

# Customer Rebate Application – Sales Tracking Report

Required for heat pump, water heater, thermal storage, and electric vehicle charging station equipment rebates.



Please read all program information on the back before completing this form.

OFFICE USE ONLY	
Pre-Request	_____
Request	_____

## Customer Information

Account number (8 digits found in the center portion of your bill) \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Address where equipment was installed (if different): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Contact phone \_\_\_\_\_ Email \_\_\_\_\_

*By signing this application, I certify the equipment for which I am claiming a rebate is installed at the address provided and, if requested, I will allow an Otter Tail Power Company representative to physically inspect the installation. I have read and understood all information on the back of this form and have attached my dated receipt specifying the brand and model number purchased. I understand Otter Tail Power Company will calculate the value of the rebate based on the information provided.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Equipment Information - required

**\*NOTICE: Air Source and Geothermal heat pump rebates are not available in Minnesota if the heat pump unit replaces a primary natural gas heating system.**

**Air Source Heat Pump** – Installed in a newly constructed building or addition  Yes  No

Manufacturer/Brand \_\_\_\_\_ Date installed \_\_\_\_\_

Model number \_\_\_\_\_ Capacity/tons \_\_\_\_\_ Quantity \_\_\_\_\_

Primary heating system fuel prior to heat pump installation  Natural Gas\*  Propane  Fuel Oil  Electric  Other \_\_\_\_\_

*MN and SD rebates require equipment AHRI Certificate or manufacturer specification sheets to be attached.*

**Geothermal Heat Pump** – Installed in a newly constructed building or addition  Yes  No

Manufacturer/Brand \_\_\_\_\_ Date installed \_\_\_\_\_

Model number \_\_\_\_\_ Capacity/tons \_\_\_\_\_ Quantity \_\_\_\_\_

**Circle one** Closed loop / open loop **Circle one** Water to air / water to water / direct exchange

Primary heating system fuel prior to heat pump installation  Natural Gas\*  Propane  Fuel Oil  Electric  Other \_\_\_\_\_

*MN and SD rebates require equipment AHRI Certificate or manufacturer specification sheets to be attached.*

**Electric Water Heater**

Manufacturer/Brand \_\_\_\_\_ Date installed \_\_\_\_\_

Model number \_\_\_\_\_ Capacity/gallons \_\_\_\_\_ Quantity \_\_\_\_\_

Water heater type: Heat pump \_\_\_\_\_ Grid enabled \_\_\_\_\_ Standard tank \_\_\_\_\_

Prior water heating source  Natural Gas  Propane  Fuel Oil  Electric  Other \_\_\_\_\_

**Thermal Storage Heating or Cooling**

Manufacturer/Brand \_\_\_\_\_ Date installed \_\_\_\_\_

Model number \_\_\_\_\_ Capacity/kilowatts \_\_\_\_\_ Quantity \_\_\_\_\_

**Electric Vehicle Charging Station (MN only)**

Manufacturer/Brand \_\_\_\_\_ Date installed \_\_\_\_\_

Model number \_\_\_\_\_ Capacity/kilowatts \_\_\_\_\_ Quantity \_\_\_\_\_

## Installing Contractor Information

Installer name \_\_\_\_\_ Business name \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please Review Rebate Terms

## Required for heat pump, water heater, thermal storage, and electric vehicle charging station equipment rebates.



*Otter Tail Power Company reserves the right to deny any rebate that does not meet program qualification requirements. Rebate programs may be discontinued or modified at any time.*

### Rebate Application Details

- Equipment must be installed where electricity is supplied by Otter Tail Power Company.
- Rebate requests must be received for installations completed during the calendar year no later than March 31 of the following calendar year or will not be accepted.
- A dated sales receipt must be submitted with this rebate request. Bids and quotes do not qualify as a sales receipt.
- Customers must provide proof that equipment installed meets the company's currently available rebate program requirements for efficiency level, size, and/or off-peak rate application.
- Accepted proof of efficiency, where applicable, includes an AHRI certificate or manufacturer specification sheet showing efficiency levels or Energy Star rating for the model installed.
- Customer rebate requests may require review by local Energy Management or Service Representatives.
- Allow 6–8 weeks for processing. Heat pump rebates may require longer processing time in 2017.
- Rebate limits apply. Rebate programs are subject to change or cancellation without notice. Acceptance of this application does not guarantee payment. You will be notified if your application is not accepted.
- To verify rebate eligibility requirements visit [www.otpc.com](http://www.otpc.com) or call our Idea Center at 800-493-3299.
- Otter Tail Power Company is not responsible for inaccurate information supplied by appliance dealers or contractors.

**Send Completed Customer Rebate Application and required documentation to:**

Idea Center  
Otter Tail Power Company  
PO Box 496  
Fergus Falls, MN 56538-0496

**Incomplete rebate applications will be returned and no rebate will be issued until all required information is provided.**

### Did you include the following?

- Your Otter Tail Power Company account number (found on your energy bill)
- Your receipt or invoice
- All equipment information required
- Proof of efficiency levels, where required
- Your signature