



Residential Programs

Invoice Requirements

Important: Invoices must list the customer as the “Bill to” party; invoices listing Tacoma Power will NOT be accepted.

To ensure timely reimbursement, all customer invoices must include the following:

1. Installation date
2. Correct dollar amount and sales tax percentage for the address being served. To find the correct tax rate, please visit <https://dor.wa.gov/find-taxes-rates/sales-and-use-tax-rates/local-sales-and-use-tax>: List the tax rate used.
3. Match the “Conservation Measure” total (including tax) on the “Notice to Proceed” for ALL rental property projects and owner occupied loans, grants and/or rebates.
4. Tacoma Power rebate amount (subtracted **after** tax)
5. Total amount of manufacturer rebates and/or discounts
6. Final adjusted cost to the customer
7. List the tax rate used

REQUIRED CUSTOMER INFORMATION	REQUIRED CONTRACTOR INFORMATION
<ul style="list-style-type: none"> • Property owner’s full name • Installation address, city and zip code 	<ul style="list-style-type: none"> • Name of company • Address, city and zip code

PROJECT/EQUIPMENT INFORMATION (LIST ITEMIZED COSTS)

Weatherization	Thermostat
<ul style="list-style-type: none"> • Cost for each area insulated (i.e. ceiling, wall, and floor). Include corresponding square footage for each area • Cost for replacement windows. Include corresponding square footage • Window permit cost 	<ul style="list-style-type: none"> • Thermostat cost • Equipment manufacturer • Model number installed • Quantity installed
Heating equipment	Duct sealing
<ul style="list-style-type: none"> • Cost for heat pump • Cost for electrical and mechanical permit(s) • Equipment manufacturer • Model number(s) for heat pumps (both indoor and outdoor unit model numbers are required) • AHRI certified reference number • For broken heat pump replacement, include model number of broken heat pump, or photo of broken heat pump nameplate with heat pump ID number 	<ul style="list-style-type: none"> • Cost for duct sealing • Itemize additional repair costs • Itemize cost for duct insulation

PLEASE SEND DOCUMENTS TO TACOMA POWER CUSTOMER ENERGY PROGRAMS:

Mail:
Tacoma Power
ATTN: CEP – Main Floor
3628 S. 35th Street
Tacoma, WA 98409-3192

Email:
rconservation@cityoftacoma.org

Fax:
(253) 502-8572

For questions, please call: (253) 502-8363 or email: rebates@cityoftacoma.org