

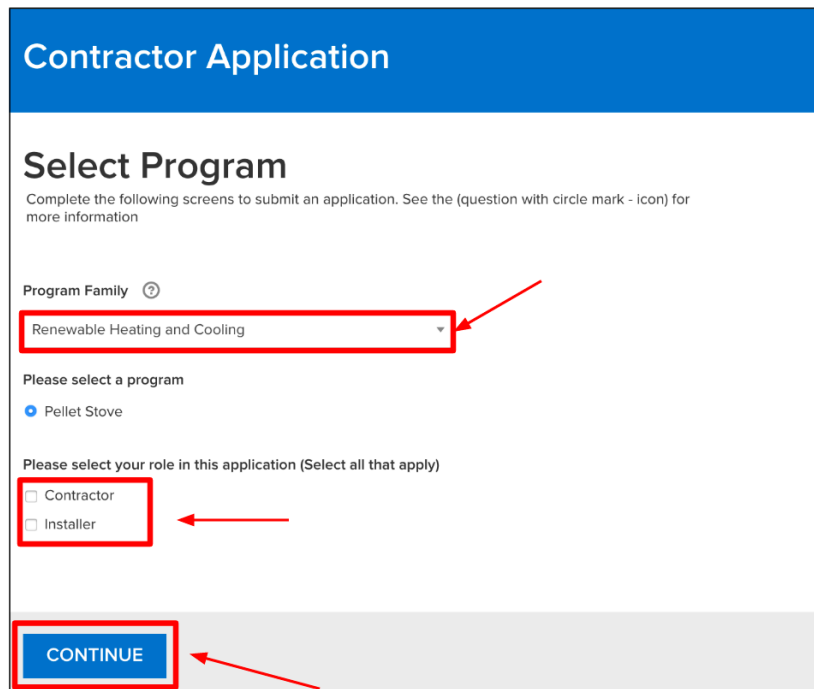
Contractor Application Job Aid

Welcome to the NYSERDA Pellet Stove Contractor Application Job Aid. This document will walk you through the steps required to complete the online application.

Select Program

The initial page requires you to select the program to which you are applying and identify your role in filling out this application. For further detailed information click on the question mark icon provided within fields.

Step	Action
1.	The first step is to select the Pellet Stove program family.
2.	Select Renewable Thermal NY from the dropdown menu.
3.	Pellet Stove will automatically be the selected program.
4.	In the checkboxes provided select your role in this application as Contractor , Builder , or both .
5.	Once complete click Continue.



Initial Page: Program Selection

Contractor Application Job Aid

Company Information (Step 1 of 5)

On this page you will need to enter your company information, including name(s), tax exemptions, and tax identifications.

Step 1	Action
1.	Step 1 is to enter your Company Information .
2.	Enter your Legal Business Name .
3.	Enter any other business name that may be different than your Legal Business Name.
4.	Enter the street address, city, state/province, and zip code of your company’s primary mailing address.
5.	Select your business entity type(s).
6.	Select any applicable New York State business enterprise designation(s) (MWBE) .
7.	(If Applicable) Enter the NYS MWBE number.
8.	(If Applicable) Enter your exempt payee code .
9.	Select either EIN or SSN for tax identification. (Do not submit a Social Security Number to NYSERDA on this form. If in accordance with the rules on IRS "Form-W9", your Taxpayer identification Number is a Social Security Number please complete all other information on this form except for section II, Employer Identification Number. Leave this field blank. In addition to this form, please submit a printed and signed copy of IRS form W-9 to NYSERDA via mail, attention to Joanne Sullivan, NYSERDA Finance. Please include your auto-generated Project ID Number on this and any forms submitted by mail to NYSERDA, IRS Form W-9 can be found and printed here)
10.	(If Applicable) Enter your EIN tax identification number.
11.	Once complete, click Continue.

Contractor Application

Pellet Stove

Company Information (Step 1 of 5)

Legal Business Name

ABC Corp.

Business Name / Disregarded Entity Name

Street Address

242 Beach Drive

City

Albany

State/Province

Connecticut

Zip Code

06799

Entity Type (select all that apply)

Corporation

Please Select if Applicable (check all that apply)

- New York State Minority Owned Business Enterprise
- New York State Women Owned Business Enterprise
- New York State Veteran Owned Business Enterprise

NYS MWBE

Exempt Payee Code

Tax identification type:

- Employee Identification Number (EIN)
- SSN

See your progress!

Hover over progress indicators for details, and to view the status of each section.

Step 1: Company Information

Contractor Application Job Aid

Employee Identification Number (EIN)

Your Employer Identification Number (EIN) is not your Social Security Number.

Please see the instruction provided by the IRS on the "Form W-9" for a detailed description on where to find your EIN here:
<http://www.irs.gov/Forms-&-Pubs>

CONTINUE

Step 1: Company Information (contd...)

Contractor Application Job Aid

Contact Information (Step 2 of 5)

On this page you will need to enter the contact information for the primary contact, as well as accounts receivable and authorized signatory contacts.

Step 2	Action
1.	Step 2 is to enter your companies Contact Information .
2.	Enter your Primary Contact Information.
3.	Click on the checkbox provided if your Accounts Receivable Contact is the same as your primary contact.
4.	If different, complete your Accounts Receivable Contact information.
5.	Click on the checkbox provided if your Authorized Signatory Contact is the same as your Primary Contact.
6.	If different, complete your Authorized Signatory Contact information.
7.	Once complete, click continue.

Contractor Application

Pellet Stove

Contact Information (Step 2 of 5)

Primary Contact Information ?

First Name	Last Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Title	Email
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Phone	Extension
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Step 2: Contact Information

Contractor Application Job Aid

Accounts Receivable Contact ?

Accounts Receivable Contact is same as primary

First Name Last Name

Title Email

Phone Extension

Step 2: Contact Information (Accounts Receivable)

Authorized Signatory Contact Information ?

Authorized Signatory contact is same as primary

First Name Last Name

Title Email

Phone Extension

PREVIOUS CONTINUE

Step 2: Contact Information (Authorized Signatory)

Contractor Application Job Aid

Qualifications (Step 3 of 5)

On this page you must declare whether or not you are planning to offer financing through NYSERDA's Green Jobs Green New York Program. Answering this question in the affirmative will require submitting approval documentation.

Step 3	Action
1.	Step 3 is declaring if you are or are not planning to offer financing through NYSERDA's Green Job Green New York Program .
2.	Select the dropdown menu.
3.	Select Yes or No .
4.	Once complete, click continue.

Contractor Application

Pellet Stove



Qualifications (Step 3 of 5)

Are you planning to offer financing through NYSERDA's Green Jobs Green New York Program?
(Answering this question will require submitting approval documentation)

- None--
- Yes
- No

PREVIOUS

CONTINUE

Step 3: Qualifications

Contractor Application Job Aid

Certification and Submission (Step 4 of 6)

On the final page you are required to answer several questions and provide an electronic signature to sign the application before submitting.

Step 4	Action
1.	Step 4 is completing Certification and Submission of the application.
2.	Read each question thoroughly and select either Yes or No .
3.	Once you have answered all four questions, click the Electronic Signature button.
4.	You will then be taken to the DocuSign page.
5.	Select checkbox agreeing to provide electronic signature, and click Continue.
6.	Click Start and review the information to ensure accuracy.
7.	Once you have completed your review, click " Adopt And Sign ".
8.	Once your signature has been added, click finish.
9.	You will then be returned back to the application page, and should see a " Application is signed " notification bar on top of the page.
10.	To submit the application, scroll to the bottom of the page and click Submit.

Contractor Application

Pellet Stove



Certification and Submission (Step 4 of 6)

Please review all application information carefully and ensure that all required documentation is complete before continuing.
Application current status: Unsubmitted

Has your company filed or are you filing a petition under any chapter of the U.S. bankruptcy code during the past 3 years

Yes No

Have any principal or officer of your company been convicted of a felony within the past 5 years?

Yes No

Have any principal or officer of your company been under disciplinary action (probation, suspension, and termination) within a NYSERDA program?

Yes No

Have any principal or officer of your company been debarred by any government agency?

Yes No

Step 4: Certification and Submission

NYSERDA Pellet Stove



Contractor Application Job Aid

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.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

For the full instructions, please see the IRS Instructions for the Requestor of Form W-9, found here: <https://www.irs.gov/instructions/iw9/ar02.html>

Check each box to acknowledge that you have reviewed and agree to abide by the following documents:


- RHNY Residential Pellet Stove Incentive Program - Participation Agreement
- RHNY Residential Pellet Stove Incentive - Program Manual

I certify that all information provided in this form, including any attachments, is true and correct to the best of my knowledge. I also agree that, if granted Participating Contractor status, by submitting a project application, the Participating Contractor agrees to be bound and will abide by all provisions of the program, including those stated in the Participation Agreement and Program Manual in force at the time such project application is submitted.

ELECTRONIC SIGNATURE

Step 4: Certification and Submission (contd...)

Please Review & Act on These Documents



NYSERDA
New York State Energy Research and Development Authority

Please read the [Electronic Records and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS ▾**

DocuSign Envelope ID: A11DF72B-DF91-4A26-B3EB-079178F47033

Company Information

Step 4: Certification and Submission (DocuSign Page)

Contractor Application Job Aid

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.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

For the full instructions, please see the IRS Instructions for the Requestor of Form W-9, found here:
<https://www.irs.gov/instructions/iw9/ar02.html>

I certify that all information provided in this Form, including any attachments, is true and correct to the best of my knowledge. I agree to provide any additional materials NYSERDA may ask for during the review process.

SIGN

September 14, 2016
DATE



SIGNATURE

Step 4: Certification and Submission (Electronic Signature Page)

Contractor Application Job Aid

References (Step 5 of 6)

On this page you will upload the documents needed to complete this application.

Step 5	Action
1.	Step 5 is attaching required Reference documents.
2.	Click Choose File to upload saved files from your device.
3.	Once you have selected the correct file in new window, click open to attach.
4.	Once you have uploaded all applicable files, click continue.

Contractor Application

Pellet Stove



References (Step 5 of 6)

Document Name	Add / Update Document	Recent Uploaded Document	Uploaded History
EFS Contractor Approval	<input type="button" value="Browse..."/> No file selected.		
Electronic Funds Transfer Form*	<input type="button" value="Browse..."/> No file selected.		
Signed Application*	<input type="button" value="Browse..."/> No file selected.	Signed Application: bc6cb49d-5d04-47dd-9ba1-92af33026728	Attachment History
Workers' Compensation Insurance Information*	<input type="button" value="Browse..."/> No file selected.		

PREVIOUS

Step 5: References

Contractor Application Job Aid

Submission (Step 6 of 6)

On this page you will formally submit this application.

Step 6	Action
1.	Step 6 is to formally submit the application.
2.	Click Submit to formally submit the application. After submitting you will not be able to edit any previous part of the application.

Contractor Application

Pellet Stove



Submission Confirmation (Step 6 of 6)

Please click on submit button below to complete this application.

PREVIOUS

SUBMIT

Step 6: Submission (Submit Application)

Contractor Application

Pellet Stove

Submission Confirmation (Step 6 of 6)

Your application has been submitted successfully.

Step 6: Submission Successful (Submit Application)