

Eugene Water & Electric Board

Commercial Rebate Application Instructions

2018

Eugene Water & Electric Board's Commercial rebates are available to business customers 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. Rebates that total more than \$500 require pre-approval before installation. Rebate total cannot exceed 70% of the project cost. Maximum rebate amount is \$2,500. One (1) Rebate Application Form per facility (EWEB premise number) every 12 months. See Terms & Conditions.
3. Purchase and install qualifying product(s) between January 1, 2018 and December 31, 2018. Unless pre-approval is required, qualifying products must be installed before submitting the Application.
4. Complete the [Application Form](#).
 - a. Customer Information - page 1, section 1. Print your Business Name **as it appears on your EWEB bill**; Facility Address, Owner or Lessee and other required information.
 - b. Facility Information – page 1, section 1. Provide facility address, specific building use, square footage and daily hours of operation (**Typical Building Type/Hours Per Day**: Church 6; Convenience Store 18; Hotel/Motel Commons 24; Hotel/Motel Guest Rooms 4; Industrial – Lg 24; Industrial 2 Shifts 18; Manufacturing 1 Shift 8; Office Building 8; Restaurant 11; Retail (Food) 16; Retail (Non Food) 12; Shopping Strip Mall 13; Warehouse 10; Other Spaces = Estimated hours/dy)
 - c. Authorized Contact – page 1, section 1.
 - d. Payment Information - page 1, section 2. Business Representative 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.
 - e. Rebate Product Information - page 1, section 3. Complete all required fields, including EWEB Code Number, Manufacturer, and Product/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.
 - f. For lighting projects, please read the [Commercial Lighting Requirements](#) to verify all products qualify. Also, a [Lighting Waste Disposal Form](#) needs to be completed and submitted, along with a copy of the Bill of Lading.
5. Terms and Conditions – page 2, Section 4. Please read the Terms and Conditions on the [Application Form](#).
6. Customer Signature - page 2, section 5. Please read the Customer Certification statement and put a check mark in all of the boxes above the signature line. By signing the form, you are verifying that you are the authorized customer and all of the information is true and you are confirming payment arrangements
7. Mail, email or fax the completed [Application Form](#) and other required documentation with proof of purchase (including an itemized invoice) to: business.rebates@eweb.org or Fax#541-685-7303 or mail to Eugene Water & Electric Board, Customer Solutions at P.O. Box 10148, Eugene, Oregon 97440. If you have any questions about this process please log on to www.eweb.org/saveenergy or call Customer Solution Services at 541-685-7676.