

**Program Overview:** The Renewable Energy System Cost Recovery Program is a program created by the state of Washington to promote and offset the cost associated with the purchase of renewable energy systems within the state. Customers can receive an annual production-based incentive by generating electricity at their residence or business from renewable energy systems such as solar energy systems, wind generators or anaerobic digesters or by participating in the utility's Community Solar Programs. City Light voluntarily chooses to participate in the state program and administers incentive payments to qualified program participants under the name of the Seattle City Light Solar Incentive Program

### **Am I guaranteed an incentive payment?**

Qualified customer generators (including Community Solar participants) are reimbursed for the incentive payments through a credit on their state utility taxes. But there is an annual limit or cap on the state funds available for each participating utility. For example, City Light hit its incentive cap during the 2016 fiscal year and had to proportionally reduce incentive payments as directed by state law. More information on the incentive cap and how it affects City Light can be located at [www.seattle.gov/light/solarenergy/incentivecap.asp](http://www.seattle.gov/light/solarenergy/incentivecap.asp)

### **Am I qualified to receive an incentive payment?**

To receive an annual incentive payment, it is the responsibility of program participants to ensure all City Light eligibility requirements are met and an annual incentive payment application is submitted no later than the deadline of **August 1st**. Eligibility requirements only need to be satisfied one-time while an annual incentive application must be submitted each year. Requirements include Electric Service Application (ESA), Interconnection Application & Agreement (EZ-IAA), City Light production meter installed (or in process) and Department of Revenue (DOR) certification approval letter. Additional information can be located online at [www.seattle.gov/light/solarenergy/IncentiveRequirement.asp](http://www.seattle.gov/light/solarenergy/IncentiveRequirement.asp)

### **How do I apply for my annual incentive payment?**

On June 30<sup>th</sup>, you will need to record (take a picture or write down) your utility production meter read. You will use this read to apply for your annual incentive payment, no later than **August 1st**, using one of our online applications at [www.seattle.gov/light/solarenergy/SIP.asp](http://www.seattle.gov/light/solarenergy/SIP.asp).



### **Which application do I use?**

We have provided applications and instructions for our most common scenarios. Just follow the directions on the City Light website to find out which application to use at <http://www.seattle.gov/light/solarenergy/SIP.asp>

### **Can I get help filling out my application (I have a unique scenario/I can't find required information)?**

If the online applications provided does not meet your scenario or you cannot find the information required to fill out your application, please call or email us. We can help determine the best way to prepare and submit your annual incentive payment application. Most required information can be found on your City Light billing statement (account number, service address, production meter), your certification approval letter (Tax Registration Number, DOR certification name, certification date and incentive rate) or your annual incentive applications from previous years.

**I am not able to submit my application online -  
Can I send it in via email or postal mail?**

Yes! We suggest using the online application as it provides program participants with immediate application submission confirmation and a copy of the completed application. You may access a printable copy of the application online at

<http://www.seattle.gov/light/solarenergy/SIP.asp>

**Can I use the Department of Revenue provided  
annual incentive application?**

Yes. If you choose to apply for your annual incentive payment using the Department of Revenue provided application, you will also need to provide your start (07/01/2016) and end (06/30/2017) reads from your City Light production meter.

**I submitted my application. Now what?**

Once you receive confirmation that your application was submitted, no further action is needed. Next, you will receive an approval letter no later than October. This will provide the proportional reduction amount and your approved incentive payment amount (with the reduction applied), which will be credited to your account no later than the state deadline of December 15<sup>th</sup>. The credit will apply to balances owing and will continue to apply to future charges until the credit runs out or a check is issued.

**How do I request a check?**

You may request a check on the bottom of your annual incentive application by marking the box under payment preference section. Checks will be mailed approximately 8-10 weeks after the account is credited. Checks will be issued to the first DOR Payee listed on the application and will be mailed to the service address, unless an alternate mailing address is provided on the application form.

Checks will be issued for the total account balance at the time the check is processed, which may vary from the approved incentive payment amount provided on your approval letter.

**I did not submit my application/meet eligibility  
requirements by the August 1<sup>st</sup> deadline.**

Unfortunately, late applications will not be accepted past the state deadline of **August 1<sup>st</sup>**.

Please be advised that while the Department of Revenue and electrical contractor may submit information to City Light, it is ultimately the customers' responsibility to ensure that eligibility requirements are met and an annual incentive application is received by City Light no later than **August 1<sup>st</sup>**. Late applications will not be accepted.

**Where can I find more information?**

Seattle City Light  
Renewable Energy Accounts  
(206) 684-5516 (Mon. - Fri. 8am - 4:30pm)  
[SCL\\_SolarIncentive@seattle.gov](mailto:SCL_SolarIncentive@seattle.gov)  
<http://www.seattle.gov/light/solarenergy/SIP.asp>

Please add our e-mail address to your filter so you don't miss important communications

**OUR MISSION**

Seattle City Light is dedicated to exceeding our customers' expectations in producing and delivering environmentally responsible, safe, low-cost and reliable power.