

Third Party Payment Addendum

For work completed in Pacific Power's Service Territory



Instructions

This form must be completed and signed if you are a property owner, landlord, property management company or homeowners association (HOA) not listed on the account where qualified equipment was installed or services performed and you would like the incentive check(s) to be made payable to you. This form must also be submitted if you are the property owner and would like to assign payment either to a homeowner (if different than the account holder) or a contractor.

Third party entities should review and complete the appropriate option below, submit the completed addendum and include all required documentation with the incentive application for verification.

Need help completing this form? Call 1-855-805-7231 for assistance.

OPTION 1: FOR PROPERTY OWNERS, LANDLORDS AND HOMEOWNERS NOT LISTED ON THE ACCOUNT

Instructions

Property owner or landlord must complete the information below and provide a copy of the current property tax record clearly showing the following:

- Date of property tax report
- Property's physical address (must match the installation address below and on the incentive application)
- Full name of property owner/landlord (Individual or business; must match name printed below)

If the property tax records show the owner of the property to be a business, a completed and signed W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) must also be submitted.

Installation address(es) *(Attach a list of additional individual account holders and installation addresses, if applicable)*

Name on account: _____
Installation address: _____ City: _____ State: _____ Zip: _____

Property owner or landlord information

Individual or business name: _____
Business representative (if applicable): _____
Mailing address: _____ City: _____ State: _____ Zip: _____
E-mail address: _____ Daytime phone number: _____

Completed W-9 attached (if payment is to be made payable to a business): Yes No

(Optional) I would like to make the incentive payable to the homeowner listed below: Yes No

Homeowner information *(if different than the property owner, such as some mobile homes)*

Individual or business name: _____
Business representative (if applicable): _____
Mailing address: _____ City: _____ State: _____ Zip: _____
E-mail address: _____ Daytime phone number: _____

Completed W-9 attached (if payment is to be made payable to a business): Yes No

Property owner or landlord certification

I hereby certify that all the information provided herein is accurate, including the customer and equipment information and claims of property ownership. I have read all of the terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all of the information provided.

Signature: _____ Date: _____

OPTION 2: FOR PROPERTY MANAGEMENT COMPANIES

Instructions

Property management companies can verify or update their existing landlord accounts or create new landlord accounts by calling Pacific Power's customer service team at 1-888-221-7070.

If there are individual tenant units not on an existing landlord account, you as a property management company can still direct payment to you by completing the information below and providing a letter from the current Pacific Power account holder authorizing incentive payment to the property management company. A completed and signed W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) must also be submitted.

Installation address(es) (Attach a list of additional individual account holders and installation addresses, if applicable)

Name on account: _____

Property name: _____

Installation address: _____ City: _____ State: _____ Zip: _____

Property management company information

Property management company name: _____

Representative name: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached: Yes No

Signed letter from account holder attached: Yes No

Property owner or landlord certification

I hereby certify that all the information provided herein is accurate, including the customer and equipment information and claims of property ownership. I have read all of the terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all of the information provided.

Signature: _____ Date: _____

OPTION 3: FOR HOMEOWNERS ASSOCIATIONS (HOAs)

Instructions

Homeowners association representatives must complete the information below and provide a copy of the official registration of the homeowners association with the state, along with a completed and signed W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).

Installation address(es) (Attach a list of additional individual account holders and installation addresses, if applicable)

Name on account: _____

Installation address: _____ City: _____ State: _____ Zip: _____

Homeowners association information

Homeowners association name: _____

Representative name: _____ Homeowners association number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Daytime phone number: _____

Completed W-9 attached: Yes No

Property owner or landlord certification

I hereby certify that all the information provided herein is accurate, including the customer and equipment information and claims of property ownership. I have read all of the terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all of the information provided.

Signature: _____ Date: _____

OPTION 4: FOR ASSIGNING PAYMENTS TO A CONTRACTOR

Instructions

Account holders have the option of completing the Third Party Payment Addendum for assigning payments to a contractor by completing the information below. The account holder and the contractor must both authorize any incentive payment and the contractor must submit a completed and signed W-9, unless already submitted during trade ally enrollment (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>).

Installation address(es) (Attach a list of additional individual account holders and installation addresses, if applicable)

Name on account: _____
Property name (if applicable): _____
Installation address: _____ City: _____ State: _____ Zip: _____

Contractor Information

Contractor name (must match contractor's submitted IRS Form W-9) _____
Mailing address: _____ City: _____ State: _____ Zip: _____
E-mail address: _____ Daytime phone number: _____
Completed W-9 attached: Yes No

Authorized Representative Certification

I hereby certify that all the information provided herein is accurate, including the customer and equipment information and claims of property ownership. I have read all of the terms and conditions on the applicable Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all of the information provided.

Account Holder Printed Name: _____ Signature: _____ Date: _____
Contractor Printed Name: _____ Signature: _____ Date: _____