

# 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](mailto: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 #:** \_\_\_\_\_  
 Business Address, City, State, Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_
- 3. Equipment:** Mfr.: \_\_\_\_\_ Heat Pump Model #: \_\_\_\_\_ Furnace or Coil ID #: \_\_\_\_\_  
 Tons: \_\_\_\_\_ Backup Heat: Electric \_\_\_\_\_ (kW), or Fossil Fuel \_\_\_\_\_ (Btuh)  
 Type of Installation:  New Construction  A/C to Heat Pump  Existing Heat Pump to New Heat Pump

TYPE OF HEAT PUMP	INCENTIVE CRITERIA	INCENTIVE AMOUNT
<input type="checkbox"/> Ductless Mini split	15+ SEER, 12.5 EER, 8.5 HSPF	\$400
<input type="checkbox"/> Ductless Mini split	Variable Capacity (inverter driven)*	\$600
<input type="checkbox"/> Ductless Mini split (multi heads, 3 ton or greater)	Variable Capacity (inverter driven)*	\$1,200
<input type="checkbox"/> Air Source	15-15.9 SEER, 12.5 EER, 8.5 HSPF	\$400
<input type="checkbox"/> Air Source	16-17.9 SEER, 12.5 EER, 8.5 HSPF	\$750
<input type="checkbox"/> Air Source	18+ SEER, 12.5 EER, 8.5 HSPF	\$1,000
<input type="checkbox"/> Air Source	Variable Capacity (inverter driven)*	\$1,000
<input type="checkbox"/> Geothermal (water to air or water to water, 1 or 2 stages)	Any EER	\$2,400
<input type="checkbox"/> Geothermal (water to air or water to water, variable capacity)	35+ EER, 5.0+ COP in GLHP (partial load column of AHRI/Energy Star Certificate)	\$3,000

\* Provide documentation that shows manufacturer, model number and that states the equipment is "inverter driven"

**4. MEAN Preauthorization (must be completed prior to installation):**

\_\_\_\_\_  
 Signature Date

**5. Contractor Checklist:**

- Manufacturer's required start-up testing completed  Ductwork reviewed for issues & discussed w/homeowner  
 Operate heat pump a minimum of 10 minutes (heat pump mode only) and record the following for each indoor unit:

**Air Source:** (Measure a minimum of 2 indoor units for multi head systems)

Heating  or Cooling ; Supply Air Temp: \_\_\_\_\_, \_\_\_\_\_ °F Return Air Temp: \_\_\_\_\_, \_\_\_\_\_ °F

**Water to Air:** (Measure pressure difference (DP) to determine flow rate (gpm) from manufacturer's data)

Heating  or Cooling ; Supply Air Temp: \_\_\_\_\_ °F Return Air Temp: \_\_\_\_\_ °F

Entering Source Temp= \_\_\_\_\_ °F Leaving Source Temp= \_\_\_\_\_ °F Flow Source Rate= \_\_\_\_\_ gpm

**Water to Water:** (Measure pressure difference (DP) to determine flow rate (gpm) from manufacturer's data)

Entering Source Temp= \_\_\_\_\_ °F Leaving Source Temp= \_\_\_\_\_ °F Flow Source Rate= \_\_\_\_\_ gpm

Entering Load Temp= \_\_\_\_\_ °F Leaving Load Temp= \_\_\_\_\_ °F Load Flow Rate= \_\_\_\_\_ gpm

**6.  AHRI Certificate is attached** (required for all installations) AHRI #: \_\_\_\_\_

**7. I acknowledge that this installation is in compliance with program guidelines.**

Homeowner: \_\_\_\_\_  
 Print Name Signature Date

Contractor: \_\_\_\_\_  
 Print Name Signature Date

**8. Electric Utility Installation Verification** (please verify approval of incentive payment):

City Authorized Representative: \_\_\_\_\_  
 Print Name Signature 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@nmpenergy.org](mailto:ahansen@nmpenergy.org)  
(402) 474-4759



# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments 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.

<b>Sign Here</b>	Signature of U.S. person ►	Date ►
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**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](http://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 taxpayer 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, later.