

Due to the retirement of PowerClerk on January 1, 2022, GoSolarSF is now processing outstanding rebate reservations i.e. Project Completion Packages / Incentive Claims using the below form.

Please email this form to GoSolarSF@sfwater.org with the subject line "Submission of Project Completion Form, Application number HHP-X (use your application number). Should you rather not email any data due to web security concerns, contact the GoSolarSF team and we will provide you with a secure link for uploading that data.

PROJECT COMPLETION INCENTIVE PAYMENT REQUEST FORM	
Section 1: Claim Form	
GoSolarSF Application No.	
Project Completion Date	
Requested Incentive payment	
Incentive Claim Submission Date	
Documents Included	☐ PTO - Required ☐ W9 - Required only if Host Customer is Payee ☐ Change Order – Required only if applicable ☐ New Energy Bill - Required if new construction ☐ Payment Designation form – Required if Payee changing
Installer Certification	☐ Incentive claim submitted without change ☐ Incentive claim submitted with change (Indicate all changes below in Section 2, Change Form below)
DATE	NAME, and SIGNATURE
Section 2: CHANGE FORM	
INSTRUCTIONS: When submitted incentive claim form for projects that deviate from the current approved application and reservation, indicate below only those items that have changed. DO NOT fill in items that have not changed (please leave those blank).	
HOST CUSTOMER	
Company Name	
Contact Person Name	
Contact Person Title	
Mailing Address	



Services of the San Francisco
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City, State, Zip			
Email			
Business Phone			
SITE OWNER			
Company Name			
Contact Person Name			
Contact Person Title			
Mailing Address			
City, State, Zip			
Email			
Business Phone			
PAYEE			
Company Name			
Contact Person Name			
Contact Person Title			
Mailing Address			
City, State, Zip			
Email			
Business Phone			
APPLICANT			
Company Name			
Contact Person Name			
Contact Person Title			
Mailing Address			
City, State, Zip			
Email			
Business Phone			
PROJECT SITE INFORMATION / ELECTRIC UTILITY SERVICES			
Address			
City, State, Zip			
County			
Service Account Number			
Meter Number(s)			
EQUIPMENT INFORMATION	Manufacturer:	Model:	Quantity:
PV Modules			
Inverters			
CEC-AC System Rating kW			
System Orientation	☐ Fixed ☐ Single-Axis Tracking ☐ Dual-Axis Tracking		
Estimated Annual Energy Production kWh/yr			



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Other significant changes (Please describe)	
PROJECT INCENTIVE CALCULATION	
CEC-AC System Rating	
Design Factor	
Incentive Type	
Incentive Details	
Requested Incentive Amount	
Total System Cost	
BELOW IS FOR SFPUC USE ONLY	
Approvals / Reviews	Name and Date
Payment Approval	
Payment Processing Review #2	
Payment Processing Review #1	
Submitted to Accounting Date	
Approved Payment Amount	
Other Info / Status	
Supplier ID/Voucher #	
Check Number	
Check Date	
Project Status Change	Date
Completed	
*Incomplete	
*Cancel	
*Denied	
*Expired	
Communications	
*Correspondence Letter Issued	☐ Incentive Claim Incomplete ☐ Incentive Claim Cancelled ☐ Incentive Claim Denied ☐ Incentive Claim Expired