



Central Air Conditioning Equipment Tune-Up Service Application

For qualifying We Energies 2-8 unit multi-family owners,
independent small commercial and small industrial, and non-profit customers in Wisconsin
Single-family homes do not qualify.

See Eligibility and Terms and Conditions for full program requirements.
For electric incentives, eligible electric rate classes include: Rg1, Rg2 A or B, Rg3, Cg1, Cg2 or Cg6

APPLICATION MUST BE SUBMITTED WITHIN 30 DAYS OF PROJECT COMPLETION.

Incomplete applications will delay payment.

STEP 1:

- Include the following items to receive your incentive payment:
- **Completed and signed application (include all necessary pages)**
 - a. Customer Information - Page 2
 - b. Payment Authorization (if applicable) - Page 2
 - c. Air Conditioning Tune-Up Service Checklist - Page 6
- **Itemized invoice(s)**
 - Must include date of service and total project cost

STEP 2:

Submit all documents using any of these methods:

Mail: Energy Incentives from We Energies
15770 W. Cleveland Ave
New Berlin, WI 53151

Fax: 262-786-1487

Email: incentives@we-energies.com

Questions? Please call 877-598-4376.

To expedite your payment, please be sure to use the most current application.
Visit we-energies.com/ee for the latest applications and information.



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We Energies Customer Information *(To be completed by Customer or Trade Ally / Contractor)*

We Energies Account Name:		
Doing Business As (dba):		
Contact Name:		
Mailing Address:		
City:	State:	ZIP:
E-mail:	Phone:	Fax:
How Did You Hear About Us? <input type="checkbox"/> Mailing <input type="checkbox"/> Seminar <input type="checkbox"/> Poster or flyer <input type="checkbox"/> Website <input type="checkbox"/> Energy Advisor		
<input type="checkbox"/> From a Friend or Business Assoc. <input type="checkbox"/> Trade Ally/Contractor		<input type="checkbox"/> Other

Project Site Information *(To be completed by Customer or Trade Ally / Contractor)*

Account Number (on We Energies bill):	Contact Name:	
Project Site Address:		
City:	State:	ZIP:
E-mail:	Phone:	Fax:

Trade Ally (Contractor) Information *(To be completed by Customer or Trade Ally / Contractor)*

Company Name:	Building Contact Name:	
Mailing Address:		
City:	State:	ZIP:
E-mail:	Phone:	Fax:

Payment Information *(Federal Tax ID or Social Security Number of Payee is required. All information required for payment.)*

Total \$ Incentive:		From Summary of Incentives, Page 5
Pay to the Order of:		
Attention (required):		
Mailing Address:		
City:	State:	ZIP:
Taxpayer ID# (SSN/FEIN OR PAYEE):	Tax Status - Corporation (Inc., PC, etc). Tax exempt, Individual, other (may receive 1099) :	

Certification

Signature Required: The undersigned agrees that the stated energy efficient measure(s) was (were) completed at the address listed above as part of the Energy Incentives from We Energies programs. I have read and agree to the Terms and Conditions listed on this application. I certify that I meet the eligibility requirements of the Energy Incentives from We Energies program and that all information provided within this application is correct to the best of my knowledge. I certify that the number shown on this form is the correct taxpayer identification number. I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends; or (c) the IRS has notified me that I am no longer subject to backup withholding. I am a U.S. citizen (includes a U.S. resident alien).

Required for payment. Application must be submitted within 30 days of service. Service Date:

Customer Signature *(Required):* Date:

I am authorizing the payment of the incentive to the third party named above, and I understand that I will NOT be receiving the incentive payment. I also understand that my release to a third party does not exempt me from the program requirements outlined in the Terms and Conditions.

Customer Signature *(Required if Trade Ally is receiving Payment):*

Trade Ally / Contractor Signature *(Required only if receiving payment):*



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Eligibility

- The Energy Incentives from We Energies program is available to qualifying We Energies customers of retail natural gas or electric service in Wisconsin.
- Any We Energies utility customer may receive Energy Incentives from We Energies incentives for one fuel type (natural gas or electric) even if the other fuel type does not qualify.
- Eligibility is determined on a building-by-building basis.
- Government buildings (buildings owned and operated with taxpayer dollars) are not eligible.
- Farms, stables, greenhouses and agricultural facilities do not qualify.
- Home-based businesses do not qualify.
- Single-family homes do not qualify.

Multi-Family Customers:

- 2-8 unit building ownership parameters: No complexes of three or more buildings will qualify.
- For electric incentives, eligible electric rate classes include: Rg1, Rg2 A or B, Rg3, Cg1, Cg2 or Cg6

Small Commercial and Small Industrial Customers:

- Consumer retail or service business with four or fewer locations who are not a regional or national brand are eligible.
- Businesses which do not provide retail goods or services are eligible (ie: business to business) regardless of the number of locations.
- The business cannot be a chain or a franchise, as defined by the program.
- The business cannot be in the hospitality (hotels/motels, country clubs, taverns or restaurants), human healthcare (medical, dental, vision, chiropractic, holistic) or retail food (grocery or convenience) segments.
- For electric incentives, each electric meter at a building must be one of these rate classes: Cg1, Cg2 or Cg6.

Non-Profit Customers:

- The organization must be independent, not part of a national organization.
- Only K-12 educational facilities affiliated with a congregational organization are eligible. Colleges or universities are not eligible.
- Contributions to your organization must be tax deductible.
- Your organization must be recognized by the Internal Revenue Service (IRS) as a:
 - o 501(c)(3) religious, charitable or educational organization
 - o 501(c)(4) promoting social welfare of the people of the community
 - o 501(c)(6) professional and trade associations and societies
 - o 501(c)(13) cemetery company involved in burials and general activity
 - o 501(e) providing cooperative services for hospitals
 - o 501(k) providing child care
- For electric incentives, each electric meter at a building must be one of these rate classes: Cg1, Cg2 or Cg6.
 - o Houses of Worship who are Cg3 and agree to participate in ENERGY STAR® Benchmarking are eligible.

Energy Incentives from We Energies is designed to complement Focus on Energy, Wisconsin's statewide program for energy efficiency and renewable energy. Focus on Energy helps Wisconsin residents and businesses manage rising energy costs, promote in-state economic development, protect our environment, and control the state's growing demand for electricity and natural gas by helping them implement cost-effective energy efficiency and renewable energy projects. If you or your business do not meet the eligibility requirements for Energy Incentives from We Energies, please contact Focus on Energy at 800-762-7077 or focusonenergy.com.



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Terms and Conditions

- 1) **Incentive Offer:** Projects must reduce electric consumption (kWh) through increased cooling efficiency to qualify for incentives. Projects must be implemented (completed) by Dec. 31, 2010. An original signed application and invoice for service must be delivered to Energy Incentives From We Energies at the address located on the front of this application within 30 calendar days of completion. Please keep a copy for your records.
- 2) **Proof of Purchase:** This application must have complete information and be submitted with an invoice itemizing the services performed. The invoice must indicate date of service, air conditioning equipment serviced and total project cost.
- 3) **Compliance:**
 - a. All projects are expected to comply with federal, state, and local codes.
 - b. Equipment must meet specification requirements and be serviced and operating prior to submitting an incentive application.
 - c. Only one incentive will be granted for each project. End-use customers cannot also claim incentives granted to trade allies / contractors. This incentive is not available to customers that have or will receive funding from other energy efficiency programs available to Wisconsin businesses for this measure.
- 4) **Payment:** Once completed paperwork is submitted, incentive payments are usually made within 30 business days. Incomplete applications will either delay payments or be denied. We Energies reserves the right to refuse payment and participation if the customer or contractor violates program rules and procedures.
- 5) **Inspection:** Program staff may conduct an inspection of the facility to survey provided tune-up service.
- 6) **Publicity:** We Energies reserves the right to publicize your participation in this program, unless you specifically request otherwise.
- 7) **Program Discretion:** Incentives are available on a first-come, first-served basis. This incentive is subject to change or termination without notice at the discretion of We Energies.
- 8) **Logo Use:** Customers or allies may not use the We Energies name or logo in any marketing, advertising, or promotional material.
- 9) **Disclaimers:** We Energies:
 - a. does not endorse any particular manufacturer, product, labor or system design by offering these programs;
 - b. will not be responsible for any tax liability imposed on the customer as a result of the payment of incentives;
 - c. does not expressly or implicitly warrant the performance of installed equipment or contractor's quality of work (contact your contractor for detailed warranties);
 - d. is not responsible for the proper disposal/recycling of any waste generated as a result of this project.

INCENTIVE LIMIT: This Central Air Conditioner Tune-up Service incentive is available only once in a 12-month period. This incentive is not available to customers that have or will receive funding from other energy efficiency programs available to Wisconsin businesses for this measure. Incentive will not exceed 75 percent of the project cost.

PROJECT ELIGIBILITY: This incentive is offered by We Energies to qualifying retail electric service customers with locations in Wisconsin. All information is required to be completed for reimbursement.

- Air conditioner unit must be split system type (central air conditioning) or rooftop unit.
 - Air source heat pumps qualify as a split system air conditioner.
 - Ground source heat pumps do not qualify.
 - Window or sleeve (through the wall) units do not qualify.
- One split system unit is defined as a single air conditioner integral to a furnace with an outdoor condenser.
- No unit size restrictions.
- Trade Ally must perform all maintenance tasks on the Tune-Up Service Checklist on page six and record the results (copy the checklist as required for multiple units).



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Summary of Incentives

Please complete the Summary of Incentives, below, based on the Checklists (Page 6).

Unit Serviced (Serial No.)	Unit Size (Tons)	Incentive / Ton	Calculated Incentive*
1		\$10.00	
2		\$10.00	
3		\$10.00	
4		\$10.00	
5		\$10.00	
6		\$10.00	
7		\$10.00	
8		\$10.00	
9		\$10.00	
10		\$10.00	
A. Subtotal:			<input style="width: 100%; height: 20px;" type="text"/>

* Total incentives cannot exceed 75% of total project cost. Please complete worksheet below to determine your total incentive.

B. Total Project Cost (incl. labor, if applicable)

C. 75% (B x 0.75)

D. Enter the lesser of A or C here and on Page 2:

This is the total incentive you can claim.

Please complete a Checklist, on next page, for each unit serviced.
Entire Tune-Up Service Checklist must be completed for customer (or Trade Ally) to receive any incentive.



Central Air Conditioning Equipment Tune-Up Service Application

Air Conditioning Tune-Up Service Checklist

Entire Tune-Up Service Checklist must be completed for customer (or Trade Ally) to receive any incentive.
Please copy this checklist if more than one air conditioning unit is being serviced.

Service Company:	Date of Service:
Unit Manufacturer:	Unit Model #:
Unit Serial #:	Equipment Location:
Refrigerant #:	Refrigerant Qty:
<input type="checkbox"/> Roof Top Unit (Small Business Only) <input type="checkbox"/> Split System (Multi-family or Small Business)	

Check completed tasks:

Fan & Fan Drives

<input type="checkbox"/> Measure & record fan motor	Amps NP _____	Amps Actual _____ / _____ / _____
	Volts NP _____	Volts Actual _____ / _____ / _____
<input type="checkbox"/> Check condition of drive belt, replace if worn		Belt size _____
<input type="checkbox"/> Check sheave-pulley alignment, adjust if necessary and set belt tension		
<input type="checkbox"/> Clean or replace air filters	Qty _____	Size _____
<input type="checkbox"/> Clean and inspect condenser fan motor		
<input type="checkbox"/> Clean and inspect evaporator coil blower motor		

Cooling Items

<input type="checkbox"/> Inspect and clean evaporator coil			
<input type="checkbox"/> Inspect and clean condensate drain			
<input type="checkbox"/> Measure and record air temperatures across evaporator coil		Entering _____	Leaving _____
<input type="checkbox"/> Record outdoor air temperature _____	F		
<input type="checkbox"/> Measure and record compressor refrigerant operating pressures and calculate superheat			
<u>Nameplate</u> Low Press. High Press. <u>Actual</u> Low Press. High Press. Superheat			
#1 _____			
<input type="checkbox"/> Measure and record compressor voltage and amperage			
<u>Nameplate</u> Volts/Amps <u>Actual</u> Volts/Amps			
#1 _____ / _____			
<input type="checkbox"/> Check condition and cleanliness of condenser coil, clean if necessary			
<input type="checkbox"/> Check operation of condenser fan/head pressure control			
<input type="checkbox"/> Check operation and condition of condenser fan			
<input type="checkbox"/> Check operation of economizer actuator and control			
<input type="checkbox"/> Check for proper thermostat operation			
<input type="checkbox"/> Check operation of compressor crankcase heater			
<input type="checkbox"/> Clean economizer filter			
<input type="checkbox"/> Inspect refrigerant piping for damage or leaks			

Additional Comments: