



FPL HVAC – VARIABLE FREQUENCY DRIVE (VFD) REBATE CHECKLIST

1. Submit the Specs for the VFD:

- a) Mechanical Schedules
- b) Manufacturer Spec sheets
- c) Chilled/condenser water pump motor submittal
- d) System peak load profile/chiller manufacturer spec sheet
- e) AHRI certificate if available
- f) Invoice, Purchase Order or Schedule of Values

2. Once the unit qualifies - Provide the following items:

- a) **Original Invoice or Purchase Order** (*must contain the model number and quantity of units*)
- b) **Contact Name, phone number, unit, & customer information** (*in case of inspection*)
 - i) Name: _____
 - ii) Phone Number: _____
 - iii) Valid email address: _____
 - iv) Account Number: _____
 - v) Installation Date: _____
 - vi) Tax ID (TIN): _____ (needed to find the SAP number)
 - vii) Mailing Address: _____ (Required for SAP where check will be mailed)
- c) **Required: Pictures of the units installed** (*include a readable nomenclature picture*)
- d) Installing contractor license (*if available*)
- e) **The W-9 should be for the company and address where the check will be sent to -**
<https://www.irs.gov/forms-pubs/about-form-w-9>
- f) **If customer is a new payee:** Completed [Vendor Questionnaire](#)
 - i) **If, Add / Change Address:** Complete and submit vendor questionnaire
 - ii) **If, Name Change:** Complete and submit vendor questionnaire and email with change request

Note:

1. **if payment is to a 3rd party vendor, need to include the LOA (letter of authorization)** from customer indicating 3rd party payee and include 3rd party's W-9, if payment is not going directly to customer.

3. Submit the completed and signed Rebate Form

4. Design Requirements:

- a) Operates weekdays between 3 – 6 pm, during June 1 – September 30
- b) Equipment must be new (*cannot be refurbished, previously installed, or used*)
- c) Must exceeds Florida Building Minimum Code requirements
- d) Meets program requirements and efficiency standards
- e) FPL HVAC Program Standard:
<https://www.fpl.com/content/dam/fplgp/us/en/business/save/programs/pdf/SMB-HVAC-Standards.pdf>
- f) For questions and information on supporting documentation please call Program Specialists:
 - i) Mike Catarzi (941-331-4024)
 - ii) Jared Giordano (401-255-2008)



Notes:

1. **Please take the following pictures: *Equipment, Model number and Building Number or Business Number.***
2. ***If equipment is on the roof, only qualified facility, maintenance, or contract personnel that are qualified for roof access should take pictures for safety reasons.***
3. The **first** picture should be an overall picture of each equipment installed and operating.
4. The **second** picture, a close –up legible model or tag number of each.
5. The **Third** picture showing location or address (building number or business number)
6. **Please attach and email all photos to your designated FPL contact or program point of contact.**
7. **If you have any questions, please call while you are still on-site. Thank you for your assistance.**