

HVAC Ductwork Application Instructions



To submit a complete **Ductwork Rebate Application**, please take these steps:

1. Complete **all** sections of the application.
2. **Sign and date** the application at the bottom of the page.
3. Include a detailed installation **invoice** from your **licensed** heating and cooling contractor.
4. Rebates will be paid to the SCE&G account holder by default. If you are not the account holder and request for the check to be in your name, you must submit a completed W-9 which can be found at www.irs.gov/pub/irs-pdf/fw9.pdf.
5. Ensure your contractor has completed the **Data from Duct Sealing and/or Insulation or Complete Duct Replacement Section**, listed at the bottom of the application. **NOTE:** While South Carolina code requires duct leakage testing with a duct blaster for complete duct replacement, SCE&G also requires the same testing for duct sealing.
6. Submit your application **within 90 days** from the service/installation date, provided on your invoice, via email or mail.

Mail: SCE&G EnergyWise Rebates
220 Operation Way
Mail Code DSM
Cayce, SC 29033-3701

Email: EnergyTeam@SCEG.com

Heating & Cooling Duct Sealing and Duct Insulation Rebate Application for Residential Electric Customers



Applicant Information

Rebate will be paid to SCE&G account holder by default. If the owner of the property is to be paid but is not the account holder, please include an IRS Form W9, available here: www.irs.gov/pub/irs-pdf/fw9.pdf.

SCE&G ELECTRIC ACCOUNT HOLDER: _____ TELEPHONE: _____

SERVICED ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____

SCE&G ELECTRIC ACCOUNT NUMBER: [] - [] [] [] [] [] - [] [] [] [] [] [] - [] [] [] [] [] []

HOMEOWNER'S NAME: (If different than Account Holder) _____

HOME TYPE: (Check One) SINGLE FAMILY APARTMENT CONDO MOBILE HOME HOME SIZE: _____ SQ. FT. YEAR BUILT: _____

HVAC Contractor Information

COMPANY NAME: _____ TELEPHONE: _____

TECHNICIAN NAME: _____ MECHANICAL LICENSE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TECHNICIAN SIGNATURE: _____ DATE: _____

Duct Improvement Service	Rebate	Quantity Serviced	Service Date	Customer Requirements
<input type="checkbox"/> Duct Sealing	\$150			<ul style="list-style-type: none"> Verify contractor has completed both contractor sections. Verify application is completed in full. Submit application and detailed installation invoice to SCE&G within 90 days. Read Terms and Conditions and sign application.
<input type="checkbox"/> Duct Insulation	\$150			
<input type="checkbox"/> Complete Duct Replacement	\$300			

This section to be completed by the Heating and Cooling Contractor

Data from Duct Sealing and/or Duct Insulation or Complete Duct Replacement

NOTE: All duct leakage testing must be performed using a duct blaster.

EQUIPMENT TYPE: AIR CONDITIONER HEAT PUMP **EQUIPMENT SIZE:** _____ TONS

DUCT SEALING: (Must be at least 50% or 150 cfm reduction in leakage)
 MEASURED DUCT LEAKAGE (PRE) _____ MEASURED DUCT LEAKAGE (POST) _____

DUCT INSULATION: (Must be upgraded to at least R8)
 EXISTING LEVEL _____ UPGRADED LEVEL _____ LOCATION _____

COMPLETE DUCT REPLACEMENT: (Total Duct Leakage must be ≤ 10%)
 MEASURED DUCT LEAKAGE (POST) _____ ÷ sq. ft. of area serviced _____ x 100 = _____ (TOTAL DUCT LEAKAGE)

ACCEPTANCE OF TERMS

By submitting this rebate application, the Applicant certifies that he or she is the SCE&G account holder or owner of the home/address at which the Duct Sealing and/or Duct Insulation or Complete Duct Replacement was performed, that he or she has purchased the services described on this rebate application, and that it has been performed at the indicated address. The applicant acknowledges that SCE&G may verify the information provided. By submitting this rebate application, the applicant also acknowledges that he or she has read and accepts the Terms and Conditions of this program. A copy of the detailed contractor invoice must accompany this form. The Applicant agrees to conduct this transaction by written or electronic means, including but not limited to the acknowledgement above of having read and agreeing to the Terms and Conditions of this rebate program.

Applicant Signature: _____ Date: _____

PLEASE READ THE INFORMATION ON THE REVERSE SIDE BEFORE COMPLETING THIS REBATE APPLICATION.

Heating & Cooling Duct Sealing and Duct Insulation Rebate Terms and Conditions

Applicant Eligibility

1. Applicants must be the account holder OR owner where the duct improvement was performed for an active SCE&G residential electric account. Applicants who are not the account holder, but do own the property where the service was performed, may apply by including an IRS form W9, which can be found at www.irs.gov/pub/irs-pdf/fw9.pdf.
2. All HVAC duct improvement services meeting the eligibility requirements of this application must be installed on or after 12/1/2017. Only services performed in accordance with the program's technical protocol can qualify and must be provided by a licensed heating and cooling contractor.
3. While South Carolina code requires duct leakage testing with a duct blaster for complete duct replacement, SCE&G also requires the same testing for duct sealing.
4. Improvements must be made to an existing duct system. Complete duct system replacements are eligible for these rebates, provided they meet all other terms and conditions. Improvements must be made to all accessible ductwork.
5. This is a one-time rebate, and only one Duct Sealing, one Duct Insulation Rebate, or one Complete Duct Replacement rebate is available for the life of each central air conditioner and heat pump system. Multiple rebates for single systems are not permitted.
6. Applicants must submit a completed Duct Sealing and Duct Insulation Rebate Application and a copy of the detailed contractor invoice **within 90 days** of completion. Applications missing any of these submissions are subject to delay or denial.

Other Conditions

1. SCE&G's Heating & Cooling Rebate Program has been approved by the Public Service Commission of South Carolina and may be subject to change or modification, without prior notice, at any time.
2. Rebate payments will be in the form of checks and made out to the account holder (customer), unless an IRS Form W9 is submitted, as stated in #1 under Applicant Eligibility.
3. SCE&G reserves and the Applicant grants SCE&G the right to inspect the duct improvement(s). Should it be determined that the qualifying duct improvement(s) were not performed, contrary to the information contained in the application, the rebate must be repaid to SCE&G.
4. SCE&G reserves the right to amend or discontinue this program without notice.
5. Rebates will be processed approximately four to six weeks after receipt of a completed Rebate Application and detailed contractor invoice. Incomplete applications are subject to delay or denial.
6. SCE&G does not warrant the performance of the services or that the services will result in reduced usage or demand or lower energy costs.

Send your completed Heating & Cooling Duct Sealing and Duct Insulation Rebate Application and detailed contractor invoice to:

**Mail: SCE&G HVAC Rebates
220 Operation Way
Mail Code DSM
Cayce, SC 29033-3701**

Email: EnergyTeam@SCEG.com

If you have any questions, please call **1-877-510-7234** or visit sceg.com/HVAC.