



For Office Use Only

File # \_\_\_\_\_

## RESIDENTIAL ENERGY REBATE PROGRAM CONSUMER REIMBURSEMENT APPLICATION FORM

### **Application Information / Instructions**

- The Residential Energy Rebate applies only to the 8% provincial portion of the HST that you paid when purchasing home energy products. The rebate does not apply to the federal portion of HST paid.
- The Residential Energy Rebate only applies to eligible energy purchases and does not apply to equipment, maintenance, repair or emergency service call costs or similar charges or costs.
- Please complete the form in full. An incomplete form may result in the form being returned and payment being delayed.
- Please attach all invoices and/or receipts to be included in your claim.
- Receipts or invoices must show the following information:
  - HST registrant number of the supplier
  - Date of purchase
  - Receipt number
  - HST paid
  - Energy type purchased (e.g. wood, wood pellets, furnace oil, kerosene, propane, etc)
- Applications meeting all requirements should be processed within 10 weeks of when they are received by the department.
- Rebates must total \$50.00 or more (minimum of \$625 in energy purchased before HST) or cover a period of 12 or more months.
- An application for reimbursement must be received by the Department of Finance within 36 months of the date of purchase.
- Applicants must submit a separate application for each residential property.
- Additional applications are available by calling 1-866-990-3444 toll free, by email ResidentialEnergyRebate@gov.nl.ca, or online at: [www.gov.nl.ca/fin/energyrebate](http://www.gov.nl.ca/fin/energyrebate).
- Please submit completed applications and invoices/receipts to:

Residential Energy Rebate Program  
Department of Finance  
Tax Administration Division  
P.O. Box 6010  
32 Queensway  
Grand Falls-Windsor, NL A2A 0B9

### **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 1-866-990-3444.

**Part 1 – Applicant Information**

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

<b>Applicant Name</b>	Last Name	First Name	Middle Name
<b>Social Insurance Number</b>			
<b>Phone Number</b>	(      )		
<b>Email Address</b> (if available)			
<b>Civic Address of Property</b>	Apt / Street Number		Street Name
	City	Province	Postal Code
<b>Mailing Address</b> (if different)	P.O. Box Number		R.R.#
	City	Province	Postal Code

**Part 2 – Claim Information**

Please attach invoices and/or receipts.

<b>Claim Period</b>																																	
<b>Period from</b> (earliest purchase date)	<b>Period to</b> (last purchase date)																																
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<b>Please complete the following table for each purchase claimed and attach corresponding receipts.</b>																																	
Ex	Energy Type	Receipt Date	Supplier	Receipt #	Amount (before HST)																												
	<i>Furnace Oil</i>	<i>October 1, 2011</i>	<i>Oil Co. Ltd.</i>	<i>123</i>	<i>\$500.00</i>																												
1.																																	
2.																																	
3.																																	
4.																																	
5.																																	
6.																																	
7.																																	
8.																																	
9.																																	
10.																																	
11.																																	
12.																																	
<b>Subtotal</b>					\$																												
					x 0.08																												
<b>Rebate Claimed</b>					\$																												

Do you want your original receipts returned?

Yes

No

**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 the person described on this application and I am entitled to the amount claimed.
- The amounts claimed on this application are in respect of energy consumed at the residence identified above.
- The energy sources sold and covered by this claim were for residential purposes only.
- This amount was not previously claimed.
- All invoices / receipts are attached.

**X**

Applicant's Signature

Date

**Note: It is a serious offence to make a false application for this rebate and may result in criminal charges and/or a fine.**

I hereby authorize the Department of Finance to access relevant information from my personal income tax return as filed with the Canada Revenue Agency, to verify my eligibility for the Residential Energy Rebate.

**X**

Applicant's Signature

Date

Applicant's Spouse's Name (Please Print)

Applicant's Spouse's SIN #

**X**

Applicant's Spouse's Signature

Date

**Part 4 – Supplier Set Up & Maintenance and Direct Deposit**

If you are claiming this rebate for the first time for energy products other than furnace oil, stove oil or propane that has been delivered directly to your residence, 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](http://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.