



Please submit applications to:
Residential Energy Rebate Program
 Department of Finance
 Tax Administration Division
 P.O. Box 6010
 32 Queensway
 Grand Falls-Windsor, NL A2A 0B9
 Fax: (709) 292-4214
 ResidentialEnergyRebate@gov.nl.ca

RESIDENTIAL ENERGY REBATE PROGRAM BULK VENDOR REIMBURSEMENT APPLICATION FORM

Application Information / Instructions

- Please complete the form in full. An incomplete form may result in the form being returned and payment being delayed.
- If the application meets all requirements, applicants should receive payment within 15 working days.
- An application for reimbursement must be received by the Department of Finance within 36 months of the date of supply.
- An application for reimbursement should be filed in accordance with approved individual supplier filing frequency arrangements with Department of Finance.
- Additional applications are available by calling 1-877-729-6376 toll free, or by email at ResidentialEnergyRebate@gov.nl.ca or on the website at www.gov.nl.ca/fin/energyrebate.

Privacy Notice

Information required in this application is collected under the authority and for the administration of the *Revenue Administration Act*. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy Act*. For inquiries please call 1-877-729-6376.

Part 1 – Applicant Information

Please print all information in BLOCK LETTERS. Please complete in full.

Company Legal Name	_____			
Energy Rebate Vendor # <small>(provided as part of the Supplier Set Up and Maintenance)</small>	_____			
Canada Revenue Agency Business Number (BN#)	_____			
Contact Person	_____			
	Last Name	First Name		
Email Address <small>(For confirmation of direct deposit)</small>	_____			
Mailing Address	_____			
	Apt / Street Number	Street Name	P.O. Box	R.R. #
	_____		_____	
	City	Province	Postal Code	

Telephone Number	() _____			
Fax Number	() _____			

Part 2 – Claim Information

Applications must be filed in accordance with timeframes approved by Department of Finance.

Claim Period

Period From

(earliest purchase date in batch)

y	y	y	y	m	m	d	d

Period To

(last purchase date in batch)

y	y	y	y	m	m	d	d

Number of Transactions Covered by this Application _____

Types of Energy

(Check all that apply and provide amount of energy supplied)

<input type="checkbox"/> Oil (furnace / stove) _____ litres	<input type="checkbox"/> Propane _____ litres	<input type="checkbox"/> Electricity _____ KWHs
---	---	---

Pre-Tax Residential Sales

Total Residential Sales Prior to HST in this claim \$ _____

Eligible Amount Calculation

A Total Reimbursement Claimed \$ _____
 (Rebates issued at 8% of pre-HST residential sales)

B Bad Debt Amount (-) \$ _____
 (Recovery of HST)

C Adjustment Amount * (+/-) \$ _____

D Total Amount Claimed (**A - B +/- C**) \$ _____
 (Net of Bad Debt and Adjustments)

* Please indicate nature of adjustment

Timing Difference
 Re-Billing
 Other** _____

** If more space is required, please attach additional documentation.

Part 3 – Application Declaration

We are unable to process this form if it is unsigned.

I hereby certify that:

- The information contained in this application is, to the best of my knowledge, true, complete and correct in every respect.
- I am a duly authorized official or agent of the applicant.
- The energy sources sold and covered by this claim were for residential purposes only.
- This amount was not previously claimed.
- All relevant documents are available for inspection and/or audit upon request of the Department of Finance, Government of Newfoundland and Labrador.

Company Official's / Agent's Name (Please Print)

Official's / Agent's Position / Title

X

Official's / Agent's Signature

Date

Part 4 – Supplier Set Up and Maintenance & Direct Deposit

If this is your first claim for reimbursement, you must also complete the *Supplier Setup and Maintenance* Form. This form is necessary regardless of form of payment (cheque or electronic deposit) but will also be used to process direct deposit payments. Please request this form from the Department of Finance, or access it on the website at www.gov.nl.ca/fin/energyrebate

Direct deposit is completely confidential. Direct deposit payments are less likely to be lost, stolen, or damaged as may happen with cheques. Funds for a direct deposit payment will be available in your account on the same day that we would have mailed your cheque. This means that you will have access to your payments earlier.