

Business rebate application
Steam traps

Rebates are available for qualifying equipment, services and products purchased and installed or repaired between June 1, 2016 and December 31, 2017. energySMART rebates are available to Nicor Gas customers on a commercial rate class and multi-family properties consisting of five units or more. Public entities are not eligible. Complete all fields in the application to apply for rebates. Need help? Call us at **877.886.4239** (Mon–Fri, 8 a.m. to 5 p.m.) or email **info@nicorgasrebates.com**

Get ready:
Review the eligibility requirements and terms and conditions throughout the application to verify that you are eligible for a rebate. Collect all required information listed on page four to complete your application.

Get started:
Complete, sign and mail the application. All applications must be postmarked within 90 days of installation or by January 31, 2018, whichever comes first. Mail your signed application and invoice or receipt to:
Nicor Gas
Attn: energySMART 16-67626
P.O. Box 540071
El Paso, TX 88554-0071

Get your rebate:
You will receive your rebate check approximately six to eight weeks after your application has been reviewed and approved. To check the status of your rebate, visit **nicorgasrebates.com/status**

▶ **Customer information**

Nicor Gas account number Please provide the first 10 digits of your account number. Include any leading zeros but do not include dashes.

--	--	--	--	--	--	--	--	--	--

Business/account holder name (as it appears on account)

Installation address	City	State	ZIP code

Applicant contact first name	Applicant contact last name

Phone number	Email address

Site contact first name	Site contact last name

Phone number	Email address

▶ **Contractor information**

Contractor business name (as it appears on invoice or receipt)

Contact first name	Contact last name

Address	City	State	ZIP code

Phone number	Email address (if available)



Does my building qualify as multi-family?

Multi-family properties must consist of five units or more, have permanent or semi-permanent tenants and be an apartment/condominium, assisted living facility or retirement home.

* Please see page four for additional information on these building types.

► Rebate check

Make check payable to (select one)

- Account holder
 Contractor Circle installing member

Landlord (required if landlord is selected)

Mailing address (if different than above)

Attention to

► Building type

Select the building type that best describes the location where the equipment was installed or services were performed

(please select only one building type)

Multi-family

- High-rise (5 stories or more)
 Mid-rise (up to 4 stories)
 Assisted living

- Assembly (theater, hall, arena)
 College/University
 Convenience
 Elementary school
 Garage
 Grocery
 Healthcare clinic
 High school
 Hospital (CAV, no economizer)*
 Hospital (CAV, economizer)*
 Hospital (VAV, economizer)*
 Hospital (FCU)*

- Hotel/Motel (guest room only)
 Hotel/Motel (common area only)
 Hotel/Motel (common area/guest room)
 Manufacturing facility
 Movie theater
 Office - high-rise (10+ floors, CAV, no economizer)*
 Office - high-rise (10+ floors, CAV, economizer)*
 Office - high-rise (10+ floors, VAV, economizer)*
 Office - high-rise (10+ floors, FCU)*
 Office - mid-rise (5-9 floors)
 Office - low-rise (up to 4 floors)
 Religious facility
 Restaurant
 Retail - department store
 Retail - strip mall
 Warehouse

► Applicant signature

I certify that the energy-efficient product, equipment or service was paid for as reflected on the invoice or receipt and as described in this rebate application. I certify that all information provided in connection with this rebate application is true and correct, and that I have met all program requirements set forth in this application and in the terms and conditions. I understand and agree to the terms and conditions for which I am submitting this rebate application. I understand that rebate amounts are based upon verification of information provided in this application.

Applicant signature Date

Print applicant name Promo code (if applicable)



Product information

Collect the following information from your contractor for the product(s) installed. Verify your invoice/receipt is legible and includes all of the information listed on page four. Contact your contractor before submitting your application if any information is illegible or missing, as that may delay processing of your rebate. **If you installed or repaired more than one type of steam trap, complete and submit additional copies of this page as necessary.**

► Steam traps

Check one type:	Rebate
<input type="checkbox"/> Industrial/process steam traps ≥ 15 psig	\$25 per trap
<input type="checkbox"/> Dry cleaner steam traps ≥ 15 psig	\$25 per trap
<input type="checkbox"/> Commercial steam traps	\$25 per trap

Purchase date	Install/repair date
Total installed cost* (per trap)	Quantity (of traps)
Manufacturer	Model
Steam system (not required for commercial steam traps)	
Operating pressure	Annual hours of operation
psig	

► Additional steam traps

Check one type:	Rebate
<input type="checkbox"/> Industrial/process steam traps ≥ 15 psig	\$25 per trap
<input type="checkbox"/> Dry cleaner steam traps ≥ 15 psig	\$25 per trap
<input type="checkbox"/> Commercial steam traps	\$25 per trap

Purchase date	Install/repair date
Total installed cost* (per trap)	Quantity (of traps)
Manufacturer	Model
Steam system (not required for commercial steam traps)	
Operating pressure	Annual hours of operation
psig	

Check one type:	Rebate
<input type="checkbox"/> Industrial/process steam traps ≥ 15 psig	\$25 per trap
<input type="checkbox"/> Dry cleaner steam traps ≥ 15 psig	\$25 per trap
<input type="checkbox"/> Commercial steam traps	\$25 per trap

Purchase date	Install/repair date
Total installed cost* (per trap)	Quantity (of traps)
Manufacturer	Model
Steam system (not required for commercial steam traps)	
Operating pressure	Annual hours of operation
psig	

* **Total installed cost:** the total purchase price of an individual piece of equipment, including the cost of the equipment, materials and external labor. **Total installed cost** must be itemized by each equipment/product installed and entered above. The itemized contractor invoice must include the **total installed cost**, itemized by each qualifying equipment/product on the invoice. If self-installed, only the cost of the equipment may be used.



Eligibility requirements

General requirements for all steam trap rebates

- Steam trap repairs/replacements must be completed/installed on an existing commercial or multi-family system. Rebates are paid per steam trap and will not exceed the cost of the repair/replacement.
- Orifice- and venturi-type steam traps are not eligible for steam trap rebates.
- New steam traps and repairs/replacements must replace existing steam traps, one-for-one.

Industrial/process steam traps ≥ 15 psig

- Repairs/replacements must be completed on existing steam traps that are failed leaking or blow-through. Blocked traps do not qualify.
- System must have operating pressure ≥ 15 psig.
- Record of a third-party steam trap survey that includes all of the required information listed below must be submitted with your rebate application. If work will be done internally and a third-party survey will not be conducted, a program representative must review the facility's survey procedures and approve the approach prior to the steam trap repair/replacement.

- Contact energySMART at info@nicorgasrebates.com or 877.886.4239 to work with a program representative on your steam trap survey.

Dry cleaner steam traps ≥ 15 psig

- Repairs/replacements must be completed on existing steam traps that are failed leaking or blow-through. Blocked traps do not qualify.
- System must be located in a laundromat or dry cleaner and have an operating pressure ≥ 15 psig.
- Record of a third-party steam trap survey that includes all of the required information listed below must be submitted with your rebate application. If work will be done internally and a third-party survey will not be conducted, a program representative must review the facility's survey procedures and approve the approach prior to the steam trap repair/replacement. Contact energySMART at info@nicorgasrebates.com or 877.886.4239 to work with a program representative on your steam trap survey.
- Steam traps on a space-heating system do not qualify for the dry cleaner steam trap rebate.

Commercial steam traps

- Rebate available for all steam systems.

► Attach supplemental documents

Required information for industrial/process or dry cleaner steam rebates:

Record of a steam trap survey that includes the following must be submitted with your rebate application:

- Customer business name
- Site address where survey was completed
- For each steam trap:
 - Steam system pressure
 - Steam trap location
 - Steam trap function status (i.e. failed open/leaking, failed closed, or functional)

Don't forget to submit a copy of the itemized invoice(s) or proof of purchase, which must include:

- Contractor name and contact information (if applicable)
- Business or property name and installation address
- Installation and purchase dates (if different)
- Equipment manufacturer and model
- Total installed cost (itemized by each piece of qualifying equipment)
- Proof of payment or payment terms (for example: balance due of zero, financing terms or paid-in-full stamp)
- For Contractor Circle installing members providing the rebate as an instant discount:** Include a customer-signed invoice showing the rebate amount deducted from the purchase price, clearly labeled as an energySMART or Nicor Gas rebate. Other discounts or rebates unrelated to energySMART should be shown as a separate line item.

- Steam trap survey** (industrial/process and dry cleaner steam trap applications only)

Our preferred steam trap survey template is available for download at nicorgasrebates.com/steamsurvey

Building type guide

Detailed description of building ventilation system types for hospitals or high-rise office buildings.

Choose the building type on page two that corresponds with your ventilation system.

Have questions? Call us at 877.886.4239

Ventilation system type	Abbreviation
Constant air volume ventilation (CAV), no economizer <ul style="list-style-type: none"> • Does not contain variable frequency drives or variable air volume dampers • Cannot use an economizer for free cooling, likely to be an older system 	CAV, no econ
Constant air volume ventilation (CAV) with economizer <ul style="list-style-type: none"> • Does not contain variable frequency drives or variable air volume dampers • System has the ability to use an economizer for free cooling 	CAV, econ
Variable air volume ventilation (VAV) with economizer <ul style="list-style-type: none"> • Contains variable frequency drives or variable air volume dampers • System has the ability to use an economizer for free cooling 	VAV, econ
Fan coil unit (FCU) for ventilation <ul style="list-style-type: none"> • Has units that consist of a heating or cooling coil and a fan • Each fan coil unit serves the space where it is installed or multiple spaces 	FCU



energySMART rebate terms and conditions

Participant eligibility

You are eligible to participate in energySMART ("the program") if you are a current Nicor Gas:

- Commercial customer and complete qualifying services or complete installation of qualifying equipment/products in a non-residential space with an active Nicor Gas account. Public (taxpayer-funded) entities and self-directed customers are not eligible.

OR

- Residential customer in a multi-family building that has permanent or semi-permanent residents. Multi-family buildings have five or more units and are limited to apartments, condominiums, assisted living facilities and retirement communities.

Installation requirements

Your installation of qualifying high-efficiency natural gas equipment/products or completion of a qualifying service is eligible for a rebate if:

- It meets all specific energy efficiency and program requirements outlined in this application.
- The equipment/product is purchased new. Resale equipment/products, new parts installed in existing equipment/products, or equipment/products that are leased, rebuilt, rented, received from insurance or warranty claims or won as a prize do not qualify.
- Natural gas equipment/product replacing electric equipment/product and electric equipment/product replacing natural gas equipment/product is not eligible.
- For existing facilities, the qualifying natural gas equipment/product installed is replacing existing natural gas equipment/product used for the same purpose.
- For new facilities, including new construction and projects involving a major remodel or demolition and renovation, qualifying equipment/product must meet all other program qualifications.
- It is installed or the service is completed by a qualified individual, compliant with all applicable building, local and state codes and manufacturer specifications. Installations must adhere to applicable environmental, health and safety regulations, and the equipment/product must be properly ventilated (if applicable). Professional installation is not required but is strongly recommended to ensure the efficient and proper functioning of equipment/product.
- The equipment/product is installed and operational and the service was completed at the address listed on the application prior to submittal of this application.
- It is installed or completed in a property owned by the applicant, or the applicant has received permission from the property owner to install the equipment/product or complete the qualifying service. The applicant's signature on the application and/or invoice indicates that the appropriate permission has been obtained.
- It is purchased and installed or service is completed between June 1, 2016 and December 31, 2017.

Application requirements

To be considered complete and eligible for rebates, all applications must:

- Be postmarked or submitted online no later than 90 days after the installation date, or by January 31, 2018, whichever comes first.
- Include itemized contractor invoice(s) or proof of purchase receipt(s) consisting of:
 - Contractor name and contact information (if applicable)
 - Business or property name and installation address
 - Installation and purchase dates (if different)
 - Equipment/product manufacturer and model
 - Total installed cost (itemized by each piece of qualifying equipment)
 - Proof of payment or payment terms (for example: balance due of zero, financing terms or paid-in-full stamp)
- Include all required supporting documentation.
- Meet instant discount requirements, if applicable.
- Be signed by the Nicor Gas account holder unless the rebate is being made payable to a Contractor Circle installing member.
- Use separate applications if applying for products installed by different contractors.

Online applications must be:

- Submitted online at nicorgasrebates.com/apply
- Accompanied by a copy of the required contractor invoice(s) or receipt(s).

Payee information

- The program allows the rebate check to be made payable to one of the following: Nicor Gas account holder, landlord or current Contractor Circle installing member.
- If you are the account holder and want the rebate check to be made payable to you, please complete the rebate application, provide the required supporting documentation listed on the rebate application and sign as the "Applicant."
- To have the check made payable to the landlord (who is not the account holder) or the installing contractor (i.e. a Contractor Circle installing member who provided the instant discount), please review all requirements for applications submitted by a landlord or contractor.
- To receive a rebate you must not have received/will not receive a rebate for the same equipment, product or service from more than one Illinois investor-owned utility or third-party energy efficiency program offering rebates or financing funded with ratepayer funds, with the exception of qualifying joint ComEd/Nicor Gas rebate offers.

Contractor Circle installing member instant discount requirements

Rebates being paid directly to the installing contractor must meet the following requirements:

- Instant discounts may only be offered by current Contractor Circle installing members

that meet all program requirements.

- Contractor must submit:
 - An instant discount rebate application
 - A Contractor Circle installing member signed rebate application
 - A copy of the customer-signed invoice showing the rebate amount deducted from the total purchase price and clearly labeled as a Nicor Gas or energySMART rebate. The customer's signature on the invoice verifies that the qualifying equipment/product was/were installed, the customer received an instant discount and allows the release of the rebate payment to the contractor.
- Contractor Circle installing members must verify customer, equipment/product and installation or service eligibility prior to providing an instant discount. The contractor assumes all liability by providing the rebate as an instant discount.
- A customer may be contacted by energySMART to verify any of the information provided on the rebate application or invoice prior to payment of a rebate to a contractor for an instant discount.
- Any dispute from a customer regarding receipt of a rebate as an instant discount will be investigated by Nicor Gas, and contractor payees are subject to payment adjustments in the event a customer has not received the full and correct rebate amount as an instant discount.
- Contractor Circle installing members are responsible for providing the full and correct rebate amount for a qualifying equipment or product. Contractor must provide an additional discount or reimbursement to the customer prior to processing the rebate application if the full and correct rebate amount was not originally provided.
- The online application is limited to Contractor Circle installing members. Contractors should visit nicorgasrebates.com/contractor-circle for more information or to enroll.

Landlord participant requirements

If you are applying for a rebate for a property you own, but the Nicor Gas account is in your tenant's name, your rebate application must show:

- Tenant's (customer's) Nicor Gas account number, name and address.
- The appropriate box checked for the rebate to be paid to the landlord, with full name or business name in the proper fields.

By signing the application, the landlord represents that the account holder has agreed to release payment of the rebate to the landlord.

Program terms and conditions

- Funds are limited and applications are processed on a first-come, first-serve basis. Program is subject to change and may end without prior notice.
- Please allow approximately six to eight weeks for processing of any rebates.
- Incomplete applications cannot be processed.
- Failure to complete the rebate application in full and provide the required supporting documentation will either delay the payment process or result in your application being denied.
- Maintain a copy of your rebate application and all supporting documentation. The program is not responsible for items (i.e. rebate applications, supporting documentation and/or rebate checks) lost or damaged in the mail.
- Contractor Circle installing members are eligible to have the rebate signed over to them. Contractors receiving rebates are not eligible for any other incentives for the same services or products.
- If you do not own the property where the equipment or product is installed or service provided, as a tenant, you are responsible for obtaining the property owner's permission to provide the service or to install the equipment/product for which you are applying for a rebate. Your submission of this application indicates that you have obtained permission.
- Rebate incentives may not exceed the total purchase price of the installed equipment, product or services. Only materials, equipment, product and external labor costs are eligible.
- All equipment or product installations are subject to verification by the program to ensure that the equipment/product installed or service completed meets the program requirements.
- Participants must allow, if requested, the program (or a program representative) reasonable access to their facility to verify that the equipment/product is installed and operating or that the service has been performed.
- Participants may be contacted by an evaluator to verify the equipment/product installation or services, or be asked to complete a customer survey. If contacted, your participation is required.
- Nicor Gas, its officers, employees, contractors and program administrators disclaim any and all liability, loss or damage and make no guarantees related to:
 - Participation in the program, including use or installation of the product(s)/ equipment or receipt of services
 - Loss or delay of rebate check in the mail
 - Any taxes that may be imposed as a result of participation in the program
- Payments made to contractors, business customers or landlords may be taxable under federal and state tax codes. If payments total more than \$600 per calendar year, they will be reported to the Internal Revenue Service. Nicor Gas is not responsible for providing advice regarding any taxes that may be imposed as a result of participation in energySMART. Participants should consult a tax accountant or advisor regarding potential tax liability. Nicor Gas is not responsible for any taxes that may be imposed on your business as a result of these payments.