

Eugene Water & Electric Board

Energy Efficient Rebates

Commercial Application Instructions 2012

Eugene Water & Electric Board's Commercial rebates are available to business customers with a commercial meter who install qualifying energy efficient equipment. Please refer to the appropriate product catalog for information on product specifications including energy efficiency requirements, rebate amounts, and product codes.

APPLICATION INSTRUCTIONS

1. Read the product specifications for the item(s) in the corresponding catalog for which you are applying. The catalog will detail the requirements for the qualifying products.
2. Purchase and install qualifying product(s) between January 1, 2012 and December 31, 2012. Unless pre-approval is required, qualifying products must be installed before submitting the Application.
3. Complete the [Application Form](#) – page 1.
 - a. Customer Information - page 1, section 1. Print your business name as it appears on your EWEB bill, address information, telephone, and e-mail address. Provide the installation address and contact information.
 - b. Facility Information – page 1, section 1. Provide facility address, specific building use, square footage and weekly hours of operation (**Typical Building Type/Hours Per Week:** Church 42; Convenience Store 125; Hotel/Motel Commons 169; Hotel/Motel Guest Rooms 29; Industrial – Lg 169; Industrial 2 Shifts 125; Manufacturing 1 Shift 58; Office Building 54; Restaurant 77; Retail (Food) 112; Retail (Non Food) 87; Shopping Strip Mall 92; Warehouse 69; Other Spaces = Estimated hours/wk x 52)
 - c. Payment Release Authorization - page 1, section 2. Payee must fill out all required fields including payee name, mailing address, and contact information. Include Social Security/Tax ID information and Tax Status information. If this section is not filled out completely, we cannot process the rebate payment.
 - d. Customer Signature - page 1, section 3. Please read the Customer Certification statement and put a check mark in all of the boxes above the signature line. Read the Terms and Conditions on the Application Form page 2, section 4 and sign your acceptance on page 1, section 3. By signing the form, you are verifying that all of the information is true and you are confirming payment arrangements.
4. Rebate Product Information - page 2, section 5 of the Application Form. Complete all required fields, including EWEB Code Number, Manufacturer, and Ballast/Model Number. Multiply the number of units (A) by the rebate per unit (B), and put the total in column C. Complete that process for every line item and enter the total rebate in the bottom section of the corresponding table.
 - a. If you are submitting an HVAC Equipment Replacement rebate application, make sure the correct HVAC Worksheet(s) is included. Make sure to carry over the total rebate amount from the worksheet to the corresponding table on the application form.
 - b. If you are submitting a New Construction Lighting or New Construction HVAC rebate application, make sure there has been a worksheet completed and submitted for pre-approval before the job has been completed. If there was any additional equipment installed or if there were any changes in the equipment installed, please complete a new worksheet with the additional/changed equipment noted. Make sure the total rebate amount is carried over from the worksheet to the corresponding table on the application. Note: new construction rebates will not be paid unless there has been a pre-approved worksheet submitted before the job was completed.
 - c. If you are submitting a lighting rebate, please read the [Commercial Lighting Requirements](#) to verify all products qualify.
 - d. If you are submitting a lighting rebate, make sure there has been a [Lighting Waste Disposal Form](#) completed and submitted.
5. Mail, email or fax the completed Application Form and other required documentation with proofs of purchase (including an itemized invoice) to: business.rebates@eweb.org or Fax#541-685-7676 or mail to Eugene Water & Electric Board, EMS Commercial at P.O. Box 10148, Eugene, Oregon 97440. If you have any questions about this process please log on to www.eweb.org or call Energy Management Services at 541-685-7000.



Rely on us.