



Let's turn the answers on.

Thank you for being wattsmart and making your home more energy-efficient.

Please find directions below on how to complete your incentive application. If approved, the incentive check will be issued to the primary name on the utility account. Incentive checks are issued within 45 days of receipt of your completed and approved application.

Please make a copy for your records and submit completed application and required documents **within 90 days of equipment purchase, completed installation or service date to:**

Pacific Power - Home Energy Savings program
100 S.W. Main Street, Suite 1600, Portland, OR 97204

Need help? Call 1-800-942-0266 or visit our website at pacificpower.net/hes

HVAC Checklist

Equipment and Services	Incentive Application Itemized Invoice Proof of payment W-9 for Multi-Family	AHRI Certificate	Program Checklist/ Worksheet
<i>Equipment</i>			
Central air conditioner	✓	✓	
Heat pump upgrade	✓	✓	
Heat pump conversion	✓	✓	
Single-head ductless heat pump	✓	✓	
Heat pump water heater	✓		✓
<i>Services</i>			
Central air conditioner best practices installation	✓	✓	✓
Heat pump best practices installation	✓	✓	✓
Heat pump tune-up	✓		✓
Duct sealing and duct insulation	✓		✓

Required for All Applications

Incentive Application

- Incentive applications are available online at pacificpower.net/hes or by calling the customer hotline at (800) 942-0266.
- Applications are completed and signed by both the customer and the trade ally.

Itemized Invoice

- HVAC itemized receipt/trade ally invoice must include:
 - o Description of qualified product or service (include all equipment model numbers)
 - o Itemized costs
 - o Purchase, completed installation or service date

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.
- See examples of [program-accepted proof of payment options](#).

Copy of completed W-9 (for multi-family applications only)

- A completed W-9 is required for multi-family applications where the name on the account is a business.
- Note: The program has additional requirements for multi-family installations (five or more attached units). Please contact the program at 1-800-942-0266 for additional multifamily requirements including the mandatory pre-qualification process.

Additional Required Documentation

AHRI Certificate

- AHRI certificates are used to verify the equipment efficiency including SEER, EER and HSPF ratings.
- Contractors/customers can determine the AHRI number for equipment, verify efficiency specs and print out a certificate at ahridirectory.org

Program Checklist/ Worksheet

- Depending on the incentive requirements a program checklist or worksheet may be required and must be completed by a participating or qualified program trade ally.
- Program trade allies must request these documents by e-mailing HESTradeAllyPP@pacificpower.net or calling 1-800- 942-0287.