

Incentive Application Directions

Is your business eligible?

Eligibility for the EnergySmart Program is restricted to customers of electric utilities participating in the EnergySmart Program. To find out if your electric service provider is participating, please contact the program at 1.800.230.9420.

Does your project meet program requirements?

1. All purchase invoices or receipts for items must be dated after February 1, 2007.
2. Incentives may not exceed the total installed cost of the measure.
3. Equipment must meet the Terms and Conditions specified. Terms and Conditions are subject to change. Please check with EnergySmart Program before submitting application.

How to Apply

1. Fill out and sign the application below including your contact information, your electric service provider, tax ID and tax status.
2. Your contractor or Field Energy Analyst will fill out the incentive worksheet, showing the units installed and calculating the total incentive for you to sign.
3. Attach the itemized invoice(s) for equipment installed. Invoices must clearly indicate equipment installed, quantity and unit pricing. If labor costs are not included on the invoice, a separate labor invoice must be submitted in addition to the equipment invoice. Applications will be rejected if invoice does not meet invoicing requirements (photocopies accepted). Contact the Program for a complete listing of Invoice Requirements.

Mail your signed Incentive Worksheet, signed Application, and Invoice to: EnergySmart Program
1400 SW 5th Avenue, Suite 700
Portland, OR 97201
Or fax your paperwork to 503.296.5899

4. Incentive payments are the property of the applicant. The applicant may assign payment to a third party – see payment information section below.

Incentive Application



Customer Information *All information is required for processing*

Utility Account Number:		Electric Utility Provider:	
9 Digit Taxpayer ID Number:		Tax Status <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Exempt <input type="checkbox"/> Non Profit/School/Govt	
Name of Facility:		Contact Person Title	
Telephone	Fax:	Email:	
Installation Street Address (<i>physical location</i>)		City:	State: Zip:

Program Requirement *(please sign form below)*

1. I understand to be eligible for an incentive under the EnergySmart Program, I must be a customer of an electrical utility participating in the EnergySmart Program. Contact your local electrical provider to inquire if they offer the EnergySmart Program, or contact the Program at 1.800.230.9420.
2. Incentives are paid on a first come, first served basis. Incentives greater than \$600 will be reported to the IRS on Form 1099, unless exempt. The EnergySmart Program is not responsible for any taxes imposed as a result of receipt of incentive(s). Please consult your tax advisor concerning the taxability of incentives.
3. This program may be modified or terminated without notice.
4. I agree to verification by my electrical utility, Bonneville Power Administration and the EnergySmart Program and their subcontractors, and will provide reasonable access to and egress from my facility during normal business hours to verify the installed product.
5. I have not and will not receive any incentives for the same equipment from another utility, state or local program. State tax credits and US Department of Agriculture incentives may be claimed in addition to this incentive. I understand this prohibition applies three years prior to and three years after receiving the incentive(s) for the same product, equipment or service.
6. I agree that if I do not leave the measure installed for the life of the product I shall refund a pro-rated amount to the EnergySmart Program. Further, if I cease to be a distribution customer of my electric utility during said time period, I shall refund a prorated amount of dollars to the EnergySmart Program based on the actual period of time for which I provided the related energy benefits as an electric customer of my electric utility.
7. If a tenant, I am responsible for obtaining the property owner's permission to install the measure(s) for which I am applying for an incentive payment. My signature on this application indicates I have obtained this permission.
8. Indemnification: Each party shall indemnify the other for any losses or damages, except to extent that the losses or damages arise from the parties' negligence or willful misconduct.
9. Incidental and Consequential Damages: Neither party shall be liable to the other for any incidental, special or consequential damages.
10. I understand that I am responsible for any necessary permits that may apply to the installation of these products and the proper disposal of any and all removed materials and equipment.

Signatures for Incentives

I certify that the information on this application is true and correct, and I am authorized to enter into this agreement. I have read and understand the Incentive Application and Equipment Terms and Conditions set forth in this application and I agree to abide by those requirements. All customer information will be kept confidential and will not be distributed outside of the EnergySmart Program, participating contractors, electrical utility provider or the Bonneville Power Administration.

Customer Signature <i>Signature Required →</i>	Date
Customer Name (<i>printed</i>)	