

# Contractor Circle member benefit

## Offering rebates as an instant discount



Energy  
Efficiency  
Program

A great benefit of being a Contractor Circle installing member is that you can offer the rebate as an instant discount to your customer. Provide your customer with the eligible rebate amount deducted from their invoice at the time of the work is completed. You'll receive the rebate as a check or direct deposit.

### Why offer the rebate as an instant discount:

- Guarantees you get credit for the rebate, which helps meet your annual Contractor Circle participation requirement.
- Lowers your customers' out-of-pocket costs and helps you sell more high-efficiency products.
- Sets your company apart from others that cannot offer this exclusive Contractor Circle member benefit.

### Benefits of the Contractor Circle online application portal



This portal is a benefit of Contractor Circle membership and can be used to submit applications when you offer your customer the rebate as an instant discount.

**Pre-populated company information:** No need to enter your company information on every application which saves time, helps eliminate errors, and ensures you get credit for your projects, which are needed to maintain your membership.

**Direct deposit:** Direct Deposit option is only available when applying through the portal. Once set up, the information is saved and pre-populates on all future applications, and rebate payments are deposited electronically into your account.

**Qualifying products:** The built-in drop-down lists with qualifying manufacturers and model numbers ensure the equipment you installed qualifies for a rebate.

**No more postage stamps:** All your required documents can easily be uploaded into the online application portal.

**Simplified accounting:** The application tracking number is included on the check and direct deposit email notification so it's easy to match the rebate payment to your customer.

**Easy to track:** Track application status in the portal. Log in and you'll be able to see what's still in process, what's been paid and what needs attention.

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## How to offer the rebate as an instant discount:

### 1. Verify your customer information:

- Verify they are an active Nicor Gas account holder/customer and help them select a qualifying product.

### 2. Provide all required information on the invoice, including:

- Business/account holder name and installation address
- Your company name, address and phone number
- Installation date (clearly labeled)
- Type of equipment, equipment manufacturer, model and serial number
- Total installed cost (itemized by each piece of rebate-qualifying equipment)
- Proof of payment or payment terms (balance due of zero, financing terms or paid-in-full stamp)
- The full and correct rebate amount deducted from the purchase price, clearly labeled as a Nicor Gas Energy Efficiency Program rebate

### 3. Have your customer sign the invoice/receipt or checklist:

- The signature on the invoice/receipt indicates they have received the rebate as an instant discount and are releasing the rebate payment to you.
- If you are not able to get the customer signature on the invoice, have the customer complete and sign the Contractor Circle instant discount invoice checklist and submit with the rebate application.

### 4. Submit the rebate application:

- You must submit the rebate application, customer-signed invoice and any other required documentation within 90 days of installation, or by January 31, 2024, whichever comes first.



#### Reminders:

- Please respond promptly to any request for additional information needed to process the rebate so there are no delays
- You will receive the rebate in approximately six to eight weeks when a completed application and required documents are received for a rebate qualifying product.

Learn more at [nicorgas.com/contractor-circle](http://nicorgas.com/contractor-circle)