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.

OTTER TAIL POWER COMPANY

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*

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 _____

Select One Closed loop / open loop Select 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 you application is not accepted.
- To verify rebate eligibility requirements visit www.otpco.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