

## **Retail Energy Efficient Rebate Program Appliance Reimbursement Instructions**

Please remember that help from IRMA staff is a phone call away 312-726-4600. Following are the reimbursement instructions:

- (1) **Gather all receipts** for rebated appliances sold during the program's duration.
- (2) Fill in the **Retail Energy Efficient Rebate Program Appliance Reimbursement Spreadsheet** providing the required information for each rebated appliance sale. An "Instructions" tab is included on the spreadsheet for additional aid in completing the form. It is HIGHLY RECOMMENDED that you enter your data directly into the spreadsheet from your computer and that you email both the spreadsheet and an electronic file (preferably a PDF file) of the receipts to EGIA. \* **NOTE: In order to be reimbursed, each rebated sale must be included in the reporting spreadsheet. Each sale will be matched up with an accompanying receipt.**
- (3) If you are not able to submit your invoicing documents electronically, you may fax the spreadsheet and mail in the supporting receipts or mail the spreadsheet and all supporting receipts to EGIA.
- (4) The reporting spreadsheet and its accompanying receipts will be submitted in several phases depending on when the appliances were delivered. Please note the invoicing timeline below:

Invoicing Phase 1: Begins Thursday, September 30, 2010 for all appliances delivered by Wednesday, September 29<sup>th</sup>.

Invoicing Phase 2: Begins Tuesday, October 19, 2010 for all appliances delivered by Monday, October 18<sup>th</sup>.

Invoicing Phase 3: Begins Tuesday, October 26<sup>th</sup>, 2010 for all appliances delivered by Monday, October 25<sup>th</sup>.

- (5) All invoicing documents and all customer self-certification forms must be sent to the program's rebate check-issuing contractor, **Electric & Gas Industries Association (EGIA)** by any of these methods:
  - Email: [ilsrebates@egia.org](mailto:ilsrebates@egia.org) ; or
  - Fax: (800) 506- 9073; or
  - Mail: EGIA 3800 Watt Ave, Suite 105, Sacramento, CA 95821.
- (6) On the program website, choose how you would like to be paid. The link "Click HERE for EGIA's Secure Site" will take you to a site owned and operated by EGIA where you can choose your reimbursement preference – either direct wire (ACH) transfer or paper check mailed to the address of your company's preference. When you do so, please provide the required banking information (if your company has chosen wire transfer) or mailing address (if you prefer a paper check).  
**\* NOTE: This is a "secure" site, so your information can only be accessed by EGIA. The Illinois Retail Merchants Association will not be able to view or receive a copy of the information submitted.**
- (7) Reimbursement will occur by the method of your choosing within 30 days of receiving complete and accurate invoicing documents to EGIA.

(8) You may direct any questions on use of the secure banking information site to [ilsrebates@egia.org](mailto:ilsrebates@egia.org).

Again, please do not hesitate to call us should you have any questions. Regardless of how you decide to send the required documents to EGIA, you should make sure that your submission includes the following THREE categories of documents to EGIA in order to have a complete file:

- A. Retail Energy Efficient Rebate Program Appliance Reimbursement Spreadsheet
- B. Receipts
- C. Customer Self-Certification Forms