

# Natural Gas Rebate Program



## Application Guide for Natural Gas Consumers

- Customers of Direct Sellers
  - Cap Removal for Non-industrial Consumers
- 2006-07  
Rebate Year**



**Most Albertans will receive their October 1, 2006 - March 31, 2007 rebate automatically on their natural gas bill. This information is only for the following natural gas consumers who must apply for a rebate:**

- Customers of Direct Sellers
- Cap Removal for Non-industrial Consumers

### **Have you done the following as part of your application?**

- ✓ **If you receive a pre-filled application form**, please review all the information, make changes as necessary and complete fields that are blank. Sign, date and return form to the program office.
- ✓ **If you are a new applicant**, please complete all sections of the form. Sign, date and return to the program office.
- ✓ Include a recent, clearly readable copy of a natural gas bill (used to verify supplier and account information).
- ✓ If you are applying for the 5,000 GJ Cap Removal, attach a copy of your *Alberta Workers' Compensation Board 2006 or 2007 Premium Rate Notice(s)*.
- ✓ **All applicants** must complete the sections describing the use of the natural gas.
- ✓ **All applications must be signed by the applicant**. A third party may not sign for the applicant.

### **When submitting your natural gas bills**

We must be able to read the following information on your October 1, 2006 - March 31, 2007 natural gas bills:

- ✓ Name of your natural gas supplier
- ✓ Your NGRP application number - please write on the top right hand corner of all bills
- ✓ Your natural gas account number (and service/site ID if applicable)
- ✓ Account holder name (must be the same as the name on your application)
- ✓ All billing dates printed on the natural gas bills
- ✓ The price charged for natural gas
- ✓ The volume of natural gas consumed

#### **Please note:**

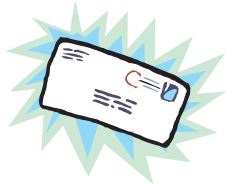
- Applications are acknowledged within one month. Rebates are *normally* paid within six weeks.
- You may need to send two natural gas bills to show all of your consumption in a rebate month.
- **Do not write anything on your natural gas bill except your application number**. Any modification of a bill, including retracing numbers or dates, will make the bill ineligible. Our office reserves the right to contact your supplier to confirm purchase details.
- Please send original natural gas bills or complete, readable photocopies/faxes. Originals will not be returned.
- Rebates will not be paid until they reach \$25.
- Rebates on accounts in arrears may be paid to your supplier.

## For more information on the Alberta Government Natural Gas Rebate Program:

Edmonton and area 422-0300  
All other areas toll free 1-888-671-1111

### Applications can be mailed to:

Alberta Government  
Natural Gas Rebate Program  
c/o Alberta Infrastructure  
and Transportation  
3<sup>rd</sup> Floor, 6950 – 113 Street  
Edmonton, AB T6H 5V7



Applications can be faxed to:  
(780) 427-1262

### An Application Drop Box is available at:

Tender Administration,  
Main Floor, 6950 – 113 Street  
Edmonton, AB

Visit us at:

[www.energy.gov.ab.ca](http://www.energy.gov.ab.ca)  
for more information

## If you photocopy or fax your application form and natural gas bills, please keep in mind the following:

- ✓ Make sure the entire natural gas bill is copied (all pages), and the information listed previously can be clearly read.
- ✓ Please ensure that your information is readable when faxed. Natural gas bills on coloured paper or bills containing coloured or shaded areas may not photocopy or fax well.

## Important Deadlines

**Deadlines are fixed - there is no grace period.**

### Midnight, June 30, 2007

Deadline to submit a 2006-07 Application Form.

***(Late applications will not be eligible)***

### Midnight, August 31, 2007

Deadline to submit 2006-07 natural gas bills or outstanding information.

***(Late materials will not be eligible)***

June 30 and August 31 are peak submission periods. Rebate processing may take longer around these dates.

Submissions must be postmarked or faxed by midnight of each deadline.

## When faxing application forms and natural gas bills:

- ✓ Use the finest setting on your fax machine.
- ✓ Number your pages 1 of xx, 2 of xx, etc. This will allow us to determine if some of your pages did not arrive.
- ✓ Keep a copy of your transmission receipt as proof of transmission date and number of pages sent.

***If you send original natural gas bills, please keep copies for future reference.***

**Original natural gas bills will not be returned.**



**All natural gas bills must be postmarked/faxed no later than midnight, August 31, 2007.**