



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



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

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

CUSTOMER RECEIPT COPY

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

SUBTOTAL \$500.00
SALES TAX
TOTAL \$500.00

AMOUNT TENDERED \$500.00
VISA
ACCT: *****1234
EXP: *****
APPROVAL: 999999
CARDHOLDER: JANE SMITH

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

CARDHOLDER SIGNATURE:
Jane Smith

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

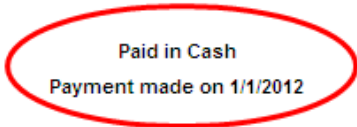
Contractor Name:	Customer Name
Contractor Signature:	<i>Contractor Signature</i>
Date:	1/1/12



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

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

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