



Residential and Non-Residential Renewable Energy Solutions

Tariff Payment Beneficiary Instructions

1. Tariff Payment Beneficiary Form

- a. This form is only applicable to Residential Renewable Energy Solutions (RRES) Applicants, and information on the form must match in the information in the Tariff Payment Beneficiary section of the 25 kW and Less Application. Applicants for the Non-Residential Renewable Energy Solutions (NRES) Program do not have to complete a Tariff Payment Beneficiary Form, but there is a “Tariff Payment Beneficiary” Section of the Fast Track and Study Application for the applicant to complete.
- b. Buy-All incentive: Under the Buy-All incentive structure the Applicant may identify a Tariff Payment Beneficiary to receive a percentage (0%-100%) of the Buy-All incentive as a “Direct Payment”. The Buy-All Tariff Payment Beneficiary CANNOT be the Customer of Record. Any percentage of the Buy-All incentive that is not designated to be paid to a Tariff Payment Beneficiary will be paid to the Customer of Record as an on-bill credit.
- c. Netting Incentive: Under the Netting incentive structure the Applicant may identify a Tariff Payment Beneficiary to receive REC payments as Direct Payments. The Netting Tariff Payment Beneficiary can be either the Customer of Record or a Third party. In addition to REC Incentives, UI will provide monetary On-Bill Credits to the Customer of Record for any energy exported to the electric grid and not consumed on-site, valued at the Customer’s currently applicable retail rate. (Note: in 2022 the UI Residential Renewable Energy Solutions Program REC incentive value is \$0; however, a Tariff Payment Beneficiary must still be identified if the Applicant is applying for either the Income-Eligible or Environmental Justice/Distressed Municipality adder, since these tariff adders are added to the REC payment value).

2. Vendor Setup Forms:

I. Vendor Setup Form for Tariff Payment Beneficiary:

- a. The name of the Vendor must be the same name as the Tariff Payment Beneficiary filling out the W9 Form or its DBA line.
 - i. All information put into the Vendor Form must match the information put into the W9 Form except for the Purchase Order Address.
- b. Do Not enter a Vendor ID # into the form unless the Tariff Payment Beneficiary is already set up as a Vendor with UI and would like to modify their existing information.
- c. Enter a different address in the Purchase Order Address section only if the Direct Payment / REC Payment Remittal information should go to a different address than the official W9 Address.
- d. Please Enter 'Energy,' or 'RECs' in Description of goods or services to be provided.
- e. Please enter Zip Code +4 digits as specified on the form.
- f. Only Page 1 is required to be submitted.

II. W9 Form - Tariff Payment Beneficiary:

- a. In order to set up a Tariff Payment Beneficiary to receive Direct Payments as a percentage of the Buy-All incentive structure or REC Payments as part of the Netting incentive structure, the Tariff Payment Beneficiary must provide a completed and signed W9 Form following the instructions on page 3 of the W9 Form.
 - i. Make sure to check the appropriate box in Step 3, and sign and date the form.
 - ii. The name of the Tariff Payment Beneficiary must be the same name as mentioned on the Vendor Set-Up Form, if not a Doing Business As “DBA” line can be used.
- b. For a Tariff Payment Beneficiary that is considered an Individual, put the Individual’s Social Security Number (SSN).
- c. For a Tariff Payment Beneficiary that is not considered an Individual, such as a company, put your Tax Identification Number (TIN), in the Employee Identification Number (EIN) spot.

III. Business Classification Form for the Tariff Payment Beneficiary:



- a. Business Classification Form for the Tariff Payment Beneficiary is NOT required if the Tariff Payment Beneficiary is an Individual. Please only submit this form if the entity being sent Direct Payments is NOT considered an Individual.
- b. The Company name must match the entity on the W9 Form and the Vendor Setup Form.

IV. ACH Authorization Form or Wire Authorization Form for Tariff Payment Beneficiary:

- a. Choose the preferred payment method by which the Tariff Payment Beneficiary will receive Direct Payments / REC Payments and upload ONLY ONE of the forms.
 - i. The choices for payment methods are ACH or Wire.
- b. Make sure the TIN and entity noted on the ACH or Wire form matches the W9 Form, the Vendor Setup Form, and the Business Classification Form.
- c. Do not put a Vendor Number in the Vendor Number field unless the Tariff Payment Beneficiary is already set up as a Vendor with UI and you would like to modify their existing payment method information.

V. Banking Information (Confirmation of ACH/Wire Payment Method) for Tariff Payment Beneficiary:

- a. The Banking Information Document requirement can be fulfilled through one of the following documents. Only submit one of the below documents. A document used to fulfill this requirement must have Bank Account Information and ABA Routing Information that matches the ACH or Wire Authorization Form provided for the Tariff Payment Beneficiary's Payment Method.
 - i. A scan of a Voided Check from the bank account listed on the ACH or Wire Form. This check should NOT be signed, no other information should be on this check except the phrase 'Void' written visibly on the check. Bank Account and ABA Routing Information should be clearly visible on the check.
 - ii. Banking Information on the Tariff Payment Beneficiary's Letterhead (If the Tariff Payment Beneficiary is an Organization, not an Individual) from the bank account listed on the ACH or Wire Authorization Form. If choosing this document to fulfill the Banking Information requirement, this must be signed by a Company employee.
 - iii. Banking Information on Bank Letterhead from the bank account the Tariff Payment Beneficiary would like Direct Payment / REC Payments made to, which is also listed on the ACH or Wire Authorization Form. If choosing this document to fulfill the Banking Information requirement, this must be signed by a Bank employee.

3. Signatures: Please note that "typed" signatures are not acceptable. Acceptable signatures are physical signatures (documents scanned and attached), electronic (finger) signatures collected on a device or Adobe DocuSign signatures.