

**Charging
Ahead**



Commercial Electric Vehicle
Charging Station Rebate
**SAMPLE SUPPORTING
DOCUMENTS**



ladwp.com/ev



Introduction

Thank you for your interest in participating in the Los Angeles Department of Water and Power Commercial Electric Vehicle Charging Station Rebate Program. These sample supporting documents demonstrate the specific information required when submitting your application and achieving the program's milestones.

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Sample Contract

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A CHARGING STATION INSTALLER INC CONTRACT TO SUPPLY & INSTALL EV CHARGING STATIONS

DATE: June 20, 2020
 CUSTOMER: 1234 MAIN ST LLC
 SITE: 1234 MAIN ST LOS ANGELES CA 91111

This Contract between Customer and A Charging Company Inc ("ACC INC") includes labor and materials to supply and install 20 EV Charging Stations as described herein. In addition to installation, ACC INC will be responsible for submittal of all applicable governmental authorities as required by the Los Angeles Department of Water and Power Rebate Program. This includes but is not limited to all engineering designs and plans to LADWP and the Los Angeles Department of Building and Safety ("LADBS:") and all necessary inspections as required by LADWP and LADBS.

NUMBER OF EV CHARGING STATIONS: 40 Wall Mounted Units

SCOPE OF WORK AND MATERIAL BREAKDOWN

Electrical & Construction Labor	\$102,612.00
Required Materials & Equipment	\$110,663.00
Site Activation Services	\$500.00
Total Price	\$213,775.00
Expected LADWP Rebate	-\$200,000.00
Total Due after LADWP Rebate	\$13,775.00

1

1234 ELECTRIC ST LOS ANGELES CA 90001 818.222.2222 | info@charginginc.com



Sample Contract

2

Electrical & Construction Labor

Engineering Design	\$27,433.00
Permitting	\$975.00
Electrical Work (Conduits, Breakers, and Panel Work)	\$74,204.00
Total	\$102,612.00

Required Materials & Equipment

40 EVCHARGER MODEL C-25 R24	\$62,280.00
Gateway software connectivity	\$2,400.00
Conduits, wiring to panel	\$24,432.00
Electrical Panel Breakers, Disconnect	\$21,551.00
Total	\$110,663.00

Site Activation Services

Internet Software Connectivity Gateway	\$500.00
Total	\$500.00

3

A CHARGINGS STATION INSTALLER INC

James C Harger
JAMES C HARGER, PRESIDENT

6/20/2020
Date

AUTHORIZED REPRESENTATIVE OF CUSTOMER

John Doe
Accepted by Name Signed

6/20/2020
Date

JOHN DOE, PROPERTY MANAGER

Name Printed, Title

2

1234 ELECTRIC ST LOS ANGELES CA 90001 818.222.2222 | info@charginginc.com

Contract Sample Page 1 & 2 Breakdown

Required for Application Types	Required for Charging Station Types
Post-deployment Reservation Requests and Post-deployment Applications	Level 2, DCFC, MDHD

Contracts must include the following:

- 1 Installation Address and Contractor Information
 - The LADWP Service Address where the charging stations are deployed.
 - The installation contractor’s business name, mailing address, and phone number.

- 2 Detailed Statement of Work
 - Must show all activities to be performed and hardware to be installed including site work, general electrical work, utility work, panel upgrade or new panel, stepdown transformer, charging station purchase, and charging station connection.
 - Must match required invoice(s).

- 3 Signatures
 - If applicable, the signature section of the contract must be signed by the parties as indicated.

EV Service Design Approvals

Customer Submittal Package

From: ee-regis@ladwp.com
To: lane.dne@ladwp.com
Subject: Update(s) for NBEV WR # 9999999
Date: Friday, May 21 2020 10:00:51 AM

Hello,

Your LADWP work at 1234 MAIN ST, LOS ANGELES CA 91111 has the following update(s):

Congratulations! LADWP has verified your submittal package contains adequate preliminary information to move your project from the "Preliminary/Submittal" phase into the "Design" phase. As design progresses, LADWP may request and require additional supplemental detailed information in order to complete your service request. LADWP will contact you as needed.

Your project has moved to the next step and has been assigned for Design

Sincerely,
Los Angeles Department of Water and Power
Power New Business Development and Technology Applications

Electric Service Requirements: <https://www.ladwp.com/codes>
How to apply for Encroachment Permits: <https://bit.ly/2Oh4HE4>
Check Electric Service Installations at: <https://wms.powersystem.ladwp.com/>
You can always "Find The Right Person" at LADWP: <https://www.ladwp.com/findtherightperson>

Please DO NOT reply to this email as this inbox is not monitored.

Customer Submittal Package Email Confirmation

Required for Application Types	Required for Charging Station Types
Reservation Requests	Level 2, DCFC, MDHD

Complete and Accepted Customer Submittal Package Email

- This email is the confirmation that you have sent a complete customer submittal package.



Feasibility Study Email Confirmation

From: no-reply@ladwp.com <no-reply@ladwp.com>
To: johndoe@johndoe.com
Subject: LADWP Electric Vehicle Meter Updates, 1234 MAIN ST, LOS ANGELES, 91111
Date: Friday, October 29, 2021 4:14:37 PM

Project Name: 1234 MAIN ST
Project ID: P123456
Address: 1234 MAIN ST, LOS ANGELES, 91111 Work Request Number: 1234567

Your payment has been processed. Thank you.

You may regularly check the status of your job by searching your Work Request No. or Project ID at <http://wmis.powersystem.ladwp.com>.

For any questions or comments regarding the status of your project, please contact:

Engineer: ENGINEER NAME
Email: ENGINEER@ladwp.com

Sincerely, _____

Los Angeles Department of Water and Power Power New Business Development and Technology Applications

Feasibility Study Email Confirmation

Required for Application Types	Optional for Charging Station Types
Reservation Requests	DCFC, MDHD

Initiation of a Feasibility Study

- This email is the confirmation that your payment for a Feasibility Study has been made.
- For DCFCs or charging stations to fuel medium- or heavy-duty EVs only, you may submit an email confirming payment of a Feasibility Study; in lieu of a complete and accepted Customer Submittal Package for your reservation request.

Adequate Facilities Letter

From: [REDACTED]
 Sent: [REDACTED]
 To: [REDACTED]
 Cc: [REDACTED]
 Subject: Adequate Facility Confirmation (WR# [REDACTED]): [REDACTED]
 Attachments: [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]

ADDRESS: [REDACTED] – (1) 90A & (1) 50A , 480Y/277V EV CHARGER ONLY (NO NEW METER) – WR [REDACTED]

This is to confirm the above site information. We have completed our Engineering Review and Adequate Facilities study for this site.

Our findings for this site are:

<input type="checkbox"/>	The available service is 120/240V, 1 Phase - 3 Wire.
<input type="checkbox"/>	The available service is 120/240V, 3 Phase - 4 Wire.
<input type="checkbox"/>	The available service is 208Y/120V, 3 Phase - 4 Wire.
<input type="checkbox"/>	The available service is 240V, 3 Phase - 3 Wire.
<input checked="" type="checkbox"/>	The available service is 480Y/277V, 3 Phase - 4 Wire.
<input checked="" type="checkbox"/>	The existing transformer [REDACTED] with electric service to the customer Main Switchboard has the available capacity to add the new load of (5) EV charger(s). The customer will tap from the existing 800A meter (meter # [REDACTED]) and install (2) new breakers rated at 90A & 50A.
<input type="checkbox"/>	The existing electrical switchboard is at maximum capacity, and needs to be upgraded by the customer to add new load.
<input type="checkbox"/>	The transformer and service cables are at maximum capacity, and need to be upgraded. (We will generate the required design packages and provide cost estimates at a later time)
<input type="checkbox"/>	The existing service cables are at maximum capacity, and need to be upgraded. (We will generate the required design packages) (ESR: Change NBIAC to Meter & Service for crews to do work)

The estimated maximum worst case available fault current for the proposed design is:

Service	Amps	Voltage	Ø-Wire	Fault Current
PS	800 A	480Y/277V	3Ø-4W	13,000 A

Service Commitment Letter



CUSTOMERS FIRST

Eric Garcetti, Mayor
Board of Commissioners
Cynthia McClain-Hill, President
Susana Reyes, Vice President
Jill Banks Barad
Mia Lehrer
Nicole Neeman Brady
Susan A. Rodriguez, Secretary

Martin L. Adams, General Manager and Chief Engineer

SERVICE COMMITMENT

November 19, 2020

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Enclosed is plan [REDACTED] and requirements describing the electrical facilities required to serve your project and 4 EV Chargers. Please install all facilities in accordance with the Los Angeles Department of Water and Power's, (DWP), Electric Service Requirements and the enclosed plan.

This plan is valid for a period of six months. Any change in loads or design will require you to submit such changes to the Department at the above address for re-evaluation.

Be advised that it is your responsibility to provide a copy of this plan to the contractor or subcontractor, responsible for performing the work.

To ensure that power is provided in a timely manner, please schedule the completion of all on-site electrical facilities, shown on this drawing, installed by your contractor and approved by DWP 6 weeks prior to your final electrical inspection by the Los Angeles Department of Building and Safety, (DB&S).

In addition, the LADWP will require 10 working days, after you make an application for electric service and obtain all LADWP and LADBS releases, to install meters and to energize the electric service.

You can track your project on our website at <http://wmisweb.ladwp.com/powerwmis>.

For information concerning the design or if you wish to discuss any design changes, please contact our design engineer, [REDACTED]

Sincerely

Landon Lin

Landon Lin
Electrical Engineer, EV Service Design

Adequate Facilities and Service Commitment Letters Breakdown

Required for Application Types	Required for Charging Station Types
Reservation Milestone 2 to maintain and extend Reservation and Post-deployment Applications	Level 2, DCFC, MDHD

An Adequate Facilities or Service Commitment Letter is required as proof that a service planning engineer has reviewed your EV charging station installation plans. These letters may vary in content and form depending on the service planning office or engineer who is responsible for the review. However, the letter you receive should closely resemble these samples.

Adequate Facilities Letter

- This is a letter confirming whether the existing utility infrastructure serving your site has available capacity for the charging stations you intend to install or whether an upgrade is needed.

Service Commitment Letter

- This is a letter from the LADWP Service Design Office confirming the plan and requirements to serve a customer’s project.

Itemized Invoice

1 **A CHARGING STATION
INSTALLER INC**

1234 ELECTRIC ST
LOS ANGELES, CA 90001
Phone (818) 222-2222 Fax (818) 444-4444

INVOICE

INVOICE #9965
DATE: OCTOBER 15, 2020

TO:

1234 MAIN STREET LLC
1234 MAIN ST
LOS ANGELES CA 91111
Phone (213) 333-3333

SITE ADDRESS

2 1234 MAIN ST
LOS ANGELES CA 91111

3

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
40	EV CHARGING STATION COMPANY Level 2 Model C-25 R24 Electric Vehicle Charging Station	\$1,557.00	\$62,280.00
	Electrical & Construction Labor		\$102,612.00
	Required Materials & Equipment		\$48,383.00
	Site Activation Services		\$500.00
	INSTALLATION DATE: October 2, 2020		
	Minus LADWP Expected Rebate		-\$200,000.00

SUBTOTAL	\$13,775.00
PAYMENTS	-\$13,775.00
TOTAL DUE	PAID IN FULL \$0.00

4

Itemized Invoice Breakdown

Required for Application Types	Required for Charging Station Types
Post-deployment Reservation Requests and Post-deployment Applications	Level 2, DCFC, MDHD

- 1** Contractor Information

 - Must show the installation contractor’s business name, mailing address, and phone number.
 - If the installation was completed by a subcontractor, a separate invoice should be provided from the subcontractor to the main contractor detailing the installation.

- 2** Installation Address

 - Must show the LADWP Service Address where the charging stations are deployed.

- 3** Charging Stations

 - Must show the exact make, model number, and quantity of each installed charging stations(s).
 - Must show itemized installation costs matching the installation contract.
 - Subcontractor invoices must also be itemized.
 - Must list any third-party financial incentives.
 - Must show the installation date.

- 4** Paid Invoice

 - Must show that it is paid in full or have a zero balance, including any balance in excess of the expected LADWP rebates.



Permit

Permit and Inspection Report Detail

https://www.ladbservices2.lacity.org/OnlineServices/PermitReport/Pcis...

Los Angeles Department of Building and Safety

1 Certificate Information: 1234 MAIN ST 91111

Application / Permit 99999-99999-99999
 Plan Check / Job No. --
 Group Electrical
 Type Electrical
 Sub-Type Commercial
 Primary Use ()

2 Work Description

Permit Issued 6/30/2020

Issuing Office

3 Current Status

Permit Finaled on 10/9/2020

Permit Application Status History

Issued	6/30/2020	INTERNET PERMIT
Permit Finaled	10/9/2020	JOSEPH EIKENBERRY

Permit Application Clearance Information

No Data Available.

Contact Information

Contractor	A CHARGING STATION INSTALLER INC- LIC No.: 9999999	1234 ELECTRIC ST LOS ANGELES CA 90001
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Inspector Information

JOSEPH EIKENBERRY, (213) 482-7106	Office Hours: 7:00-8:00 AM MON-FRI
RYAN GEORGE, (213) 482-7106	Office Hours: 7:00-8:00 AM MON-FRI
PANHNHAPUN YOU, (213) 482-7106	Office Hours: 7:00-8:00 AM MON-FRI

Pending Inspections

No Data Available.

Inspection Request History

Service/Power Release	7/17/2020	Approved	JOSEPH EIKENBERRY
Final	10/9/2020	Permit Finaled	JOSEPH EIKENBERRY

Permit Breakdown

Required for Application Types	Required for Charging Station Types
Post-deployment Reservation Requests and Post-deployment Applications	Level 2, DCFC, MDHD

Note: Most projects are under the jurisdiction of the Los Angeles Department of Building and Safety. Some projects may be under the jurisdiction of other permitting agencies, such as the County of Los Angeles or the Division of State Architect. A copy of the electrical permit from the appropriate authority having jurisdiction is required with the following information.

- 1 Permit Installation Address
 - The permit address must match the installation address where the charging stations were deployed.

- 2 Work Description
 - The work description must specify the installation of charging stations and the number of charging stations deployed.
 - Work description limited to the installation of circuits or panels are not acceptable.

- 3 Status
 - If submitting to extend your rebate reservation the permit may be in “Issued Status”.
 - If submitted along with your post-deployment documentation the permit must be in “Finaled Status”.

Photographs



Photographs Breakdown

Required for Application Types	Required for Charging Station Types
Post-deployment Reservation Requests and Post-deployment Applications	Level 2, DCFC, MDHD

1 Device Nameplate Photograph

Note: The sample photograph has the serial number redacted.

- Please provide a **clear, legible, and in color** photograph for each device nameplate.
- Must show:
 - Charging station make, model and serial number. This must match the completed deployment spreadsheet charging station information.
 - Manufacturing date and certification mark from a national recognized testing laboratory (NRTL) such as Underwriters Labs (UL) or Intertek’s Electrical Testing Laboratories (ETL).
 - For charging stations for medium and heavy-duty EVs: If the charging station is not NRTL-certified and listed, provide a picture of the field inspection label from LADBS-ETL (or from a testing agency approved by LADBS-ETL for field testing).

2 Installed EV Charging Station Photograph

- Please provide a **clear, legible, and in color** photograph for each installed charging station.
- The charging stations should be hardwired to the premises (either wall-, pole-, or pedestal-mounted) and in working condition.
- Acceptable installation photographs must be in color and show the conduit from the charger and its termination at a junction box or power source to demonstrate connection. If the junction box or power source is not visible (for instance, if it's a pedestal or wall mount through drywall), the charger's light or display must be on to confirm the charger is connected.

Program Spreadsheet

1

COMMERCIAL Electric Vehicle Charging Station Rebate Application
PROGRAM SPREADSHEET - CUSTOMER INFORMATION

LADWP Service Address Date

LADWP Work Request Number

Permit Number (if available)

Order Number (if available)

Please select one:

- I submit this spreadsheet for the first time
- I submit this spreadsheet to update a previous submission

Level 2 Chargers

COMMERCIAL Electric Vehicle Charging Station Rebate Application								
PROGRAM SPREADSHEET - CHARGING STATION INFORMATION								
#	Meter Number	Make	Model Name	Model Number	Serial Number	Number of Charge Ports	Max Output Power (kW)	Load Sharing? (Y/N)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

Program Spreadsheet

2

DCFCs

COMMERCIAL Electric Vehicle Charging Station Rebate Application										
PROGRAM SPREADSHEET - CHARGING STATION INFORMATION					PROGRAM SPREADSHEET - CHARGING STATION INFORMATION (cont.)					
#	Meter Number	Make	Model Name	Model Number	Serial Number	Total Connectors	Number of Active Connectors	Connector Type(s)	Guaranteed Output Power (kW) per Active Connector	Load Sharing? (Y/N)
1										
2										
3										
4										
5										
6										
7										
8										

MDHD Vehicles

COMMERCIAL Electric Vehicle Charging Station Rebate Application							
PROGRAM SPREADSHEET - MEDIUM OR HEAVY-DUTY VEHICLE INFORMATION							
#	Make	Model Name	Model Number	Vehicle Type	Vehicle Class	VIN	Max. Charging (kW)
1							
2							
3							
4							
5							
6							
7							
8							

Program Spreadsheet Breakdown

Required for Application Types	Required for Charging Station Types
Reservation Requests, Post-deployment Reservation Requests, and Post-deployment Applications	Level 2, DCFC, MDHD

1 Customer Information

- LADWP Service Address
- LADWP Work Request Number
- Permit Number (if available)
- Order Number (if available)

2 Charging Station Information

Connector Type(s)	For DC Fast Chargers, specify the types of connector(s) (e.g. CCS only, CCS+CHAdemo, CCS+Tesla) available for each unit.
Guaranteed Output Power (kW) per Active Connector	Guaranteed output power delivered per active connector when all chargers are in use.
Load Sharing (Y/N)?	Indicate whether your installation uses load management to control how much electricity each charger can use when multiple chargers are in use.
Make	Manufacturer name of the charging station. For MDHDs: Manufacturer name of the medium or heavy-duty vehicle(s)
Max. Charging (kW)	Maximum charging capability for the medium or heavy-duty vehicle
Maximum Output Power (kW)	Maximum output (kW) delivered by each charge port connector of the charging station
Meter Number	If your charging installation has a dedicated meter, provide the dedicated meter number. If you are applying for a rebate reservation with a new service and do not have an account number, leave blank and provide the Work Request Number given by LADWP instead. In all other cases, provide the regular meter number serving your installation.
Model Name	Commercial name of the charging station model. For MDHDs: Commercial name of the medium or heavy-duty vehicle(s) model
Model Number	Model number of the charging station; must match the picture of the charging station's nameplate. For MDHDs: Model number of the medium or heavy-duty vehicle(s); must match the itemized invoice for the vehicle lease or purchase
Number of Active Connectors	Number of active connector for each unit. This is the same number as how many vehicles can charge at the same time.
Number of Charge Ports	Number of charge ports for each charging station
Serial Number*	Serial number of the charging station; must match the picture of the charging station's nameplate
Total Connectors	Number of connectors for each unit
Vehicle Class	For trucks only, specify the vehicle class (3 to 8)
Vehicle Type	Specify transit bus, school bus, or truck
VIN*	Vehicle Identification Number

* If unknown when submitting Part 4, resubmit this spreadsheet with the missing information with Part 6 of the application

Specification Sheet

EV CHARGING STATION		LEVEL 2 ELECTRIC VEHICLE CHARGING STATIONS
Specifications		
1	Electrical Characteristics	<ul style="list-style-type: none"> • Power: 32A, 7.7kW • Voltage: 110-240VAC, single phase input
	Cable & Plug	<ul style="list-style-type: none"> • 1 ft standard length with standard 50A RV plug (NEMA 14-50P) or hardwire input whip
2	Output Cable & Connector	<ul style="list-style-type: none"> • 24 ft standard length • J1772 standard compliant EV
	App	<ul style="list-style-type: none"> • Precision measurement of power, energy, voltage & current; up to 10 automatic notifications, including: time-of-use in effect, start of charge, end of charge, unit offline, unit back online, car not plugged in by certain time of evening, etc. • Web-based portal for desktop access WiFi • Built-in WiFi connectivity, with easy setup • Persistent data storage upon power interruption
	WiFi	<ul style="list-style-type: none"> • Built-in WiFi connectivity, with easy setup • Persistent data storage upon power interruption
	Firmware	<ul style="list-style-type: none"> • OTA, .5% accuracy, end-to-end AES-256 based encryption, 90-day 15 min interval data storage
	Enclosure	<ul style="list-style-type: none"> • LED status indicators • Weatherproof, dust-tight, die cast aluminum • Dummy J1772 inlet with cable hanger included
	Weight & Dimensions	<ul style="list-style-type: none"> • 18 lbs fully equipped with cables • 10.3" x 6.3" x 3.5" (H, W, D—main enclosure)
	Codes and Standards	<ul style="list-style-type: none"> • NEMA 4X / IP66, SAE J1772, FCC Part 15 Class B, NEC 625 compliant, ENERGYSTAR
3	Safety	<ul style="list-style-type: none"> • UL and cUL Listed
	Warranty	<ul style="list-style-type: none"> • 3-year limited product warranty (parts only)
	Made in USA	<ul style="list-style-type: none"> • From domestic & imported parts

Specification Sheet Breakdown

Required for Application Types	Required for Charging Station Types
Post-deployment Reservation Requests and Post-deployment Applications	Level 2, DCFC, MDHD

- 1
Technical Specifications
 - Must show the electrical specifications for the charging stations you deployed.
 - If the specification sheet contains marketing materials, you only need to send the portion of the specification sheet that contains the technical specifications for the charging stations you deployed.
- 2
Connector/Coupler Specifications
 - Must show technical specifications for the connector/coupler standard or technology (e.g., J1772, J3400 or NACS, CCS).
- 3
Codes and Standards
 - Must show the nationally recognized testing laboratory (e.g., UL or ETL) listing and certification information for each charging station you are installing.



W-9 Form

Form **W-9**
(Rev. October 2019)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
A CHARGING STATION INSTALLER INC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1234 ELECTRIC ST

6 City, state, and ZIP code
LOS ANGELES, CA 90001

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

		-							

or

Employer identification number

9	5	-	9	9	9	9	9	9	9
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

2

Sign Here Signature of U.S. person ▶ *JANEDOC* Date ▶ 1/20/20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

W-9 Form Breakdown

Required for Application Types	Required for Charging Station Types
Post-deployment Reservation Requests and Post-deployment Applications	Level 2, DCFC, MDHD

- 1 Name or Doing Business As
 - The payee name provided on your application must match the name listed on the W-9 form, as shown on state records provided by the California Secretary of State (<https://bizfileonline.sos.ca.gov/search/business>).

- 2 Certification
 - The W-9 form must be signed and dated.