



# 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"> <li>Property owner’s full name</li> <li>Installation address, city and zip code</li> </ul>	<ul style="list-style-type: none"> <li>Name of company</li> <li>Address, city and zip code</li> </ul>

**PROJECT/EQUIPMENT INFORMATION (LIST ITEMIZED COSTS)**

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

**PLEASE SEND DOCUMENTS TO TACOMA POWER CUSTOMER ENERGY PROGRAMS:**

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

**Email:**  
[rconservation@cityoftacoma.org](mailto:rconservation@cityoftacoma.org)

**Fax:**  
(253) 502-8572

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