



Toyota Fleet Advantage Dealer Enrollment Form

Toyota Motor North America Fleet Department offers all Toyota Dealers the opportunity to participate in the Toyota Fleet Advantage (TFA) Program. TFA Dealers provide industry-leading courtesy deliveries and other services for the drivers of Toyota fleet vehicles. TFA can help dealerships grow their business by selling, delivering and servicing fleet vehicles in their area.

By completing the below form and enrolling in this program, you agree to deliver commercial, government, non-profit and utility fleet vehicles. This form is also available online at Fleet.Toyota.com.

	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
Dealer Name (80 characters max)	Dealer Code				

Street Address 1 (50 characters max)

Street Address 2 (50 characters max)

City (25 characters max)	State	Zip Code

Courtesy Delivery Contact (TFA Professional) (Required)

First Name	Last Name	Title

Email Address	Phone	Mobile

Fleet.Toyota.com (FTC) Enhanced Access Level (Default Access is Read Only with MSRP pricing)

Every TFA Dealer is also entitled to be a Toyota Fleet Selling Dealer, which requires an additional access level to FTC. To request a user access level, please complete the applicable **User Registration form** found on Fleet.Toyota.com in the upper right corner.

Access level options include ordering, emmediate purchase and dealer pricing. Ordering access provides ability to order Fleet vehicles. Emmediate purchase access provides ability to view and purchase from the emmediate pool. Dealer pricing access allows visibility to the dealer pricing in addition to MSRP pricing.

Please note enhanced access will be revoked should enrollment in the TFA Program end.

TFA Dealer Advantages:

1. FTC will publish a National "Toyota Fleet Advantage" Dealer Listing and provide customers the ability to search for TFA dealers in their area.
2. A TFA Dealer can choose to participate in any current and future fleet sales programs; current programs include Commercial, Government and Livery.
3. Potential retail referrals could offer new sales, service, parts and accessories opportunities.



Toyota Fleet Advantage Dealer Enrollment Form

4. Possibility of purchasing returned fleet vehicles for used or TCUV sales as well as increasing out-of-stock sales from total losses and other immediate replacement needs.
5. Fleet vehicles are eligible for ToyotaCare, which can increase parts and service business.

TFA Dealer Expectations:

1. The TFA Dealer fully understands that the Dealer is solely responsible for compliance with the terms of any agreement between the Dealer and a Fleet Account. The TFA Dealer fully understands that Toyota will not be responsible for the TFA Dealer's inability to meet any contractual commitment to its Fleet Account for any reason and that it is the Dealer's sole responsibility to collect payments from its Fleet Accounts.
2. To participate as a TFA Dealer, the Dealer **must** agree to:
 - a. Perform courtesy delivery of commercial, government, non-profit and utility fleet vehicles as outlined below:
 - i. Check-in and inspection of vehicle for damage (repair if necessary).
 - ii. Provide title and license service (if applicable and excluding Colorado and Mississippi).
 - iii. Clean and wash Fleet vehicle(s) prior to delivery.
 - iv. Perform Pre-Delivery Service (PDS) and install a full tank of fuel in the vehicle prior to delivery (if applicable).
 - v. Provide a rewarding delivery experience to the driver(s) of a corporate account.
 - vi. Provide short-term storage for the turn-in vehicle (if applicable).
 - b. Appoint at least one dealership courtesy delivery contact to coordinate the deliveries and register the contact(s) in StaffMaster under the Fleet Manager (008) and TFA Professional (149) job codes.
 - c. Limit the delivery fee charged to the selling Dealer(s) or lease management company(ies) to an amount no more than \$450 per vehicle (Dealers may charge any amount less than \$450 in an attempt to gain more TFA volume). *\$450 maximum courtesy delivery fee effective January 1, 2026, for enrolled TFA Dealers.
 - d. In addition to the \$450 courtesy delivery fee, TFA Dealers may be responsible for completing vehicle title and registration documentation. TFA Dealers can charge administrative fees for these services. The amount of these fees is at the Dealer's discretion.
 - i. Colorado and Mississippi require physical appearance at the Department of Motor Vehicles to complete the registration process for courtesy deliveries. Other states or counties may have the same requirement.
 - e. Acknowledge and abide by the guidelines set forth in the [TFA Policies & Procedures](#) and the [Toyota Fleet Policies & Procedures](#).

Toyota Fleet Process Summary

1. Please refer to the [Toyota Fleet Policies & Procedures](#) for a full explanation of all program policies and procedures.
2. Once ordering access on FTC is enabled, TFA Dealers can submit orders for fleet production in those cases where the fleet customer meets Toyota's definition of a qualified fleet customer. This definition may vary by program, but generally includes the following requirements:
 - a. The Fleet customer is not an automobile dealer or broker.
 - b. The Fleet customer does not purchase vehicles primarily for resale.
 - c. The Fleet customer meets the minimum Units in Operation (UIO) and program requirements to be



Toyota Fleet Advantage Dealer Enrollment Form

eligible for the applicable Toyota Fleet program per the Toyota Fleet Policy and Procedure manual.

- d. The Fleet customer intends to utilize the vehicle within the continental U.S. and Alaska primarily in support of the company's business and not for personal use.
e. The Fleet customer certifies that all vehicles purchased under the TFA Program will not be resold until the following condition has been met: If Daily Rental account a) remain in service for at least nine (9) months after registration, or b) the vehicle has accumulated at least 12,000 miles, All other account types c) remain in service for at least twelve (12) months after registration (unless totaled in an accident or stolen).
f. The Fleet Account has applied for and has been issued an active Toyota Fleet Customer number.
3. The following fleet pricing features differ by fleet program and model year. Please check the fleet website, Fleet Policy and Procedure, or with your Fleet Field Manager for the current process:
a. Holdback, Finance Reserve and DAP
b. Published Incentives
c. Mid-year Price Protection and Post year Price Assurance
d. Bid Assistance for Government accounts and Competitive Assistance for Commercial accounts
4. The TFA Dealer will be subject to a Fleet Incentive Chargeback as well as chargeback for the amount of any fleet credits such as price protection assistance, bid assistance and DAP credits paid to the TFA Dealer if the Toyota post audit report indicates that registrations of fleet units were not registered to the account originally ordered, or if the vehicle is sold/exported prior to the minimum in service time.

The undersigned TFA Dealer acknowledges the above stated requirements of the Toyota Fleet Advantage Program and understands that revisions to the requirements of the program may occur from time to time as deemed necessary by, and at the sole discretion of, the Toyota Motor North America Fleet Department. The TFA Dealer further understands that failure to meet these program requirements, and/or any action on the part of the TFA Dealer and/or its staff deemed by Toyota to compromise the integrity of this program, will constitute breach of this Dealership Enrollment Agreement and will be cause for immediate termination from participation as a TFA Dealer.

Agreed to and Accepted by:

Dealership

General Manager or Dealer Principal Name

General Manager or Dealer Principal Signature

Date

General Manager or Dealer Principal Email Address

6565 Headquarters Drive, Plano, TX 75024
Digital Application Form is also available online at Fleet.Toyota.com