



# BOILER TUNE-UPS

## For school and government customers

Keep your facility's space heating equipment running at its highest efficiency by performing regular maintenance and tune-ups. Stay up to date on preventative maintenance such as:

- Cleaning burner units, combustions chamber and boiler tubes
- Sealing/resealing the combustion chamber
- Recalibrating the boiler and checking the combustion air-to-fuel ratio

Get your boiler tune-up today and start enjoying the improved comfort and control of your facility this heating season.

### Enrollment process

1

#### BEFORE YOU APPLY:

##### Verify customer eligibility:

- Confirm natural gas utility participates in Focus on Energy at [focusonenergy.com/utilities](http://focusonenergy.com/utilities).

##### You will need the following information:

- Utility Account Numbers
- Tax ID Number
- Review the Participation Requirements.
- Review the Terms and Conditions at [focusonenergy.com/terms](http://focusonenergy.com/terms).
- Need help? Call us at 888.623.2146 or contact your Energy Advisor ([focusonenergy.com/ea-map](http://focusonenergy.com/ea-map)).

2

#### WHAT YOU'LL NEED:

- Invoice showing **proof of service MUST include:**
  - Trade Ally Contractor name, address and phone number
  - Job site address
- Reminder: Incentives are capped at 100% of tune-up cost**
- Copy of combustion efficiency test after the boiler tune-up.

3

#### COMPLETE THIS APPLICATION:

- All fields on application are required. If not complete, then application(s) cannot be processed.
- Include service date of boiler tune-up.
- Complete a separate application for each unique job site.
- Sign and date SECTION 8.
- Attach itemized invoice(s) and combustion efficiency test.
- Make a copy of the application and supporting documents for your records.

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#### SUBMIT YOUR APPLICATION:

Mail or email your application and all supporting documentation. Applications must be submitted within 60 calendar days of completed project installation and no later than January 31, 2021. Please retain a copy of the application for your records.

**MAIL:** Focus on Energy  
725 W. Park Avenue  
Chippewa Falls, WI 54729

**E-MAIL:** [business@focusonenergy.com](mailto:business@focusonenergy.com)

# BOILER TUNE-UP APPLICATION

FOR PROJECTS COMPLETED BY 12/31/2020

PLEASE COMPLETE ALL SECTIONS. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL DELAY PAYMENT OF INCENTIVES. APPLICATIONS MUST BE SUBMITTED WITHIN 60 DAYS OF COMPLETED PROJECT INSTALLATION, NO LATER THAN JANUARY 31, 2021. FOR ADDITIONAL COPIES OF THIS FORM, VISIT [FOCUSONENERGY.COM/APPLICATIONS](http://FOCUSONENERGY.COM/APPLICATIONS).

## SECTION 1

### ACCOUNT AND CUSTOMER INFORMATION

#### TAX IDENTIFICATION NUMBER (Check one.)

FEIN or  SSN \_\_\_\_\_  
FEIN OR SOCIAL SECURITY NUMBER

#### BUSINESS CLASSIFICATION OF CUSTOMER

(Check one. Required for all businesses, including non-profits.)

- Sole Proprietorship  Individual  Single-Member LLC  
 C Corporation  S Corporation  Partnership  
 Limited Liability Corporation Classification C, S, P \_\_\_\_\_  
(C = C corporation, S = S corporation, P = partnership)  
 Other \_\_\_\_\_

OWNER NAME (REQUIRED IF SSN IS USED AS TAX IDENTIFICATION NUMBER) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

LEGAL ADDRESS (AS SHOWN ON COMPANY W-9) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

WHO DID YOU WORK WITH FROM FOCUS ON ENERGY ON THIS PROJECT? (CONTACT NAME) \_\_\_\_\_

How did you hear about us? (Check one.)

- Community Association/Agency  Distributor/Supplier  
 Focus Direct Mail/Postcard  Focus Email  Focus Event  
 Focus Staff/Energy Advisor  Focus Website  Internet Search  
 Manufacturer  National Rebate Administrator  Newspaper  
 Past Participation  Radio  Social Media  
 Trade Ally/Contractor  Trade Show/Fair  TV  
 Utility Bill Insert/Direct Mail  
 Utility Contact  Utility Email  Utility Website  
 Word of Mouth - Referral  Other: \_\_\_\_\_

## SECTION 2

### JOB SITE INFORMATION

(Refer to your utility bills for account numbers below.)

JOB SITE BUSINESS NAME \_\_\_\_\_

ELECTRIC UTILITY AT JOB SITE \_\_\_\_\_ ELECTRIC ACCOUNT # \_\_\_\_\_

GAS UTILITY AT JOB SITE \_\_\_\_\_ GAS ACCOUNT # \_\_\_\_\_

- Job Site Address is same as Legal Address  
 Job Site Address is different (complete below)

JOB SITE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_



## SECTION 3

### CUSTOMER CONTACT INFORMATION

JOB SITE CUSTOMER CONTACT NAME \_\_\_\_\_

PRIMARY PHONE # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

I opt in to receive program updates via text message.

Preferred method of contact:

- Call  E-mail  Text

If Focus on Energy has a question about this application, we should contact:

- Customer  Trade Ally  Other \_\_\_\_\_

## SECTION 4

### TRADE ALLY INFORMATION



TRADE ALLY CONTACT NAME \_\_\_\_\_

PRIMARY PHONE # \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

TRADE ALLY COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## SECTION 5

### BUSINESS PAYMENT INFORMATION

Make incentive check payable to:

- Customer  Trade Ally (complete items B and C)  
 Other Payee (Complete items A, B and C)

Mail check to:

- Customer Address  Job Site Address  Trade Ally Address  
 Other Payee or Alternate Address (complete below)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ATTENTION TO (OPTIONAL) \_\_\_\_\_

**A. For Other Payee**, specify relationship to utility account holder (this is required if check payable to someone other than Customer or Trade Ally):

- Tenant  Building Owner  Other (specify) \_\_\_\_\_

**B. If a Trade Ally or Other Payee** is receiving the incentive payment, provide the Tax Identification Number. To receive payment, a Trade Ally must be registered. Payee is responsible for any associated tax consequences.

#### TAX IDENTIFICATION NUMBER (Check one.)

FEIN or  SSN \_\_\_\_\_  
FEIN OR SOCIAL SECURITY NUMBER

#### C. BUSINESS CLASSIFICATION

(Check one. Required for all businesses, including non-profits.)

- Sole Proprietorship  Individual  Single-Member LLC  
 C Corporation  S Corporation  Partnership  
 Limited Liability Corporation Classification C, S, P \_\_\_\_\_  
(C = C corporation, S = S corporation, P = partnership)  
 Other \_\_\_\_\_

SECTION 6

**BUSINESS PROPERTY TYPE**

Select one (1) property type that best describes your business:

- Education
- Government

SECTION 7

**INCENTIVE PRODUCT INFORMATION**

Requirements:

- The Trade Ally must perform a combustion efficiency test after the tune-up and complete the checklist below for each boiler. If multiple boilers are serviced on the same site, list the number of boilers and total MBh. A separate application is required for each unique job site.
- Submit copies of the combustion efficiency report which clearly show the after efficiency with the application.
- Incentive = \$0.05/MBh.
- Incentives are capped at 100% of tune-up cost.
- Incentive Product Information Sheet at [focusonenergy.com/applications](http://focusonenergy.com/applications) if additional lines are needed.

CHECKLIST	CLEAN BURNER UNITS & NOZZLES	CLEAN COMBUSTION CHAMBER	CLEAN BOILER TUBES	SEAL/RESEAL COMBUSTION CHAMBER	RECALIBRATE BOILER CONTROLS	COMBUSTION AIR INTAKE
<i>Example</i>	✓	✓	✓	✓	✓	✓

INCENTIVE CODE	SITE/EQUIPMENT #	MBh (A)	INCENTIVE (B)	REQUESTED INCENTIVE (A X B)
4419	<i>(Example) Boiler 1 and Boiler 2</i>	2 X 500 MBh = 1000 MBh	\$ 0.05	\$ 50.00
			\$	\$
			\$	\$
			\$	\$
			\$	\$

<b>Itemized Invoice(s) Attached:</b>	Yes <input type="radio"/>	<b>Service Date:</b>	/ /	<b>INCENTIVE TOTAL*</b>	\$
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SECTION 8

**CUSTOMER SIGNATURE**

I, the undersigned Customer or authorized representative of the Customer, agree the stated energy-efficiency measure(s) was (were) installed at the job site address listed above as part of the FOCUS ON ENERGY® Program. I have read and agreed to the provisions set forth herein and to the Terms and Conditions posted at [focusonenergy.com/terms](http://focusonenergy.com/terms). I understand Focus on Energy may revise these Terms and Conditions at any time, and I will not be notified in the event changes are made. To the best of my knowledge, the statements made on this application are complete, true and correct, and I have submitted the appropriate supporting documentation to receive an incentive.

If Other Payee is indicated in Section 5, I, the Customer, attest I am the ratepayer (utility account holder) for the site(s) listed in Section 2, and I assign the right to participate in and receive incentives from the Focus on Energy Program to the Other Payee identified in Section 5.

Certification: The following certifications are required in order for this form to substitute for the Internal Revenue Service (IRS) form W-9. Under penalty of perjury, I certify that:

- The number shown on this form is the correct taxpayer identification number.
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am a U.S. person.

**The IRS does not require my consent to any provision of this document other than the certifications required to avoid backup withholding.**

CUSTOMER SIGNATURE

NAME (PRINT)

DATE



**Submit applications to:**

**MAIL:** Focus on Energy  
725 W. Park Avenue  
Chippewa Falls, WI 54729

**E-MAIL:** [business@focusonenergy.com](mailto:business@focusonenergy.com)

\*Incentive may be adjusted based on project caps. See measure requirements and Terms and Conditions for more information.

# PARTICIPATION REQUIREMENTS

NEED HELP? Call 888.623.2146

Use the eligibility requirements below to see if your business qualifies for program incentives. You can also visit [focusonenergy.com](https://www.focusonenergy.com) to find savings opportunities specific to your business.

## CUSTOMER ELIGIBILITY

All school and government customers located in a participating utility territory are eligible to receive Focus on Energy boiler tune-up incentives. To see if your utility participates, go to [focusonenergy.com/participating-utilities](https://www.focusonenergy.com/participating-utilities).

For information regarding other offerings, visit [focusonenergy.com/catalogs](https://www.focusonenergy.com/catalogs) for current incentive catalogs and application collateral.

## NEW CONSTRUCTION

Does your project not fit in one of our prescriptive offers? Custom project incentives are calculated on a case-by-case basis for non-standard technologies and are based on estimated first-year energy savings. Whether you operate a large industrial facility, a chain store or franchise, an office, school or municipal building, a farm, or anything in between, we can show you how to be more energy efficient – and how to save on the cost of making improvements.

Before purchasing equipment or proceeding with upgrades, you must contact an Energy Advisor from Focus on Energy. Your Energy Advisor will help you determine if your project qualifies for a Focus on Energy custom incentive and will help you obtain necessary pre-approval.

To get started with your custom project, download and complete the Custom Incentive Guide at [focusonenergy.com/custom](https://www.focusonenergy.com/custom).

## INFORMATION AND REQUIREMENTS

Before you start your project, make sure you are familiar with participation requirements, program information and Terms and Conditions.

### General Terms and Conditions

Review the Focus on Energy Terms and Conditions at [focusonenergy.com/terms](https://www.focusonenergy.com/terms) or call 888.623.2146 to request a copy.

### Incentive Limits

Incentives are limited to \$300,000 per project and \$400,000 per customer per calendar year for all Focus on Energy incentives (prescriptive and custom).

Depending on your business tax classification, you may receive IRS form 1099 for incentives totaling over \$600 in a calendar year.

### Trade Ally Information

A Trade Ally represents the company who provided/installed the equipment for a project or performed the service for which a Customer is seeking an incentive. Trade Allies who have signed an agreement with Focus on Energy are allowed to enjoy certain program benefits, one of which is to receive direct payment of incentives at the Trade Ally's request. Incentives can only be paid directly to a registered Trade Ally who has a W-9 on file with Focus on Energy. For more information on becoming a registered Trade Ally, visit [focusonenergy.com/tradeally](https://www.focusonenergy.com/tradeally).

The Federal Employer Identification Number (FEIN) and Business Classification of the Trade Ally is required IF you received your incentive as a credit on your invoice, whereby the incentive is paid directly to the Trade Ally. In this scenario, the credit must be clearly labeled as the Focus on Energy incentive and deducted from the amount due.

If your project was completed by more than one Trade Ally (example, equipment was purchased from one Trade Ally but installed by another Trade Ally) and the incentive is being paid to you the Customer, enter the information of the Trade Ally who installed your equipment in Section 4: Trade Ally Information. If the equipment was self-installed, enter the information of the Trade Ally from whom you purchased the equipment.

### Assignment of Incentives to Other Payee

The Customer for the project site listed on the application may assign their right to participate and receive incentives to Other Payee. The Customer must sign Section 8 and identify the Other Payee in Section 5.

## REDUCING ENERGY WASTE ACROSS WISCONSIN

Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources and financial incentives help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

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Partnering with Wisconsin utilities