

NOTES / INSTRUCTIONS:

- **Must be printed on customer's letterhead.**
- **Wet signatures are required. Electronic signatures will not be accepted.**
- **Make sure there is a current W-9 (dated within 2 years of request) for entity being paid**

Date: January 2, 2021

(Insert name from customer utility bill) XYZ Development, Inc. has completed the project for Application ID Number 402xxxx located at (insert project address here) 555 Happy Street, Hagerstown, MD 21740.

I, Jane Smith, am an authorized company representative and hereby attest that the energy efficiency project referred to by Application ID Number 402xxxx was complete on the date of December 31, 2023.

I attest to the fact that a portion 0% or all of the approved incentive payment has been assigned to a third party.

Incentive Payee Name: Person Being Paid (make sure current W-9 is attached)

Payee Address: 555 South Happy Street, Hagerstown, MD 21740

I declare that the above statement is true and accurate to the best of my knowledge.

Signature: _____

(Wet signatures are required. Electronic signatures will not be accepted)

Print Name: Jane Smith

Title: XYZ Development, Inc.

Contact Phone Number: 301.555.1212

Contact E-mail Address: jan smith@xyzdevelopment.com

Date: _____

_____ has completed the project for Application ID Number _____

located at _____.

I, _____, am an authorized company representative and hereby attest that the energy efficiency project referred to by Application ID Number _____ was complete on the date of _____.

I attest to the fact that a portion _____ or all of the approved incentive payment _____ been assigned to a third party.

Incentive Payee Name: _____

Payee Address: _____

I declare that the above statement is true and accurate to the best of my knowledge.

Signature: _____

(Wet signatures are required. Electronic signatures will not be accepted)

Print Name: _____

Title: _____

Contact Phone Number: _____

Contact E-mail Address: _____