

REBATE APPLICATION FAQ

Every project should contain at minimum **6 documents** for payment, 4 of which are gathered at Pre-Approval

1 PRE-APPROVAL

- Appropriate calculator with estimated savings*
- Utility bills associated with site of project
- W9 form for all parties receiving payment*
- Spec sheet for all new equipment
- Dual incentive form (If Applicable)

2 JOB COMPLETION

- Job must be completed
- Job may require a post inspection

3 PAYMENT

- Invoice
- Letter of Attestation

Document Requirements

W-9

- Required for each party receiving incentive
- Must be signed and dated within the last 24 months
- Any discrepancies between the company names must be explained

Dual Incentive Forms

- If all, or a portion, of incentive is to be assigned to a third party, a dual incentive form is required to be completed and signed by customer
- The signature of the customer that signs the Letter of Attestation must also sign Dual Incentive Form

Letter of Attestation

- Must be on company letterhead
- Must be signed and dated after project completion date
- Must have customer's company name in first paragraph
- Must be signed by and dated by customer

Invoice

- Must have material cost broken out
- Must identify equipment and quantity of each piece

Spec Sheets

- One for every new piece of equipment
- Program qualifying program measure (equipment) must be identified/ highlighted on spec sheet(s) submitted with the application
- A spec sheet for each qualifying program measure (equipment) must be submitted with the application

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