

## Your Energy Rebate – Bulk Vendor Applicant Registration Profile

1. **Business Name/Operating Name:** \_\_\_\_\_

2. **Canada Revenue Agency BN#:** \_\_\_\_\_

3. **Nova Scotia Registry of Joint Stock Companies #:** \_\_\_\_\_

NOTE: It is a requirement of the *Your Energy Rebate* program for all Bulk Vendors to be registered with the Nova Scotia Registry of Joint Stocks. If you are not currently registered, you can find information about how to register at <http://www.gov.ns.ca/snsmr/rjsc/> or by calling 1-800-225-8227 or local (902) 424-7770.

4. **Business Civic Address (Not PO Box):**

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Unit/Suite/Apt #: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

5. **Business Mailing Address (If Different):**

Street #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Unit/Suite/Apt #: \_\_\_\_\_ City/Town: \_\_\_\_\_

P.O. Box \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

6. **Business Contact Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

7. **Environmental Fuel Oil Retailer Approval #:** \_\_\_\_\_ (if applicable)

8. **Estimated Annual Volumes & Number of Customers:**

Number of Customers: \_\_\_\_\_

Litres: \_\_\_\_\_ OR kWhs: \_\_\_\_\_ OR Cord(s): \_\_\_\_\_

9. **Direct Deposit.** My company has completed the attached direct deposit form (or currently has a direct deposit arrangement with the Nova Scotia Department of Finance)

\_\_\_\_ Yes

\_\_\_\_ No

# Bulk Vendor Application Process and Eligibility Tool Information

We are pleased to be able to provide you with additional information on the process for issuing the point of sale rebate to customers and submitting your reimbursement application for Your Energy Rebate Program.

## **Customer Eligibility Verification:**

As part of the program, vendors will be required to provide an at-source 8% provincial tax rebate for all eligible customers. Customers of Your Energy Rebate Program generally fall into one of three categories:

- Customers who are eligible for the energy rebate at source
- Customers who are eligible for the rebate via the submission of a paper application and
- Customers who are not eligible for the rebate.

Your role as a vendor in the Program is focused on providing rebates to those customers that are eligible at source for the rebate (i.e. customers identified in the first bullet above).

To ensure a customer is eligible, vendors will be required to confirm their eligibility. There are two ways Service Nova Scotia and Municipal Relations (SNSMR) is helping you to determine customer eligibility.

1. We will provide you with access to an Internet based eligibility system. The system can be used to verify customer eligibility. To access the tool, you can visit [www.yourenergyrebate.ns.ca](http://www.yourenergyrebate.ns.ca), click on 'Bulk Vendors' and then click on 'Eligibility System'. You will then be prompted to enter the username and password provided below.

Username:

Password:

2. Customer eligibility can also be determined by calling the Your Energy Rebate bulk vendor line, during regular business hours at 1-888-928-8080 (Monday to Friday 8:30 a.m. - 4:30 p.m.).

## **Customer Rebate:**

Once you have determined that a customer is eligible to receive the at-source rebate, you will be required to provide them with a receipt displaying the rebate on a separate line item. The receipt must read "Prov Rebate" and must also clearly indicate the rebate percentage, if applicable, and the dollar amount.

## **Reimbursement:**

Once customer eligibility has been determined and the rebate provided at the point of sale, vendors will be required to track the rebates issued and will be able to make a submission for reimbursement up to 4 times per month. The key information that you need to collect for the submission period is the amount of energy sold by type of energy source, the total sum of rebates provided and the number of residential customers' transactions where the rebate was provided.

A paper copy of the application can be obtained at any one of the Access Nova Scotia offices throughout the Province or by requesting a copy be mailed to you through the bulk vendor line 1-888-928-8080. Alternatively, you will be able to obtain the application form online at [www.yourenergyrebate.ns.ca](http://www.yourenergyrebate.ns.ca).

Applications can be submitted to SNSMR at the following address:

**PO BOX 771, STN CENTRAL**

**Halifax, NS**

**B3J 9Z9**

Vendors also have the option of submitting their application through an internet based system.



Department of Finance

Dear Vendor:

**Re: Electronic Vendor Payments**

The Province of Nova Scotia is in the process of enrolling our valued Vendors on an electronic payment and remittance program. In order to take advantage of this program, we need some information from you that will ensure you receive our payment/remittance accurately and on-time.

**REMITTANCE ADVICE**

Your Statement of account from your Financial Institution will reference the payment from The Province of Nova Scotia and a remittance advice detailing the invoice(s) paid will be issued at the time of deposit by E-mail.

Please complete the attached application form and return it at your earliest convenience.

If you have any questions or concerns please contact Evelyn Higgins at (902) 424-5998, Tara Nagle (902) 424-7098 or Fax (902) 424-8601 or e-mail [remittance@gov.ns.ca](mailto:remittance@gov.ns.ca)

We hope to better serve you through this enhanced service.

Yours truly,

Blair McNaughton  
Manager, Operational Accounting  
Government Accounting  
Department of Finance

**PAYMENT INFORMATION**

To ensure the accuracy of our account information, **you must attach a voided cheque** and complete the following financial information:

Name of Financial Institution: \_\_\_\_\_

Address of Financial Institution: \_\_\_\_\_  
\_\_\_\_\_

**ACCOUNT INFORMATION: (COMPLETE ONE ONLY)**

CAD\$ Account

□□□□	□□□□□	□□□□□□□□□□□□□□
Bank Code	Transit Number	Account Number

USD\$ Account in Canada

□□□□	□□□□□	□□□□□□□□□□□□□□
Bank Code	Transit Number	Account Number

USD\$ Account in USA

□□□□□□□□□□	□□□□□□□□□□□□□□□□□□
ABA Routing Number	Account Number

**REMITTANCE INFORMATION**

Please indicate if you prefer to receive your payment details by e-mail or no advice necessary:  
(Please check one)

**E-mail address:** \_\_\_\_\_

**No remittance advice necessary**

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FAX COMPLETED FORM AND "VOID CHEQUE" SAMPLE TO (902) 424-8601  
or mail to: 1723 Hollis Street, P.O. Box 187, 5th Floor, Government Accounting, Halifax, N.S.  
B3J 2N3 ATTENTION: VENDOR MASTER**