



Government of the Virgin Islands
Office of the Governor
Virgin Islands Energy Office



Energy Efficiency & Renewable Energy Rebate Program



Consumer Information Package

This Rebate Program is supported by the U.S. Department of Energy
State Energy Program Funding Opportunity EE0009493

Program Launch Date: April 11, 2025

REBATES ARE SUBJECT TO THE AVAILABILITY OF FUNDING

Program Information

The Virgin Islands Energy Office (VIEO) welcomes back the Energy Efficiency & Renewable Energy (EERE) appliance rebate program honoring purchases made from **11/24/2023** with valid receipt from an approved local vendor.

The EERE Rebate Program is designed to provide incentives for purchases of energy efficient appliances for your home to help you make the best energy saving decisions.

1. Limited Funding available – first-come, first-serve basis!

- ◆ Processing rebates based on application date **not purchase date**

2. Applications will only be accepted with all appropriate required documentation:

- ◆ Valid U.S. Government-issued ID
- ◆ Completed IRS W-9 form (with mailing address listed)
- ◆ Valid Receipt from approved vendor
- ◆ Completed and signed application with signed Terms and Conditions

3. Rebate amount is 40% of the purchase price of eligible items from an approved EERE Program Vendor up to a **maximum of \$5,000 per household or small business.**

4. Applications must be delivered in person to the Energy Office locations below:

St. Thomas:

8000 Nisky Center, 2nd Floor, Suite 208
St. Thomas, VI 00802
Phone: (340) 714-VIEO (8436)

St. Croix:

#2 Estate Carlton, Suite 3
Frederiksted, VI 00840
Phone: (340) 713-VIEO (8436)



VIRGIN ISLANDS ENERGY OFFICE

Energy Efficiency & Renewable Energy Rebate Program

TERMS AND CONDITIONS

Program Launch: April 11, 2025



REBATE PROCESS

- ◆ Limited funding is available.
- ◆ Rebates will be distributed on a first-come, first-served basis. Rebates will be processed on the date the application is received, not the purchase date.
- ◆ Applications must be complete with all required supporting documentation and delivered to the Virgin Islands Energy Office.
- ◆ Incomplete and Ineligible applications will be rejected, and applicants will receive an email informing of the rejection.

EERE Rebate Required Supporting Documentation:

1. Completed IRS W-9 form (with mailing address noted)
2. USVI Government-issued ID:
 - ◆ A copy of the applicant's valid USVI driver's license **or**
 - ◆ A valid U.S. Government-issued ID and copy of stamped USVI Tax Return
3. A copy of the itemized receipt with **model number** clearly displayed from approved local vendor showing paid in full.
4. ENERGY STAR® product verification information matching model number on receipt.
5. Signed EERE Rebate Program Terms and Conditions.

Additional Solar Water Heater Requirements:

6. A copy of your most recent WAPA bill.
7. Photos of completed installation.

To apply for a rebate:

1. All documentation listed above must have matching applicant name.
2. All documentation must be signed and submitted to your local VI Energy Office.

St. Thomas Office

8000 Nisky Center, 2nd Floor, Suite 208
St. Thomas, VI 00802
Phone: (340) 714-VIEO (8436)

St. Croix Office

#2 Estate Carlton, Suite 3
Frederiksted, VI 00840
Phone: (340) 713-VIEO (8436)

APPLICANT REQUIREMENTS

As a condition for receiving the VIEO EERE Rebate, you (the applicant/purchaser) must comply with the requirements below. You are responsible for reviewing the VIEO EERE Rebate Program requirements before applying for a rebate.

Program Requirements:

1. The applicant must be a full-time resident of the U.S. Virgin Islands.
2. Items must be ENERGY STAR® Certified.
3. Items must be purchased from an approved EERE Program Vendor.

Rebate Overview:

40% of the purchase price of eligible items from an approved EERE Program Vendor up to a **maximum of \$5,000 per household or small business.**

Rebate Limitations:

1. VIEO EERE Rebate Applicants may submit a separate application as an individual resident, as well as a small business owner. Applicants can submit one application as an individual and one as a small business owner, each not to exceed a rebate amount of \$5,000.
The IRS W-9 information must reflect the respective mailing address.
2. Rebates will be distributed on a first-come, first-served basis and issued to qualifying recipients. Rebates are subject to availability of funds through the SEP Grant EE0009493, VIEO EERE Program Rebate.

By checking the terms and conditions box, you (the applicant) agree to the following:

- ◆ I understand that VIEO reserves all rights and remedies available under the law to enforce the terms of this agreement.
- ◆ I understand that any false statement made in the submitted information may be punishable under Virgin Islands Law, and in accordance with any applicable statute.
- ◆ I understand that VIEO reserves the right to modify these terms and conditions and/or terminate the VIEO EERE Rebate Program at its sole discretion.
- ◆ I understand that the submittal of a rebate application form does not guarantee a rebate.



Applicant Name, (Last, First, MI)

Applicant Signature

Date



ENERGY EFFICIENCY & RENEWABLE ENERGY REBATE PROGRAM
REBATES ARE SUBJECT TO THE AVAILABILITY OF FUNDS
APPLICATIONS PROCESSED BY DATE RECEIVED NOT PURCHASE DATE
PROGRAM CYCLE: NOVEMBER 22, 2024 TO SEPTEMBER 30, 2025



Please check off and attach all the following: (INCOMPLETE AND UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED)

- Signed Terms and Conditions
- Completed IRS W-9 form *(with mailing address noted)*
- USVI government-issued identification
- Valid receipt or invoice *(from an approved vendor)*
- ENERGY STAR®** product verification information

For small business & Non-Profit organizations:

- USVI business license
- VIWAPA electric bill
- Non-Profit or Not-for-Profit documents

Section A: Applicant Information

Name: (Last, First, Middle Initial) _____

Business or Entity Name: _____ **Non-Profit/Not-for-Profit**

Last 4 Digits of SSN or EIN: _____ **E-mail Address:** _____

Installation/Physical Address: _____

Current Mailing Address: _____

Telephone: _____ **Mobile/Cell:** _____ **Historic Building:** Yes No

Section B: Approved Vendor and Product Information

Place of Purchase: _____ **Model #:** _____

District: St. Croix St. Thomas-St. John **Serial #:** _____

Item Purchased: _____ **SWH System Type:** Direct Open Loop Thermosiphon

Brand Name: _____ **Tank Size (gal):** _____ **Collector Size (ft²):** _____

Total Price: _____ **Purchase Date:** _____

Quoted Rebate: _____ **Receipt/Invoice #:** _____

I certify that all information supplied herein is true and correct. I acknowledge that I have read, understand, and agree to the rebate program terms and conditions. I understand that the VIEO reserves the right to inspect items to ensure installation at the above address. Failure to install rebate items at the address listed above will result in repayment or return of rebate funds. **I understand that non-compliance with the rebate program rules and regulations is considered fraudulent and prosecutable, and that payment is contingent on the availability of funds.**

APPLICANT SIGNATURE _____

DATE _____

Section C: Questionnaire

1. Are you buying this item as a homeowner tenant landlord small business owner?
 2. Is the installation single-family residence 2-4 family residence condominium commercial space?
 3. Major reason for making this purchase replacement necessity remodeling new home/business energy savings
 4. If a replacement, is the new unit a smaller size same size larger size an additional unit
 5. Would you have purchased this item if the rebate were not offered? Yes No
 6. What will you do with the old item? discard give away sell trade-in continue to use
- PLEASE HELP US DETERMINE THE DEVELOPMENT OF THIS PROGRAM BY ANSWERING THE FOLLOWING QUESTIONS:**
7. Have you received a rebate from the VIEO before? If yes, year(s) _____, _____, _____
 8. Household size: 1-3 4-6 7 or more
 9. Household income: \$19,000-\$39,999 \$40,000+

VIEO INTERNAL SECTION (DO NOT COMPLETE) — Check off and attach all the following:

- Signed Terms and Conditions
- IRS W-9 form *(with mailing address noted)*
- USVI government-issued identification
- Valid receipt or invoice *(from an approved vendor)*
- ENERGY STAR® product verification information

For small business & Non-Profit organizations:

- USVI business license
- VI WAPA electric bill
- Non-Profit or Not-for-Profit documents

Notes: _____

Reviewed By: _____

ENERGY EFFICIENCY & RENEWABLE ENERGY REBATE PROGRAM APPLICATION INSTRUCTIONS

| WHO CAN APPLY? | HOW TO APPLY? |
|---|---|
| <ul style="list-style-type: none"> ◆ This rebate offer applies only to legal residents of the U.S. Virgin Islands. To claim residency, applicants MUST be domiciled (established as your PRIMARY residence) in the Territory. The VIEO reserves the right to request proof of residency, i.e., VI income tax return or USVI government issued identification (<i>driver's license, voter's ID card, or senior citizen ID card</i>). ◆ Small businesses (VI WAPA electric bill with an average of 2,500 kWh/month or less) ◆ Non-profits or Not-for-Profit organizations ◆ REBATES ARE NOT AVAILABLE FOR GOVERNMENT PURCHASES. ◆ Applicants may submit a separate application as an individual resident, as well as a small business owner. Applicants can submit one application as an individual and one as a small business owner, each not to exceed a rebate amount of \$5,000. The IRS W-9 information must reflect the respective mailing address. | <ul style="list-style-type: none"> ◆ REBATE WILL BE PROCESSED BY DATE RECEIVED NOT BY PURCHASE DATE! ◆ COMPLETE ALL THE INFORMATION including the questionnaire, which is used for data collection in determining future grant opportunities. ◆ Applications can be obtained from the VIEO offices, online at energy.vi.gov, or participating vendors. ◆ Name on the rebate application, IRS W-9 form, and sale receipt MUST be the same! ◆ Make sure all required documents are attached and completed with your application. ◆ Submit in person to: VIRGIN ISLANDS ENERGY OFFICE <ul style="list-style-type: none"> ○ ST. CROIX: #2 Estate Carlton, Suite 3, Frederiksted ○ ST. THOMAS: 8000 Nisky Center, 2nd Floor, Suite 208 |
| WHAT DO YOU NEED? | PROGRAM RULES AND REGULATIONS: |
| <ul style="list-style-type: none"> ◆ Completed Rebate Application & Terms and Conditions ◆ IRS W-9 form (<i>with applicant's mailing address</i>) ◆ USVI government issued identification (<i>driver's license, voter's ID card, or senior citizen ID card</i>) ◆ Valid sales receipt or invoice with the product information and pricing itemized. The receipt or invoice must show that ALL items were "paid in full" or show a zero balance. Rebates are processed <u>after</u> payment of the full invoice amount. ◆ ENERGY STAR® product verification. Visit www.energystar.gov/productfinder/, to download the product information sheet or provide the EnergyGuide label, product packaging, appliance or user manual showing the ENERGY STAR® logo (with the model number clearly indicated) ◆ Small commercial business: <ul style="list-style-type: none"> ○ Current business license ○ VI WAPA electric bill ◆ Non-profit or Not-for-Profit: <ul style="list-style-type: none"> ○ 501(c)(3) Verification Letter ○ Articles of Incorporation ○ Certificate of Good Standing <p>If you have any questions or need further assistance, please call our office in St. Croix at (340) 713-8436 or St. Thomas at (340) 714-8436.</p> | <ul style="list-style-type: none"> ◆ REBATES ARE SUBJECT TO THE AVAILABILITY OF FEDERAL FUNDS. THEREFORE, THIS PROGRAM MAY BE TERMINATED AT ANY TIME WITHIN THE PROGRAM CYCLE. ◆ All eligible items MUST be purchased from a business in the U.S. Virgin Islands. ◆ The eligible rebate amount cannot exceed \$5,000 per household per program cycle. ◆ The VIEO reserves the right to share payment (rebate) information with the VI Bureau of Internal Revenue. ◆ The VIEO reserves the right to inspect items to ensure that they are installed at the address listed on the rebate application. <i>Non-compliance will result in a request for the return of funds by the applicant and/or prosecution for fraud.</i> ◆ Solar water heater systems must be installed and operational within 60 days of the purchase date. Once the system(s) are installed, the vendor or applicant must notify the VIEO to schedule an inspection. Rebates will only be issued on operational ICC-SRCC™ rated systems verified by a VIEO site inspection. ◆ Pursuant to federal law 10 CFR§ 420.13(b)(6): The VIEO State Energy Program (SEP) will not implement any market title activity involving the purchase or installation of materials or equipment to weatherize or otherwise supplement its existing Weatherization Program(s) targeting low-income households. ◆ The VIEO reserves the right to add, delete or change the program rules at our discretion. Modification to the rebate application is not allowed. |

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

| | | | | |
|--|-----------|---|---|--|
| Print or type. See Specific Instructions on page 3. | 1 | Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) | | |
| | 2 | Business name/disregarded entity name, if different from above. | | |
| | 3a | Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i> | |
| | 3b | If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/> | | |
| | 5 | Address (number, street, and apt. or suite no.). See instructions. | Requester's name and address (optional) | |
| | 6 | City, state, and ZIP code | | |
| | 7 | List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

| | | | | | | | | | |
|---------------------------------------|--|--|--|---|--|--|--|--|--|
| Social security number | | | | | | | | | |
| | | | | - | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | | | | | | |

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|--------------------------|------|
| Sign Here | Signature of U.S. person | Date |
|------------------|--------------------------|------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they