



Let's turn the answers on.

### Utah HVAC Required Documents

Equipment Purchases and Services	Application, Invoice & Proof of Payment	Tune-up Worksheet	Duct Sealing and Insulation Worksheet
Central air conditioner tune-up	✓	✓	
Heat pump tune-up	✓	✓	
Duct sealing and duct insulation	✓		✓

### Things to Remember

- Incentive applications and required documents must be received within 90 days of purchase, installation or completed service.
- Incentive checks are issued within 45 days of receipt of the completed and approved incentive application.
- Incentive processing will be delayed if incentive application has missing information or if any required documents are incomplete or missing.

### Contact Information

- Customer hotline (800) 942-0266
- Contractor hotline (800) 942-0287
- Mail Rocky Mountain Power Home Energy Savings program  
1407 W. North Temple  
Salt Lake City, UT 84116
- Fax (800) 687-6176
- Web [www.rockymountainpower.net/hes](http://www.rockymountainpower.net/hes)
- Customer E-mail [HESHVAC@peci.org](mailto:HESHVAC@peci.org)
- Contractor E-mail [HESTradeAlly@peci.org](mailto:HESTradeAlly@peci.org)

### Incentive Application

- Completed by customer and contractor.
- Incentive applications are available online or by calling the customer hotline at (800) 942-0266.
- Click on the link below to download the incentive application:
  - [HVAC Incentive Application](#)

### Invoice

- Contractor invoice or itemized receipt must include a description of qualified service, itemized costs, and purchase and service dates.



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### **Proof of Payment**

- Proof of payment is third-party documentation that the product or service was paid for. The proof of payment submitted must match the total on the invoice.
  - Payments made by **check** require one of the following: 1) copy of canceled check or 2) bank statement showing full payment.
  - Payments made by **credit card** require one of the following: 1) charge receipt or 2) credit card statement showing full payment.
  - Payments **financed** require a signed finance agreement that includes:
    - Customer and contractor name and signature.
    - Amount financed.
    - Terms and conditions.

### **Program Tune-up Worksheet**

- Tune-up worksheets verify and capture data related to system air flow and refrigerant charge.
- Program worksheet must be completed by a program qualified contractor.
- Program worksheets are available by calling the contractor hotline at (800) 942-0287 or by e-mailing [HESTradeAlly@peci.org](mailto:HESTradeAlly@peci.org).

### **Program Duct Sealing and Insulation Worksheet**

- Duct sealing and insulation worksheet verifies and captures data related to CAZ tests, duct leakage tests, and home and installed insulation data.
- Program worksheet must be completed by a program qualified contractor.
- Program worksheets are available by calling the contractor hotline at (800) 942-0287 or by e-mailing [HESTradeAlly@peci.org](mailto:HESTradeAlly@peci.org).