment.
  - Total Tax on Upfront Fees: Dealers will now enter or import the total amount of all appropriate upfront taxable items based on state requirements.
  - Estimated Official Fees and Taxes: Dealers will now enter or import the total Estimated Official Fees and Taxes for contract disclosure.

What are the four new ‘Other Fee’ fields for?

The four new ‘Other Fee’ free form text boxes (5 in total) allow dealers the flexibility to disclose fees not specifically displayed in the Ford Credit eContracting Lease Worksheet, in particular, to support Cross Border deals.

- NOTE: These fields can also be used for non-Cross Border Lease contracts if needed.

Are there other changes besides the lease worksheet and tax calculations?

- The method of tax calculation and entry on the eContracting Lease Worksheet are the only changes at this time.
Are there changes to the lease eContract forms?
- There are no changes to the Lease eContracts. Mapping of fields to the contract and what is sent to Ford Credit remain the same.

Are there changes to paper contracting for leasing?
- The eContracting changes have no impact to paper contract leasing. The new functionality for Lease eContracting mirrors the process for paper contracts.

If I am integrated to RouteOne eContracting, who do I contact to get fields populated in worksheet?
- Integration questions can be addressed by contacting RouteOne Support at 866.768.8301 (Press 2 for eContracting) and asking for assistance with eContracting DMS custom mapping.

Where do I get the information to populate the new tax fields?
- The tax information can be found in your DSP, which is then either manually entered or imported through DSP integration.

If I am not integrated to RouteOne eContracting, what do I do?
- Integration questions can be addressed by contacting RouteOne’s Service Desk at 866-768-8301 (Press 2 for eContracting) and asking for assistance with eContracting DMS custom mapping.

How do I integrate the four new ‘other’ fields?
- Integration questions can be addressed by contacting RouteOne Support at 866.768.8301 (Press 2 for eContracting) and asking for assistance with eContracting DMS custom mapping.

Are there additional costs for updating DMS integration with the changes?
- There are no direct costs (dealers may have to spend some time updating custom mappings and RouteOne will assist). Note: Non-integrated dealers are not affected.

Can I eContract cross-border customers from any state?
- Yes, except as noted below, eContracting dealers from states with the new functionality will be able to perform Cross Border eContracts for customers from any state.
  - Connecticut dealers: Refer to the ‘Connecticut Specific Changes’ section for additional state specific information.
  - New York dealers: Refer to the ‘New York Specific Changes’ section for additional state specific information.
Dealers leasing to customers from Washington and Idaho: A Cross Border lease cannot be processed in RouteOne when the trade tax credit method used in the Lessee home state results in a non-standard payment schedule (i.e. varying payment amounts over the lease).

Dealers in Washington and Idaho leasing to customers who are from a monthly tax location: A Cross Border lease cannot be distributed in RouteOne when the tax or payment calculation method used results in a non-standard payment schedule (i.e. varying payments over the lease).

Regarding cross-border deals, who do I contact for necessary fees associated to the customer’s garaging address?

- Dealers should contact the state, city and/or county agencies where the customer resides to obtain this information.

When a customer is from a state that offers a trade tax credit, is tax validation available?

- When the customer is eligible for a Trade Tax Credit, eContracting tax validation is not available. The Dealer should contact the state, city and/or county tax authority where the vehicle will be garaged to obtain the correct information.

When a customer is from a state with a holder different from my state, will RouteOne print the correct holder information on the lease agreement?

- The eContract will disclose the holder according to the customer’s address.

When a customer is from a state where the insurance minimums are different from my state, will the correct insurance minimums disclose on the contract?

- The execution state’s insurance minimums will disclose on the contract. The contract obligates the Lessee to maintain insurance minimums in its garaging state.

I received the following error message when doing an APP, “Please include the Tax on Acquisition Fee in the Total Tax on Upfront Fees.” How do I proceed?

Total Upfront Fees must include the Tax on Acquisition Fee. If you received this error, please adjust your Total Upfront Fees to include the Tax on Acquisition Fee.

- NOTE: The Tax on Acquisition Fee field is only populated to complete the RCL worksheet. It has no impact on the contract.
Will lease eContracting validation be impacted as a result of the changes?

No. Dealers will continue to be able to validate lease eContracts as they did before.

Connecticut-specific Changes

- The Connecticut Trade-in Tax Credit is no longer calculated and applied to the monthly tax by RouteOne. When applicable, apply the Connecticut Trade-In Tax Credit to the value entered in the monthly tax field and check the Connecticut Trade-In Tax Credit Check Box to indicate the tax credit was applied.

- Changes specific to cross border leasing on the Contract Worksheet
  - Due to system limitations, the Connecticut Trade-In Tax Credit checkbox cannot be utilized with a cross border lease when eContracting to a customer from a monthly tax location.
  - Monthly Local fee field can be used for cross border local fees

New York-specific Changes

Similar to other states, dealers will no longer indicate whether a fee is taxable, but rather enter or import tax dollar amounts. However, the tax rate field will continue to be required to support the RCL Worksheet for non-cross-border lease deals. Below are before and after views of the Lease eContract Worksheets for New York (only).
RouteOne eContracting

- Changes specific to cross border leasing on the Contract Worksheet:
  - Tax rate field is not required for cross border leasing in NY. However, it will remain a required field for any non-cross border leases and dealers will continue to enter a number greater than zero in this field.
  - Local fee field can be used for cross border local fees.
- Changes specific to cross border leasing on the RCL Worksheet:
  - Capitalized Sales/Use Tax is found in 1f instead of 3l;
  - Section 3j-l and Section 4 is N/A to non-NY customers; and
  - Monthly Tax is found in the lease payment in Section 5.

Oklahoma-specific Changes

- Similar to other states, the contents of the Sales/Use tax field will be mapped to a blank line in Section 5 of the Lease Agreement when paid upfront and disclosed as Upfront Taxes.
- When capitalized, the contents of the Sales/Use tax field will map to the Sales/Use and Other Applicable Taxes box in Section 19 of the Lease Agreement.
- On the RCL Worksheet, Sales/Use tax is found in 1f when capitalized and in 4k and 5d when paid up-front.

For Further Assistance

- For additional information or questions regarding these changes, please contact RouteOne Support at 866.768.8301.
- Integration questions can be addressed by contacting RouteOne Support at 866.768.8301 (Press 2 for eContracting) and ask for assistance with eContracting DMS custom mapping.
- Additional Lease Worksheet Tax Calculation Removal FAQs are located in the eC section of FMCDealer.

Additional RouteOne training guides are available through the ‘News/Info’ tab within RouteOne. Dealers may also join complimentary RouteOne System Training Sessions from the ‘News/Info’ tab, or by clicking here. For additional information on the RouteOne system, contact RouteOne Support at 866.768.8301, email R1Support@routeone.com

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