

## Third Party Payment Addendum

For work completed in Washington on or after January 1, 2014



Let's turn the answers on.

### 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.

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 1-800-942-0266 for assistance.

### Option 1: For property owners and landlords

#### 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)

For payments made payable to 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

#### 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 Home Energy Savings program incentive application and acknowledge that Pacific 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 Pacific Power customer service at 1-888-221-7070.

Property management companies have the option of completing the Third Party Payment Addendum for individual tenant units not on an existing landlord account by completing the information below and providing a letter from the current Pacific 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

### 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 Home Energy Savings program incentive application and acknowledge that Pacific 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 \_\_\_\_\_

Property name \_\_\_\_\_

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 Home Energy Savings program incentive application and acknowledge that Pacific Power may verify all the information provided.

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