



*Let's turn the answers on.*

## **Acceptable Forms of Proof of Payment**

When applying for Weatherization and HVAC incentives through the Home Energy Savings program, valid proof of payment is required and must be submitted with the incentive application and invoice. Proof of payment is defined as third party documentation of how the product or service was paid for.

The following pages include descriptions and examples of program-accepted proof of payment options. If you have any questions, please call the customer hotline at (800) 942-0266.

Proof of payment examples start on page 2.

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If you paid with a **CHECK** – please submit one of the following:

**Copy of canceled check**

- Can be obtained online or from your bank.
- Must include both front and back of check.
- Check total must match invoice total.
- Please feel free to black out any sensitive information (such as your account number).

Customer Name 1000  
123 Anywhere Street Date 1/1/2011  
City, State 12345

Pay to the Contractor Company \$ 1000.00  
order of One thousand dollars and 00/100 Dollars

My Bank  
City, State 1234

Memo HES Services *Customer Signature*

1000 00012345678

009876543  
TRUNCATE BANK  
CHARLOTTE, N.C. 28203  
1799429335

>001234567<10/29/2004  
6704729122

FOR DEPOSIT ONLY  
DEPOSIT BANK NATIONAL  
ACCOUNT 1234567890123  
FAIRHIRE MORTGAGE CO.

0012345674  
DEPOSIT BANK NATIONAL  
PHILADELPHIA PA 191020004  
6704729122

**Copy of bank statement showing cleared check**

- Can be obtained online or from your bank.
- Statement must show check # and amount has cleared account.
- Please feel free to black out any sensitive information (such as your account number or unrelated purchases).

My Bank  
123 Anywhere Street  
Anywhere, UT 12345

**Bank Statement**  
Account Number [REDACTED]

**Statement January 2011**

Checking Account 01/01/2011 to 01/31/2011

Date	Description	Withdrawals	Deposits	Balance
1/1	Transfer from Savings Account		\$500.00	\$2,500.00
1/1	Check #1000	\$1,000.00		\$1,500.00
1/15	USPS Electronic Purchase	\$25.00		\$1,475.00
1/22	Credit Card Payment	\$75.00		\$1,400.00

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If you paid with a **CREDIT CARD** – please submit one of the following:

**Copy of credit card charge slip**

- Charge total must match invoice total.
- Charge slip must include an authorization or approval code to show the charge was processed.

**SAMPLE RECEIPT**

555 S Raystreet  
Austin, TX 78745  
555-555-5555

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STORE: 0003      REGISTER: 001  
CASHIER: KATIE  
ASSOCIATE: 000000

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CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION  
STORE : 00032  
REGISTER : 001  
DATE : 12/31/2005  
NUMBER : 5194

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SUBTOTAL	\$500.00
SALES TAX	
TOTAL	\$500.00

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AMOUNT TENDERED      \$500.00  
 Visa

ACCT: \*\*\*\*\*1234  
 EXP: \*\*\*\*\*  
 APPROVAL: 999999  
 CARDHOLDER: JANE SMITH

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TOTAL PAYMENT  
 Transaction: 52858      1/8/2006 2:40 PM

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CARDHOLDER SIGNATURE:  


THANK YOU FOR SHOPPING WITH US  
WE APPRECIATE YOUR BUSINESS

**Copy of credit card statement**

- Can be obtained online or from a paper statement.
- Statement must show total invoice amount has been charged to credit card.
- Please feel free to black out any sensitive information (such as your account number or unrelated purchases).

My Credit Card  
123 Anywhere Street  
Anywhere, UT 12345

**Statement of Personal Credit Card Account**

Statement Closing Date  
1/31/2011

Credit Available      \$2,125.00  
 Minimum Payment Due      \$50.00

Reference Number	Sold	Posted	Activity Since Last Statement	Amount
43210987	1/3	1/13	Payment, Thank You	-\$75.00
11234567	1/12	1/13	HVAC Contracting & Equipment	\$1,000.00
78901234	1/14	1/17	Sports Bar	\$45.00
45678901	1/16	1/18	Starbucks	\$8.50
32109876	1/22	1/23	Transaction Fees	\$3.00



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If you **FINANCED** the equipment or service, please submit:

**Copy of finance agreement**

- Total amount financed.
- Terms and conditions of agreement.
- Customer and contractor signatures.

Company  
 123 Anywhere Street  
 Anywhere City, ST 12345  
 Phone 123-456-7890  
 Fax 123-456-7890  
 E-mail company@e-mail.com

**Finance Agreement**

**Total Amount Financed:** \$ 1000

**Terms and Conditions**

By signing this Finance Agreement, the Customer:

- Assumes the responsibility of all fees associated with collections or legal action

By signing this Finance Agreement, the Contractor:

- Certifies that the service performed is compliant with Home Energy Savings program requirements
- Agrees to the financing terms outlined above
- Agrees to waive the portion of the invoice balance that was to be financed in the event the incentive is not paid by the Home Energy Savings program

**Customer Information**

Customer Name:	Customer Name
Customer Signature:	<i>Customer Signature</i>
Date:	1/1/12

**Contractor Information**

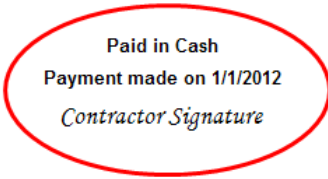
Contractor Name:	Customer Name
Contractor Signature:	<i>Contractor Signature</i>
Date:	1/1/12



Let's turn the answers on.

If you **PAID IN CASH** for the equipment or service, please submit:

- Copy of itemized invoice marked "Paid in Cash" including:**
- Trade ally signature verifying the payment.
  - Total amount paid.
  - Date the payment was made.

<b>Insulation Company</b>		<b>INVOICE</b>	
1234 Anywhere Street Anywhere, USA 12345 Phone 123-456-7890 Fax 123-456-7890		DATE: January 1, 2012	INVOICE # 100
<b>Bill To:</b> Insulation Customer 1234 Anywhere Street Anywhere, USA 12345 123-456-7890		FOR: <i>Insulation Incentives</i>	
DESCRIPTION	AMOUNT		
Installed attic insulation (blown fiberglass) Previous R-value R-18 R-value installed R-30 Square footage installed 1500 @ \$0.80/sq ft Installation date 1/1/2011	\$1,200		
			
<b>Total</b>	\$1,200.00		
<b>Amount Paid</b>	\$1,200.00		
<b>Amount Financed</b>	\$0.00		
<b>Total Due</b>	\$0.00		