

# 2024 Customer Rebate Application



\* Denotes REQUIRED fields.

Please read all information on page 3 before completing this form.

For Office Use Only: Pre-Request \_\_\_\_\_

## Customer Information (please print)

Name\* \_\_\_\_\_ Account number (found in the center portion of your bill)\* \_\_\_\_\_  
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 information is true and correct to the best of my knowledge, that the equipment for which I am claiming a rebate is installed at the address provided. 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 last page 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. **Rebate requests must be received for installations completed during the calendar year no later than March 31st of the following calendar year or will not be accepted.**

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

## Installing Contractor Information

Installer name\* \_\_\_\_\_ Business name\* \_\_\_\_\_  
Street address\* \_\_\_\_\_ City\* \_\_\_\_\_  
State\* \_\_\_\_\_ Zip\* \_\_\_\_\_ Phone\* \_\_\_\_\_ Email \_\_\_\_\_  
Certified installer:  Yes  No

(Note: Certified installers have been approved to participate in OTP's quality installation program, which applies to MN and SD heat pump and A/C installations only.)

**Complete all sections that apply. All heat pump, water heater, and air conditioner rebate applications require equipment AHRI Certificate or manufacturer specifications sheets to be attached.**

## Water Heater - rebates for qualifying controlled rates only

Date installed \_\_\_\_\_ Quantity \_\_\_\_\_ Gallons \_\_\_\_\_ UEF \_\_\_\_\_  
Manufacturer/brand \_\_\_\_\_ Model number \_\_\_\_\_  
Installed water heater is:  Replacing existing controlled electric water heater  Adding new controlled electric water heater  
Water heater type:  Grid enabled  Standard tank/light duty commercial  Commercial  Heat pump water heater  
For Office Use Only: Rate \_\_\_\_\_  Firm service w/monthly control credit Total kW \_\_\_\_\_ Commercial Rebate:  Yes  No

## Thermal Storage Heating and Cooling - rebates vary by rate; qualifying controlled rates only

Date installed \_\_\_\_\_ Quantity \_\_\_\_\_ Kilowatts \_\_\_\_\_ For Office Use Only: Rate \_\_\_\_\_  
Manufacturer/brand \_\_\_\_\_ Model number \_\_\_\_\_  
Installed equipment is:  Replacing existing electric heating system  Adding new electric heating system  
Type:  Cable  Cooling-storage  Central  Hydronic w/boiler  Room  Central hydronic  Panel

## Plenum Heater, Boiler, Electric Furnace - rebates for qualifying units on Dual Fuel or RDC Rates

Equipment type:  Plenum heater  Boiler  Electric furnace For Office Use Only: Rate \_\_\_\_\_  
Date installed \_\_\_\_\_ Quantity \_\_\_\_\_ Kilowatts \_\_\_\_\_  
Manufacturer/brand \_\_\_\_\_ Model number \_\_\_\_\_  
Installed equipment is:  Replacing existing electric heating system  Adding new electric heating system

## Electric Heating Technologies - rebates for qualifying equipment on Dual Fuel or RDC Rates

Equipment type: \_\_\_\_\_ For Office Use Only: Rate \_\_\_\_\_  
 Baseboard  Cove heater  Radiant ceiling heating  Nonstorage floor warming  Garage unit heater  
Date installed \_\_\_\_\_ Quantity \_\_\_\_\_ Kilowatts \_\_\_\_\_  
Manufacturer/brand \_\_\_\_\_ Model number \_\_\_\_\_  
Installed equipment is:  Replacing existing electric heating system  Adding new electric heating system

**Air Conditioner** - Rebates for MN and SD customers only; must be Energy Star to qualify.

Date installed \_\_\_\_\_ Tons \_\_\_\_\_ Quantity \_\_\_\_\_ **For Office Use Only: Rate** \_\_\_\_\_  
 Manufacturer/brand \_\_\_\_\_ Model number \_\_\_\_\_  
 Installed in a newly constructed building or addition:  Yes  No Project cost \$ \_\_\_\_\_  
 Energy Star:  Yes  No Configuration:  Ducted  Ductless SEER2 Rating \_\_\_\_\_

**Heat Pump** - North Dakota systems must be on a controlled rate

Date installed \_\_\_\_\_ Tons \_\_\_\_\_ Quantity \_\_\_\_\_ **For Office Use Only: Rate** \_\_\_\_\_  
 Manufacturer/brand \_\_\_\_\_ Model number \_\_\_\_\_  
 Energy Star (if known):  Yes  No  
 Installed heat pump is:  Replacing existing electric heating system  Adding new electric heating system  
 Installed in a newly constructed building or addition:  Yes  No **If No**, please check one of the following:  
 Primary heating system fuel prior to heat pump installation:  Electric  Fuel Oil  Natural Gas  Propane  Other \_\_\_\_\_  
 Age of heating system being replaced: \_\_\_\_\_ years

**Standard Air Source or Cold Climate Heat Pump**

Configuration:  Ducted  Ductless Project cost \$ \_\_\_\_\_  
 SEER2 \_\_\_\_\_ HSPF2 \_\_\_\_\_ ND only: SEER \_\_\_\_\_ HSPF \_\_\_\_\_

**Air-to-Water Heat Pump**

Configuration:  Ducted  Ductless Additional:  In floor heating **For Office Use Only: SRR 10.45 SRC 11.20**  
 SEER \_\_\_\_\_ COP @ A5W110 \_\_\_\_\_ Project cost \$ \_\_\_\_\_  
 Was a buffer tank with domestic water heating capabilities installed with the air-to-water heat pump?  
 Yes  No **If Yes**, what is the tonnage of associated AWHP unit: \_\_\_\_\_ kW of heating coils \_\_\_\_\_

**Geothermal Heat Pump**

COP \_\_\_\_\_ EER \_\_\_\_\_ **Check one:**  Closed loop  Open loop Project cost \$ \_\_\_\_\_  
**Check one:**  Water to air  Water to water  Direct exchange  
 Was a desuperheater option connected to provide domestic water preheating?  
 Yes  No **If Yes**, what is the tonnage of associated GHP unit: \_\_\_\_\_

**Air Conditioner and Heat Pump Minimum Qualifiers**

Type	MN Location	ND Location	SD Location
Air Conditioner	Energy Star or 15.2 SEER2	N/A	Energy Star or 15.2 SEER2
Standard Air Source Heat Pump	14.3 SEER2 / 7.5 HSPF2	N/A	14.3 SEER2 / 7.5 HSPF2
Cold Climate Heat Pump (CCHP)	DUCTLESS: 16 SEER2 / 9.5 HSPF2 DUCTED: 15.2 SEER2 / 8.1 HSPF2	On Dual Fuel, Deferred Load, or RDC rate and DUCTLESS: 10 HSPF or 9.5 HSPF2 DUCTED: 9 HSPF or 7.6 HSPF2	DUCTLESS: 16 SEER2 / 9.5 HSPF2 DUCTED: 15.2 SEER2 / 8.1 HSPF2
Air-to-Water Heat Pump (AWHP)	COP 1.7 @ A5W110	COP 1.7 @ A5W110 On Dual Fuel Rate	COP 1.7 @ A5W110
Geothermal Heat Pump (GHP)	Energy Star or qualifying COP and EER: Water to air-open 4.1 COP, 21.1 EER Water to air-closed 3.6 COP, 17.1 EER Water to water-open 3.5 COP, 20.1 EER Water to water-closed 3.1 COP, 16.1 EER Direct exchange 3.6 COP, 16 EER Single Unit ≥6 tons 3.1 COP, 13 EER	On Dual Fuel, Deferred Load, or RDC Rate	Energy Star or qualifying COP and EER: Water to air-open 4.1 COP, 21.1 EER Water to air-closed 3.6 COP, 17.1 EER Water to water-open 3.5 COP, 20.1 EER Water to water-closed 3.1 COP, 16.1 EER Direct exchange 3.6 COP, 16 EER Single Unit ≥6 tons 3.1 COP, 13 EER
Cold Climate, Air-to-Water, and Geothermal Heat Pumps on Energy Control	Additional rebate available when CCHP or GHP is served on Dual Fuel, Deferred Load, or RDC Rate; or when AWHP is served on the Dual Fuel Rate. Must meet ratings shown above.	Requirements as shown above.	Additional rebate available when CCHP or GHP is served on Dual Fuel, Deferred Load, or RDC Rate; or when AWHP is served on the Dual Fuel Rate. Must meet ratings shown above.

# Customer Rebate Application



Please read all information on this page before completing the form on pages one and two.

**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

- New 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 31st of the following calendar year or will not be accepted.
- A dated sales receipt specifying brand and model must be submitted with this rebate request. Bids, quotes, or purchase orders 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 controlled service rate application.
- Visit [otpc.com/WaysToSave](http://otpc.com/WaysToSave) or call our Idea Center at 800-493-3299 to verify program requirements.
- Accepted proof of efficiency, where applicable, includes an AHRI certificate or manufacturer specification sheet showing efficiency levels. Air conditioners and geothermal heat pumps may provide proof of 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 water heaters are not eligible for multiple Otter Tail Power Company program rebates. Use this form to request energy control related rebate. Use the appliance rebate form to request rebates in MN for units not subject to control.
- Standard Air Source, Cold Climate, and Air-to-Water Heat Pump rebates will not exceed 75 percent of project cost.
- Geothermal Heat Pump rebates will not exceed 50 percent of project cost.
- Pre-approval is required for Energy Control rebate if amount expected is \$10,000 or more.
- Acceptance of this application does not guarantee payment. You must meet rebate eligibility requirements.
- You will be notified if your application is not approved.
- Otter Tail Power Company is not responsible for inaccurate information supplied by equipment dealers or contractors.

**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 required equipment information
- Proof of efficiency levels, where required
- Your signature

<b>Send completed Customer Rebate Application and required documentation to:</b>
Rebates Otter Tail Power Company PO Box 496 Fergus Falls, MN 56538-0496 or email to <a href="mailto:Rebates@otpc.com">Rebates@otpc.com</a>

**If you are installing a new heating or cooling system you may also be eligible for our Smart Thermostat rebates. Visit our website at [otpc.com/SmartThermostats](http://otpc.com/SmartThermostats) or call our Idea Center at 800-493-3299 for more information and/or for rebate forms.**