

## Incentive Payment Request Form

To be submitted by the customer or on behalf of the customer by the contractor upon completion of installation. **Incentive payment requests must be submitted within 30 days of the date the equipment is installed and fully operational or the incentive payment request will not be honored.** This payment request may be submitted via upload through your application portal dashboard.

Supporting documentation must be submitted with this Payment Request and may include, but is not limited to, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, ECM layout descriptions, metering, data collection, interviews, utility bill data analysis, and final invoices. Documentation must include sufficient detail to separate the labor and equipment cost from the cost of other services such as repairs and building code compliance. FirstEnergy's Pennsylvania utilities reserves the right to request additional supporting documentation necessary to determine measure eligibility and verify that the expected energy savings will occur.

	Preapproved Incentive Details		Required Information for each measure installed		
	Energy Conservation Measure	Preapproved Incentive Amount	Installation Address(s)	Quantity Installed at Each Address	Installation Completed (Month/Day/Year)
1.					
	Total				

### Payment Request Checklist:

*Use the checklist below to ensure you receive payment in a timely manner:*

- Provide Incentive Request Form if entity other than utility customer will receive all or a portion of the incentive.
- Provide a Letter of Attestation signed/dated by customer, on customer's company letterhead.
- Provide updated project documentation for any changes to the scope of work.
- Provide supporting documentation which may include, but is not limited to, equipment purchase dates, installation dates, proof that the equipment is operational, manufacturer specifications, warranty information, ECM layout descriptions, metering, data collection, interviews, utility bill data analysis, and final invoices listing itemized equipment costs and labor costs.
- Documentation includes sufficient detail to separate the labor and equipment cost from the cost of other services such as repairs and building code compliance.

The costs of energy efficiency programs are recovered through customer rates in accordance with PA Act 129 of 2008. For a complete list of commercial, industrial, residential, and low-income energy efficiency programs, please visit [energysavePA.com](http://energysavePA.com). FirstEnergy's Pennsylvania utilities, their parents, subsidiaries, employees, affiliates and agents assume no responsibility for the performance of the equipment or equipment warranty, the quality of the work, labor and/or materials supplied, and/or the acts or omissions of any contractor.

By participating in these energy efficiency and peak demand reduction programs, customers agree to allow their utility to retain ownership of all Capacity Rights which refers to the demand reduction associated with any energy efficiency and peak demand reduction measure for which incentives were provided by the Company. Your utility will aggregate these energy efficiency demand reduction attributes into the PJM capacity market with proceeds being used to offset the program costs.