# INCENTIVE INVOICE CHECKLIST GUIDE FOR FINAL PAYMENT AND ADVANCE PAYMENT

The following checklist has been prepared to assist Participants with preparing their incentive invoice for their Save on Energy Retrofit program applications after they receive either:

- *Pre-Project Approval for an advance incentive (if applicable), or,*
- *Post-Project Approval for the final incentive payment.*

It is intended to serve as a ready reference for issuing an invoice to the IESO. A sample invoice template is provided along with this guide for reference. Applicants are free to use their existing invoice template as long as it contains the required information.

> **Please upload your invoice to the Retrofit portal.** It should not be sent to the IESO via mail or email. You can check out this brief video "Submitting a Final Invoice" for steps on how to upload your invoice. If you have not registered for the portal, you may sign up here.
>
> For FAQs on invoicing, please visit the website here: https://saveonenergy.ca/Retrofit-Faqs-Invoices
>
> If you need further assistance, please contact your Save on Energy Representative or the Retrofit Support Line at **1-844-303-5542** or email retrofit@ieso.ca.

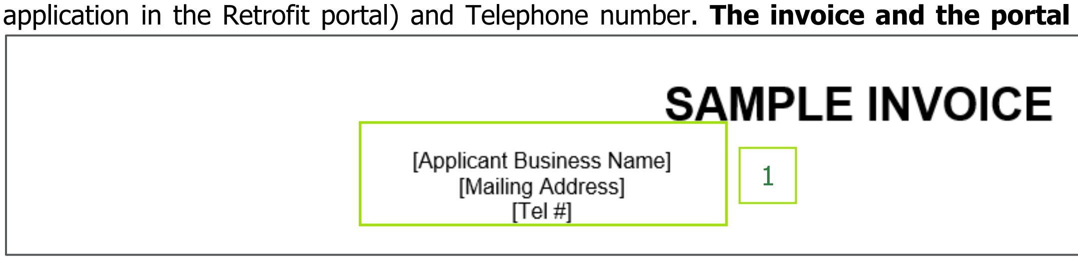
Make sure to let your finance department or accounts payable department know about payments you are expecting from Save on Energy including your Application number(s). Your Application number will be quoted on the incentive cheque.

Please allow for *eight to twelve weeks* to receive payment after the incentive invoice has been accepted by the reviewer and the application has been approved for payment.

## IESO ADVANCE INCENTIVE / FINAL INVOICE REQUIREMENTS

### ☐ APPLICANT BUSINESS INFORMATION

1. Typically the top of the invoice should list: Applicant Business Name, Mailing Address (as entered on the application in the Retrofit portal) and Telephone number. **The invoice and the portal should align.**



## BILLED TO THE IESO DETAIL

2. Invoice should be billed to the IESO, with reference to the Retrofit program
    - **Retrofit Program**
      **Independent Electricity System Operator 120 Adelaide Street West # 1600 Toronto, ON M5H 1T1**

## INVOICE NUMBER AND DATES

3. List invoice issue date
4. List invoice issue number

2 **Billed To:**
Independent Electricity System Operator
120 Adelaide Street West # 1600
Toronto, ON M5H 1T1

3 **Invoice Date:** [YYYY-MM-DD]
4 **Invoice #:** [XXXXXXXXXX]

| Application ID | Project Description | Amount |
|---|---|---|

## INVOICE ITEMS AND DESCRIPTIONS

5. List Application ID
6. List a short description of the Pre-Approved application for Advance Incentive or Post-Approved application for the Final Invoice, as applicable
7. List Invoice Amount (Eligible Incentive Amount)
8. List HST#.
    - If an HST# is not applicable, add in HST details explaining exemption. **If exempt**, HST number and amount must be excluded from the invoiced incentive amount.

| Application ID | Project Description | Amount |
|---|---|---|
| 5 [XXXXXXX] | [XXX e.g. lighting retrofit] Project and facility address 6 | 7 $0,000.00 |

8 **HST #:** [XXXXXXXXXX]
**HST Details:** [XXXXX] or N/A (e.g. XYZ is an NGO that is HST exempt.)

| | |
|---|---|
| Subtotal | $0,000.00 |
| HST | $0.00 |
| **TOTAL** | $0,000.00 |
| **Amount Paid** | $0.00 |
| **Balance Due** | $0.00 |

## INVOICE AMOUNT

9. List the 'Subtotal' for the Application listed on the invoice.
10. List the 'HST' amount (if applicable)
11. List the 'Total' amount due (including taxes).
    - Each incentive invoice should be specific to one application only and uploaded to that application.
12. List the 'Amount Paid' by IESO prior to the current invoice.
    - This is only applicable if the application was paid an advance incentive, otherwise 'Amount Paid' should be 0.
13. Balance due (including taxes) is the difference between Total and Amount Paid. This amount should equal to the post-approved incentive plus tax for an application that does not receive an advance incentive.

| | | | |
|---|---|---|---|
| 9 | Subtotal | $0,000.00 | |
| 10 | HST | $0.00 | |
| 11 | **TOTAL** | $0,000.00 | |
| 12 | **Amount Paid** | $0.00 | |
| | **Balance Due** | $0.00 | 13 |

## REVIEW CHECKLIST

| Item | Mandatory Field | Description |
|---|---|---|
| 1. Applicant Details | Y | Applicant details identifies where the cheque should be mailed to. Ensure the company name on the Application matches the company name on the invoice.<br>Note: Ensure the Applicant address in the portal reflects where the cheque should be sent. Ensure the portal is changed if required to avoid delays. |
| 2. Bill To Details | Y | The "Bill To" name should not only reflect the IESO name, but the address and Retrofit program as well. |
| 3. Invoice Date | Y | The invoice date should be the date the invoice is created, which is generally after the application is "Post-project Approved". |

| Item | Mandatory Field | Description |
|---|---|---|
| 4. Invoice Number | N | The invoice number helps accounting departments keep track of payments. Please make sure your accounting department is also aware of the application ID. |
| 5. Application ID | Y | The Application ID identifies the application associated with the project. It also can be used to track multiple projects within a company and align the incentive amounts within the company. |
| 6. List a short description of the Application | Y | List a short description of the Pre-Approved application for Advance Incentive or Post-Approved application for the Final Invoice, as applicable. Example Lighting Retrofit, Compressed Air System upgrade. |
| 7. List Invoice Amount | Y | The invoice amount should reflect the approved incentive for the application. This amount is separate from any applicable taxes that may be added. |
| 8. HST # / HST Details | Y | Your HST number identifies your company as being eligible to charge HST.<br>If your company is HST exempt, this should be reflected on the invoice as "HST Exempt" and any HST fields marked as zero or N/A. |
| 9. Subtotal | Y | Subtotals should be reflected on the invoice and include applicable line items. |
| 10. HST Amount | Y | The HST amount should be added to the invoice where applicable. It is applied to the incentive amount. |
| 11. Total | Y | Total amount due (including taxes).<br>Each incentive invoice should be specific to one application only and uploaded to that application. |
| 12. 'Amount Paid' by IESO prior to the current invoice | N | This is only applicable if the application receives an advance incentive, otherwise 'Amount Paid' should be 0. |
| 13. Balance Due | N | This includes taxes and is the difference between Total and Amount Paid. This amount should equal to the post-approved incentive plus tax for a single payment application. It is only applicable where an Advance Incentive applies. |

## ☐ SUBMIT THE INVOICE TO THE RETROFIT PORTAL

- Submit
    - You can check out this brief video "Submitting a Final Invoice" for steps on how to upload your invoice.
    - Add any important details in the "comments" when you upload the invoice.
- Update address in the portal if it has changed
    - Contact your application reviewer if the mailing address for the cheque needs to be updated in the Retrofit portal.
    - Misalignment between the portal and the invoice can cause payment delays.
- Respond to questions
    - Once submitted, the invoice will go through a review process to ensure it contains the necessary information. Further information may be requested by the application reviewer if needed.
- Let your finance department or accounts payable department know about payments you are expecting from Save on Energy including your Application number(s). Your Application number will be quoted on the incentive cheque.
- Allow for *eight to twelve weeks* to receive payment after the incentive invoice has been accepted by the reviewer and the application has been approved for payment.