

## Third Party Payment Addendum

For work completed in RMP Territory



### Instructions

This form must be completed and signed if you are a property owner, landlord, property management company or homeowner association 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 account holder) or a contractor.

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

Need help completing this form? Call 1-888-221-7070 for assistance.

### Option 1: For property owners, landlords and homeowners not listed on 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 report
- Property's physical address (must match installation address below and on 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 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)) must also be submitted.

#### Installation address

Name on account \_\_\_\_\_

Installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Property owner/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 homeowner listed below:  Yes  No

#### Homeowner information (if different than 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/landlord certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Wattsmart® Homes Program incentive application and acknowledge that Rocky Mountain Power may verify all 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 Rocky Mountain Power customer service 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 Rocky Mountain Power account holder authorizing incentive payment to the property management company and a completed and signed W-9 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).

### Installation address (Attach list of additional individual account holders and installation addresses)

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 management company certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Wattsmart® Homes Program incentive application and acknowledge that Rocky Mountain Power may verify all the information provided.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Option 3: For homeowner associations

### Instructions

Homeowner association representative must complete the information below and provide a copy of the official registration of the Homeowners Association with the state and a completed and signed W-9 ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).

### Installation address (Attach list of additional individual account holders and installation addresses)

Name on account \_\_\_\_\_

Installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Homeowner association information

Homeowner association name \_\_\_\_\_

Representative name \_\_\_\_\_ Homeowner association number \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Completed W-9 attached:  Yes  No

### Homeowner association certification

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Wattsmart® Homes Program incentive application and acknowledge that Rocky Mountain Power may verify all the information provided.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Option 4: For assigning payments to 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 incentive payment, and the contractor must submit a completed and signed W-9, unless already submitted during trade ally enrollment ([www.irs.gov/pub/irspdf/fw9.pdf](http://www.irs.gov/pub/irspdf/fw9.pdf)).

**Installation Address**

Name on account \_\_\_\_\_

Property name (if applicable) \_\_\_\_\_

Customer Email Address \_\_\_\_\_

Installation address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor Information**

Contractor name (must match contractor's submitted IRS Form W-9) \_\_\_\_\_

Full mailing address \_\_\_\_\_

E-mail address \_\_\_\_\_

Daytime phone number \_\_\_\_\_

Completed W-9 attached:  Yes  No

**Authorized Representative Certification**

I hereby certify that all information is accurate, including the claims of customer and equipment information and property ownership. I have read all terms and conditions on the applicable Wattsmart® Homes Program incentive application and acknowledge that Rocky Mountain Power may verify all the information provided.

Account Holder Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_