



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.
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:
rebates@cityoftacoma.org

Fax:
(253) 502-8572

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