

# **Air Source and Geothermal Heat Pump Application**

Applications will only be processed if fully completed and signed. It is the homeowner's responsibility to ensure the contractor completes the contractor checklist. **MEAN Preauthorization is required prior to installation or no incentive will be paid.** Email form (with Sections 1-3 below completed) along with a completed IRS Form W-9 for the Homeowner to Mandy Hansen at ahansen@nmppenergy.org to obtain MEAN Preauthorization signature.

1.	Homeowner Name:		Electric Utility:			
	Mailing Address, City, State, Zip:		Phone #:			
	Installation Address, City, State & Zip:		Utility Account #:			
2.	Name of HVAC Contractor:		Tax ID #:			
		Phone #:				
3. Equipment: Mfr.: Heat Pump Model #: Furnace or Coil		Furnace or Coil ID #	:			
	Tons: Backup Heat: Electric					
	Type of Installation: ☐ New Construction	□A/C to Heat Pump □Ex	isting Heat Pump to Ne	w Heat Pump		
1	TYPE OF HEAT PUMP	INCENTIVE CRITERIA		INCENTIVE AMOUNT		
[	☐ Ductless Mini split	15+ SEER, 12.5 EER, 8.5 HSPF		\$400		
	☐ Ductless Mini split	Variable Capacity (inverter dr	riven)*	\$600		
_[	☐ Ductless Mini split (multi heads, 3 ton or greater)	Variable Capacity (inverter dr	iven)*	\$1,200		
_[	☐ Air Source	15-15.9 SEER, 12.5 EER, 8.5 H	SPF	\$400		
[	☐ Air Source	16-17.9 SEER, 12.5 EER, 8.5 H	SPF	\$750		
_[	☐ Air Source	18+ SEER, 12.5 EER, 8.5 HSPF		\$1,000		
_[	☐ Air Source	Variable Capacity (inverter dr	iven)*	\$1,000		
	☐ Geothermal (water to air or water to water, 1 or 2 stages)	Any EER		\$2,400		
[	☐ Geothermal (water to air or water to water, variable capacity)	35+ EER, 5.0+ COP in GLHP (p column of AHRI/Energy Star (		\$3,000		
	Signature	Date				
5.	Contractor Checklist:					
<ul> <li>□ Manufacturer's required start-up testing completed □ Ductwork reviewed for issues &amp; discussed w/homeowned operate heat pump a minimum of 10 minutes (heat pump mode only) and record the following for each indoor Air Source: (Measure a minimum of 2 indoor units for multi head systems)</li> <li>Heating □ or Cooling □; Supply Air Temp: °F Return Air Temp: , °F</li> <li>Water to Air: (Measure pressure difference (DP) to determine flow rate (gpm) from manufacturer's data)</li> <li>Heating □ or Cooling □; Supply Air Temp: °F Return Air Temp: °F</li> <li>Entering Source Temp= °F Leaving Source Temp= °F</li> </ul>						
	Water to Water: (Measure pressure difference Entering Source Temp=°F Leavin Entering Load Temp=°F Leavin	g Source Temp=°F	Flow Source Rate=_	gpm		
6.	☐AHRI Certificate is attached (required for all					
7.	I acknowledge that this installation is in comp Homeowner:	liance with program guideline				
	Print Name Contractor:	Signa	ature	Date		
	Print Name	Signa	ature	Date		
8.	<b>Electric Utility Installation Verification</b> (please City Authorized Representative:	verify approval of incentive pa	ayment):			
	Print Name	Signa	ature	Date		

# MEAN HIGH EFFICIENCY HEAT PUMP PROGRAM APPLICATION PROCESS

- Review program description, application, and terms & conditions.
- Retain a licensed contractor and complete the Sections 1-4
  of the Application on the front of this page (including
  obtaining a signature for project preauthorization from
  MEAN staff) prior to installation.
- Once project has been authorized by MEAN, have licensed contractor perform installation and required checklist items required on the Application.
- Finish the application process with contractor's and homeowner's signatures and submit to your local electric utility for approval along with proof of purchase of materials (must be new equipment).
- Pending city's approval, incentive payment will be processed within 4-6 weeks and sent to the homeowner.

#### **TERMS AND CONDITIONS**

#### **Limits and Exclusions:**

- Total incentive payment limited to \$3,000 per residential customer (homeowner) per MEAN Fiscal Year (April 1 -March 31).
- Equipment must be purchased and installed before incentive payment is issued.
- Exceptions will be handled on a case-by case basis.

#### **Incentive Payment Requirements:**

- No incentive payment will be provided without prior MEAN preauthorization on the Heat Pump Program application.
- No incentive payment will be provided without the submittal of fully completed Heat Pump Program application signed by the owner, installing contractor and electric utility authorized representative after installation is completed.
- Homeowner must complete and submit IRS Form W-9.
- Installation must occur and application materials must be submitted within 90 days following preauthorization
- confirmation.
   Please allow 4-6 weeks to receive incentive payment.

   Submitting an application with incomplete or missing information may delay processing of the payment.
- Incentive payment will be remitted to the homeowner listed on the application and W-9 Form.

#### **General Terms & Conditions:**

- Incentive payments will be disbursed on a first come, first serve basis and are subject to eligibility and availability of funds. Incentive payment program subject to change or terminate without notice.
- Incentive payment only applies to equipment/services purchased/rendered after June 1, 2021.
- MEAN reserves the right to verify all sales transactions and inspect all projects prior to and after installation.
- Equipment must be new, installed and operated at the homeowner's premise and located in the MEAN Member electric service territory.
- Falsifying any information will lead to cancellation of this and further incentive payment applications and a claim by MEAN for the return of any incentive payment.
- MEAN is not responsible for any tax liability imposed on the homeowner as a result of the energy efficiency incentive payment.

- MEAN does not endorse nor warrant any particular manufacturers, products, or system designs in promoting this program. Equivalent products must be pre-approved by MEAN before incentive payment will be made.
- The homeowner/contractor agrees that each measure complies with all federal, state, and local safety, building, electrical, and environmental codes. All products must be UL-listed and installed per manufacturer's instructions.
- The homeowner/contractor is responsible for the proper disposal and/or recycling of any waste generated as a result of this project.
- MEAN reserves the right to publicize your participation in this program unless otherwise notified in writing.
- MEAN does not guarantee any equipment or energy savings.

#### **Heat Pump Requirements:**

- All heat pumps must be permanently installed in a residential single-family dwelling and primarily used for space heating. A mobile home must be on a permanent foundation.
- Qualifying equipment is AHRI listed with an indoor and outdoor unit combination that meets the minimum requirement of 15.0 Seasonal Energy Efficiency Ratio (SEER), 12.5 Energy Efficiency Ratio (EER), and 8.5 Heating Seasonal Performance Factor (HSPF). This is the minimum efficiency level for the incentive.
- The incentive payment will be paid to the owner of a residence after the equipment is installed and operating. The application form must then be signed by both the contractor and the homeowner. The application will then be submitted to the homeowner's electric utility for verification/signature.
- The incentive payment to the homeowner will come directly from MEAN for qualifying systems that have been verified by the local electric utility.
- Multifamily structures that are separately metered will be considered residential, thus requiring separate applications.
- In those cases where combinations of two or more heat pumps are installed in the same house, both or all are eligible for the full incentive amount.
- To be eligible for an incentive, a cottage/cabin must be heated during the winter months of October through May.
- If electricity is the primary source of heat for a residence, the use of solar panels, wood stove or fireplace will not affect the eligibility for an incentive payment.
- Additions and supplemental systems are not eligible for incentive payments unless they are large enough for their own dedicated heating and cooling system.
- Package Terminal Heat Pumps (PTHPs) are not eligible.

Contact Mandy Hansen, Supervisor of Member Services with any questions.

ahansen@nmppenergy.org (402) 474-4759





## **Request for Taxpayer Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.						
	2 Business name/disregarded entity name, if different from above						
page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Che following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):					
e. ins or	Individual/sole proprietor or C Corporation S Corporation Partnership single-member LLC	☐ Trust/estate	Exempt payee code (if any)				
t de la compa	Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partners						
Print or type. See Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member ow LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the or another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any)					
	Other (see instructions)		(Applies to accounts maintained outside the U.S.)				
		Requester's name a	nd address (optional)				
	6 City, state, and ZIP code						
	7 List account number(s) here (optional)						
Par	t I Taxpayer Identification Number (TIN)						
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avo	oid Social sec	urity number				
reside	up withholding. For individuals, this is generally your social security number (SSN). However, for ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get</i>	] - [ ] - [ ]					
TIN, la	ater.	or					
	If the account is in more than one name, see the instructions for line 1. Also see What Name a	nd Employer	identification number				
Numb	per To Give the Requester for guidelines on whose number to enter.		-				
Par	t II Certification						
Unde	r penalties of perjury, I certify that:						
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for a n not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) rvice (IRS) that I am subject to backup withholding as a result of a failure to report all interest o longer subject to backup withholding; and	I have not been no	otified by the Internal Revenue				
3. I ar	m a U.S. citizen or other U.S. person (defined below); and						
4 The	PATCA code(s) entered on this form (if any) indicating that I am exempt from EATCA reporting	n is correct					

The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

Sign Here	Signature of	Date ▶						
other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.								
acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments								

# **General Instructions**

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

### **Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,