



Commonwealth Solar Hot Water Program Project Completion Instructions

Congratulations on your new solar hot water system! After your system installation and all inspections are complete, an on-line Project Completion Form and the required back-up documentation should be submitted by your installer through PowerClerk.

Your installer should give you the following documents after your solar hot water system has been installed:

- Evidence that the system has passed all local inspections
- A copy of your warranties for equipment and installation
- A copy of your maintenance manual. Yearly maintenance is important to ensure a properly-performing system. MassCEC highly recommends a maintenance contract with a qualified contractor.

MassCEC is committed to ensuring the quality of your installation. MassCEC conducts an audit of at least the first installation completed by every installer participating in the program.

Installers: Go online to www.masscec.com/solarhotwater to access instructions on how to submit an online project completion form through PowerClerk.

Required backup documentation will include the following (you will be prompted for uploads):

1. Copies of invoices to and proof of payment from the grantee. Invoices from the installer to the grantee should document installation dates, materials costs, labor costs, metering equipment, Massachusetts-manufactured components (if applicable), and any equipment changes. Proof of payment from the grantee to the installer should be in the form of a copy of a check, bank transfer, or credit card receipts, with dates and amounts documented.
2. Photos of Installed System (Collector, Plumbing and Metering)
3. W-9 (Completed by System Owner), please send separately via email to finance@masscec.com
4. Building Permit
5. Evidence of Plumbing Inspection, if not noted on Building Permit

Upon receipt of a complete Project Completion Form and backup documentation, and upon satisfactory completion of MassCEC post-installation inspections (if required), the rebate payment will be made to the Payee designated on the Project Completion Form.

Disclaimer: The Massachusetts Clean Energy Center ("MassCEC") has not investigated, and expressly disclaims any duty to investigate, any company, product, service, process, procedure, design, or the like which has been approved for rebates via this program. The approval of these rebates does not constitute endorsement, warranty, or guaranty by MassCEC of any company, product, service, process, procedure, design, or the like. The entire risk of use of any of these products or services is assumed by the rebate recipient.



Instructions for Submitting a Signed W-9

If you are a System Owner and have received a Notice of Award for your Commonwealth Solar Hot Water Rebate Application, you must complete and return a W-9 Form to MassCEC in order to receive your rebate payment. The W-9 must be in the name of the entity to whom the payment will be made. This information will be kept confidential. MassCEC will not release rebate payment without receipt of this signed document.

MassCEC will send out a Form 1099 to each System Owner that is awarded a rebate through the Commonwealth Solar Hot Water rebate program. The 1099 will be for the tax year in which the rebate payment is remitted.

Please see below for a blank W-9 Form.

Once the W-9 Form is complete, please send it to the MassCEC Finance Department at finance@masscec.com, or mail it to the address below:

Commonwealth Solar Hot Water
Attn: Amanda Treat
Massachusetts Clean Energy Center
55 Summer Street, 9th Floor
Boston, MA 02110

Please Note:

- The W-9 Form must be completed by the grantee that signed the Commonwealth Solar Hot Water Program Terms and Conditions.
- For specific tax questions, please consult your personal tax advisor.