

Energy Rebate Supplier Registration Form

Instructions

1. The Energy Rebate applies to Firewood (>1 cord per year) and Wood Pellets used for residential purposes;
2. In order to receive payment from the Department, the supplier must complete the attached vendor registration form, if one is not already on file. Suppliers who have received an electronic payment from the Province are likely registered;
3. When invoicing customers, the invoice must be HST taxable and include all the information of a regular invoice, including your HST number;
4. After the regular total, the invoice should have a line "PEI Government Energy Rebate" which will be 10% of the pretax invoice and will be deducted to come to the final invoice amount;
5. To recover the 10% rebate, the Supplier Reimbursement Form should be completed and submitted to the Department no more frequently than monthly. Supporting invoices and reports are to be retained and available for audit purposes for 7 years;
6. Payment will be issued within 30 days of receipt and verification;
7. All invoices for the fiscal year ending March 31 must be received by April 15.

Name of Supplier		Business HST#:	
Address – Civic, Mailing			
Municipality	Province	Postal Code	
PEI Government Vendor Registration Number - if you are not currently a vendor of the Province of PEI, please complete a PEI Payee Registration Form.			
Contact			
Phone	Cell	Email	
Type of Fuel	Estimated Number of Customers	Estimated Annual Volume (QTY)	Estimated Annual Volume (\$)
Wood Pellets: <input type="checkbox"/> Fire Wood: <input type="checkbox"/>			
			example: 500 cord/\$10,000

I hereby certify that the information contained in this application is true, complete and correct.	
NAME (Please Print)	DATE
SIGNATURE	TITLE

Return to:

P.E.I. Government Energy Rebate
Department of Environment, Energy and Climate Action
P.O. Box 2000, Charlottetown, PE, C1A 7N8
Email: energyrebate@gov.pe.ca • Fax: 902-894-0242

Freedom of Information and Protection of Privacy

Personal information on this form is collected under section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01 FOIPP, as it relates directly to and is necessary for the provision of programs and services operated by the Department of Environment, Energy and Climate Action. This personal information may be shared with other public bodies under "FOIPP", section 37, when the disclosure is necessary for the delivery of common or integrated programs or services. If you have any questions about this collection of personal information, you may contact P.E.I. Government Energy Rebate, Department of Environment, Energy and Climate Action, P.O. Box 2000, Charlottetown, PE C1A 7N8.

DEPARTMENT USE ONLY	
APPROVED BY DEPARTMENT:	DATE

If you require assistance with this form or have questions about the Energy Rebate, please call 1-833-845-8615.