PotomacEdison®
A FirstEnergy Company

EmPOWER MARYLAND

Focused on Our Future

Required Paperwork Samples

April 2025

Required Paperwork – Application Submission

Downstream only – Does not apply to Instant Discounts.

- Customer Potomac Edison Bill
  - Dated within three months of enrollment application submitted date
- W-9
  - For entity that will receive the rebate incentive check
  - Signed and dated within two years of receiving incentive payment
- Cost Estimate
  - Must show a break-out of equipment & labor costs
  - Equipment must include model #, quantity, & unit cost
- Calculator – can be found on the Tools & Resources tab
- Spec sheet(s)

Some applications may require geo-tagged photos or an in-person inspection

Utility Bill Sample

- **Dated within (3) months of application date**

PotomacEdison
A FirstEnergy Company

Bill Based On: Actual Meter Reading

June 18, 2018
Account Number: 123 456 789

Page 1 of 2
D10

Billing Period: May 11 to Jun 12, 2018 for 33 days
Bill For:
Any Co., LLC
123 Any Street
Any Town, MD XXXXX

Amount Due: $8,546.71

Due Date: July 03, 2018

To report an emergency or an outage, call 24 hours a day 1-888-544-4877. For Customer Service, call 1-800-686-0011. For Payment Options, call 1-800-736-3401. Pay your bill online at www.firstenergycorp.com
Bill Issued by: Potomac Edison, PO Box 3615, Akron OH 44309-3615

Messages

To avoid a 1.50% Late Payment Charge being added to your bill, please pay the **Amount Due** by the Due Date.

To receive your Standard Offer Service price for electricity in this billing period, please call 1-800-827-0048. The price for Standard Offer Service electricity may vary monthly based on your actual kilowatt-hour usage.

Your next meter reading is scheduled to occur on or about Jul 12, 2018.

For a detailed explanation of how to read your bill, visit www.firstenergycorp.com/PEBill

The EmPOWER MD charge funds programs that can help you reduce your energy consumption and save you money. For more information, including how to participate, go to: www.energysavemd.com.

Effective June 1, 2018, the Administrative Credit has changed. Also, the Generation Charge and Energy Cost Adjustment have changed for customers who have not selected an alternate electricity supplier. Please visit www.potomacedison.com, or call 1-800-686-0011.

Account Summary	Amount Due
Previous Balance	8,305.80
Payments/Adjustments	-8,305.80
Balance at Billing on Jun 18, 2018	**0.00**
Potomac Edison - Consumption	8,593.70
Potomac Edison - Misc. Charges	-46.99
Total Current Charges	**8,546.71**
Amount Due by Jul 03, 2018	**$8,546.71**

Usage Information for Meter Number	
Jun 12, 2018 KWH Reading (Actual)	4,187.387
May 11, 2018 KWH Reading (Actual)	4,135.264
Difference	52.123
Multiplier	1,440
KWH used	75,057
OnPeak Load in KW/KVA	290.3
OffPeak Load in KW/KVA	292.9
Measured Lagging Reactive Demand	216.446
Billed Load in KW/KVA	293.0
Billed Reactive Demand	143.0

Charges From Potomac Edison

Customer Number:
Rate: Light and Power Service PE-PH3F

Hourly Pricing Service Charge	5,564.38
Transmission Charge	318.58
Distribution Charge	862.89
Electric Universal Service Fee	53.12
Energy Cost Adjustment	77.73
Cogeneration PURPA Surcharge	930.22
Franchise Tax	46.54
EmPower MD Surcharge	243.18
MD Environmental Surcharge	11.26
State Sales Tax	485.80
Current Consumption Bill Charges	**8,593.70**
Security Deposit Interest	-46.99

EmPOWER MARYLAND

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W-9 Form Sample

- **W-9 of entity receiving incentive payment**
- **Signed and dated within (2) years of payment date**

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Company Name

2 Business name/disregarded entity name, if different from above

d.b.a. - Company Subsidiary

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

- [ ] Individual/sole proprietor or single-member LLC
- [ ] C Corporation
- [x] S Corporation
- [ ] Partnership
- [ ] Trust/estate
- [ ] Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ______

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

- [ ] Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ______

Exemption from FATCA reporting code (if any) ______

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Company Address

Requester's name and address (optional)

6 City, state, and ZIP code

Address City, Stat, Zip

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

1	1	–	1	1	1	1	1	1	

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (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; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** Wet Signature Required **Date ▶** Date Required

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X

Form **W-9** (Rev. 11-2017)

Spec Sheet Sample

LED A

ALED3T150

RAB LIGHTING

Specification grade area lights available with IES Type III distribution. For use for roadway, general parking and other area lighting applications where a larger pool of lighting is required. Patent pending thermal management system. 5 Year Warranty.

Color: Bronze   Weight: 30.4 lbs

Project:	Type:
Prepared By:	Date:

Driver Info		LED Info	
Type:	Constant Current	Watts:	150W
120V:	1.31A	Color Temp:	5000K
208V:	0.80A	Color Accuracy:	71 CRI
240V:	0.69A	L70 Lifespan:	100000
277V:	0.60A	Lumens:	16,839
Input Watts:	155W	Efficacy:	108 LPW
Efficiency:	97%		

Technical Specifications

Listings

UL Listing:
Suitable for wet locations.

IESNA LM-79 & LM-80 Testing:
RAB LED luminaries have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80, and have been received the Department of Energy "Lighting Facts" label.

Dark Sky Approved:
The International Dark Sky Association has approved this product as a full cutoff, fully shielded luminaire.

DLC Listed:
This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.
DLC Product Code: P0000175C

LED Characteristics

Lifespan:
100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations.

LEDs:
Multi-chip, high-output, long-life LEDs

Color Consistency:
7-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color.

Color Stability:
LED color temperature is warrantied to shift no more than 200K in CCT over a 5 year period.

Color Uniformity:
RAB's range of CCT (Correlated Color Temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2015.

Construction

IES Classification:
The Type III distribution is ideal for roadway, general parking and other area lighting applications where a larger pool of lighting is required. It is intended to be located near the side of the area, allowing the light to project outward and fill the area.

Effective Projected Area:
EPA = 0.75

Maximum Ambient Temperature:
Suitable for use in 104°F (40°C) ambient temperatures

Cold Weather Starting:
Minimum starting temperature is -40° F (-40° C)

Thermal Management:
Superior thermal management with external Air-Flow fins.

Housing:
Die-cast aluminum housing, lens frame and mounting arm.

Mounting:
Heavy-duty mounting arm with "O" ring seal & stainless steel screws

IP Rating:
Ingress Protection rating of IP66 for dust and water

Reflector:
Specular vacuum-metallized polycarbonate

Gaskets:
High-temperature silicone gaskets

Finish:
Formulated for high-durability and long lasting color.

Green Technology:
Mercury and UV free. RoHS compliant components. Polyester powder coat finish formulated without the use of VOC or toxic heavy metals.

For use on LEED Buildings:
IDA Dark Sky Approval means that this fixture can be used to achieve LEED Credits for Light Pollution Reduction.

Electrical

Drivers:
Two Drivers, Constant Current, Class 2, 2000mA, 100-277V, 50-60Hz, Power Factor 99%

THD:
6% at 120V, 11.3% at 277V

Surge Protection:
4kV

Other

California Title 24:
See ALED3T150/D10, ALED3T150/BL, ALED3T150/PCS, ALED3T150/PCS2, or ALED3T150/PCT for a 2013 California Title 24 compliant product. Any additional component requirements will be listed in the Title 24 section under technical specifications on the product page.

Need help? Tech help line: (888) RAB-1000 Email: sales@rabweb.com Website: www.rabweb.com

Page 1 of 2

ALED3T150

RAB LIGHTING

Technical Specifications (continued)

Other

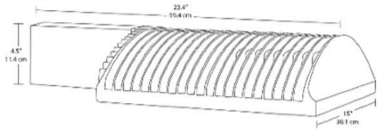
Warranty:
RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish.

Optical

BUG Rating:
B1 U0 G2

Replacement:
Replaces 400W Metal Halide.

Dimensions



Features

66% energy cost savings vs. HID
100,000-hour LED lifespan
Type III distribution
5-year warranty

Ordering Matrix

Family	Distribution	Watts	Mount	Color Temp	Finish	Voltage	Photocell	Dimming	Bi-Level
ALED	3T	150							
	2T = Type II 3T = Type III 4T = Type IV	360 = 360W 260 = 260W 150 = 150W 125 = 125W 105 = 105W 78 = 78W	Blank = Arm SF = Slipfitter	Blank = 5000K (Cool) Y = 3000K (Warm) N = 4000K (Neutral)	Blank = Bronze W = White RG = Gray	Blank = 120-277V /480 = 480V (Only 360W & 260W)	Blank = No Photocell /PC = 120V Button /PC2 = 277V Button /PCS = 120V Swivel /PCS2 = 277V Swivel /PCT = 120-277V Twistlock /PCS4 = 480V Swivel /PCT4 = 480V Twistlock	Blank = No Dimming /D10 = Dimmable	Blank = No Bi-Level /BL = Bi-Level

Need help? Tech help line: (888) RAB-1000 Email: sales@rabweb.com Website: www.rabweb.com

Page 2 of 2

DLC / ENERGY STAR Listing Sample

Model# ALED3T150 [blank SF] [blank RG W] /[PC PC2 PCS PCS2] or [PCT PCT4 7PRS 7PRS/PCT 7PRS/PCT4] or [WS2 WS4 LC]

Manufacturer: RAB Lighting
Brand: RAB Lighting
Technical Requirements Version: 4.2
Date Qualified: 01/23/2014
Product ID: P0000175C

LED A DLC Listing

Categorization

Main: Outdoor Luminaires
General Application: High Output
Primary Use: Outdoor Pole/Arm-Mounted Area and Roadway Luminaires

Classification: Standard
Is Parent Product: No
DLC Family Code: BBBDCV
Dimming Status: NotDimmable
Listing Status: Listed

View Notes

Reported Data | Zonal Lumens | Spacing Criteria | Version History | Family Data

Light Output: 16839 lm
Wattage: 155.2 W
Efficacy: 108.5 lm/W
Power Factor: 1
CCT: 5029 K
CRI: 71
Total Harmonic Distortion: 4.9 %

Cost Estimate Sample

- **Must show a breakout of equipment and labor costs**
- **Include quantity to be installed**
- **Include description of product to be used for project**

Company Name

Company Logo

Address
City, State, Zip
Business Phone

Cost Estimate

DATE XX/XX/201X
Quotation # 12345
Customer ID ABC123

Bill To:

Name
Company Name
Address
City, State, Zip
Business Phone

Quotation valid until: Void After 30 Days

Prepared by: Name

Comments or special instructions: Project Name

Description	Model Number		QTY	Unit Price	Amount
RAB Lighting ALED 3T 150W 5000K	ALED3T150	$	188.00	$15.00	$2,820.00
Labor (35 hours @ $100/hr)		$	35.00	$100.00	$3,500.00
Freight		$	1.00	$700.00	$700.00
			Sub-Total:		$7,020.00
			Tax (6%):		$421.20
	TOTAL				**$7,441.20**

If you have any questions concerning this quotation, Contact Name, Phone Number, E-mail

THANK YOU FOR YOUR BUSINESS!

Cost Estimate Requirements

1. Must show a breakout of:
   Equipment Cost
   Labor Cost

Customer Signature:

Required Paperwork – Payment Request

Downstream only – Does not apply to Instant Discounts.

- Incentive Payment Request Form (last page of Offer Letter)
- Final Invoice
  - Must show a break-out of equipment & labor costs
  - Equipment must include model #, quantity, & unit cost
- Letter of Attestation (LOA)
  - Signed/dated by customer
- Calculator
  - If scope of work has been revised since initial application, submit a revised calculator
- Spec sheet(s)
  - If product used for installation has been revised since initial application, submit new spec sheet(s)

Some applications may require geo-tagged photos or an in-person inspection

New Letter of Attestation (LOA)

- LOA MUST:
  - Customer name as it appears on the bill
  - Addresses must include city, state, & ZIP code
  - Third party information filled in (if applicable)
  - Customer contact information at the bottom

Terms & Conditions for Third Party:
When you apply for a rebate through the Energy Solutions for Business program from Potomac Edison, you have the option of approving a third party to be paid directly. When you complete and submit this form, you can assign percentage of the approved incentive to be paid directly to the third party listed in the authorization box.

Date: ____________

(Insert name from customer utility bill) ____________ has completed the job for Enrollment Application number EA- ____________ located at (insert project address here) ____________.

I, ____________, am an authorized company representative and hereby attest that the Energy Efficiency project referred to by Enrollment Application EA- ____________ was complete on the date of ____________.

I attest to the fact that a portion 100%, or all of the approved incentive payment has been assigned to a third party.

Incentive payee Name: ____________

Payee Address: ____________

Third Party Email Address

Payee/Third Party Tax ID

Third Party Phone

I declare that the above statement is true and accurate to the best of my knowledge. I certify that I have read, understand and agree to terms and conditions listed on page 2.

Sincerely,

Signature: ____________

(Electronic signatures accepted)

Print Name: ____________

Title: ____________

Contact Phone Number: ____________

Contact E-mail Address: ____________

Final Invoice Sample

- **Must show a breakout of equipment and labor costs**
- **Include quantity to be installed**
- **Include description of product to be used for project**

Company Name

Company Logo

Address
City, State, Zip
Business Phone

Final Invoice

DATE XX/XX/201X
Quotation # 12345
Customer ID ABC123

Bill To:

Quotation valid until: Void After 30 Days

Prepared by: Name

Name
Company Name
Address
City, State, Zip
Business Phone

Project Name: Project Name
EA Number: EA-123456789
Install Date: XX/XX/201X

Description	Model Number		QTY	Unit Price	Amount
RAB Lighting ALED 3T 150W 5000K	ALED3T150	$	188.00	$15.00	$2,820.00
Labor (35 hours @ $100/hr)		$	35.00	$100.00	$3,500.00
Freight		$	1.00	$700.00	$700.00
				Sub-Total:	$7,020.00
				Tax (6%):	$421.20
	TOTAL				**$7,441.20**

Manufacturer Name & Model Number Listed

If you have any questions concerning this quotation, Contact Name, Phone Number, E-mail

THANK YOU FOR YOUR BUSINESS!

Final Invoice Requirements

Must show a breakout of:
Equipment Cost
Labor Cost

Customer Signature:

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money.

To learn more about EmPOWER and how you can participate,
go to energy.maryland.gov/Pages/Facts/empower.aspx.