

2025 Customer Rebate Application

Please read all information on page 3 before completing this form.

* Denotes REQUIRED fields.



For Office Use Only: Pre-Request _____

Customer Information

Name* _____ Account number (found on your bill)* _____

Mailing address* _____ City* _____ State* _____ Zip* _____

Installation address (if different)* _____ City* _____ State* _____ Zip* _____

Contact phone* _____ Email address _____

Preferred method of follow-up communication: Phone Email Mail Applicant type: Homeowner Landlord Renter Contractor

Were Federal or State incentives or tax credits utilized for the project(s) included in this application? Yes No

By signing this application, I certify the information is true and correct to the best of my knowledge, that the equipment for which I am claiming a rebate is installed at the address provided. If requested, I will allow an Otter Tail Power Company representative to physically inspect the installation. I have read and understood all information on the last page of this form and have attached my dated receipt specifying the brand and model number purchased. I understand Otter Tail Power Company will calculate the value of the rebate based on the information provided. Rebate requests must be received for installations completed during the calendar year no later than March 31st of the following calendar year or will not be accepted.

Signature* _____ Date* _____

Installing Contractor Information

Installation type:* Self installed Contractor installed If Contractor installed, please complete this section:

Installer name* _____ Business name* _____

Street address* _____ City* _____ State* _____ Zip* _____

Certified installer: Yes No Phone* _____ Email address _____

(Note: Certified installers have been approved to participate in OTP's quality installation program, which applies to MN and SD heat pump and A/C installations only.)

Complete all sections that apply. All heat pump, water heater, and air conditioner rebate applications require equipment AHRI Certificate or manufacturer specifications sheets to be attached.

Water Heater - Rebates for qualifying controlled rates only.

Installation date _____ Quantity _____ Gallons _____ Efficiency (UEF) _____

Manufacturer/brand _____ Model number _____

Installed water heater is: Replacing existing controlled electric water heater Adding new controlled electric water heater

Water heater type: Grid enabled Standard tank/light duty commercial Commercial Heat pump water heater

Thermal Storage Heating and Cooling - Rebates vary by rate; qualifying controlled rates only.

Installation date _____ Quantity _____ Kilowatts _____

Manufacturer/brand _____ Model number _____

Installed equipment is: Replacing existing electric heating system Adding new electric heating system

Equipment type: Cable Cooling-storage Central Hydronic w/boiler Room Central hydronic Panel

Plenum Heater, Boiler, Electric Furnace - Rebates for qualifying units on Dual Fuel or RDC rates.

Installation date _____ Quantity _____ Kilowatts _____

Manufacturer/brand _____ Model number _____

Installed equipment is: Replacing existing electric heating system Adding new electric heating system

Equipment type: Plenum heater Boiler Electric furnace

Electric Heating Technologies - Rebates for qualifying equipment on Dual Fuel or RDC rates.

Installation date _____ Quantity _____ Kilowatts _____

Manufacturer/brand _____ Model number _____

Installed equipment is: Replacing existing electric heating system Adding new electric heating system

Equipment type: Baseboard Cove heater Radiant ceiling heating Nonstorage floor warming Garage unit heater

Electrical Panel Upgrade - Rebates for MN customers only. (Itemized invoices required.)

Installation date _____ Project cost \$ _____

Upgrade type: Electrical upgrade - no load control (rebate up to \$250) Direct load control - firm service (rebate up to \$1,000)
 Off-peak service load control (rebate up to \$2,000)

Reason for upgrade (select technology type installed or provide a description):
 Heat pump Electric boiler Electric vehicle charger Other _____

Air Conditioner - Rebates for MN and SD customers only; must be Energy Star or meet minimum efficiency to qualify.

Installation date _____ Quantity _____ Tons _____ Project cost \$ _____

Manufacturer/brand _____ Model number _____

SEER2 rating _____ Energy Star: Yes No Unknown Configuration: Ducted Ductless

Installed equipment is: Replacing existing cooling system Adding new cooling system

Installed in a newly constructed building or addition: Yes No

Heat Pump - North Dakota systems must be on a controlled rate.

Installation date _____ Quantity _____ Tons _____ Project cost \$ _____

Manufacturer/brand _____ Model number _____

Installed heat pump is: Replacing existing electric heating system Adding new electric heating system

Installed in a newly constructed building or addition: Yes No If no, please check one of the following:
 Primary heating system fuel prior to heat pump installation: Electric Fuel Oil Natural Gas Propane Other _____

Estimated age of heating system being replaced: _____ years

Standard Air Source or Cold Climate Heat Pump

Configuration: Ducted Ductless SEER2 _____ HSPF2 _____

Air-to-Water Heat Pump

Configuration: Ducted Ductless Additional: In floor heating For Office Use Only: SRR 10.51 SRC 11.20

SEER _____ COP @ A5W110 _____

Was a buffer tank with domestic water heating capabilities installed with the air-to-water heat pump? Yes No

If yes, what is the tonnage of associated air-to-water heat pump unit: _____ kW of heating coils _____

Geothermal Heat Pump

COP _____ EER _____ Check one: Closed loop Open loop

Energy Star (if known): Yes No Check one: Water to air Water to water Direct exchange

Was a desuperheater option connected to provide domestic water preheating? Yes No

If yes, what is the tonnage of associated geothermal heat pump unit: _____

Air Conditioner and Heat Pump Minimum Qualifiers

Type	MN Location	ND Location	SD Location
Air Conditioner	Energy Star or 15.2 SEER2	N/A	Energy Star or 15.2 SEER2
Standard Air Source Heat Pump	14.3 SEER2 / 7.5 HSPF2	N/A	14.3 SEER2 / 7.5 HSPF2
Cold Climate Heat Pump (CCHP)	16.0 SEER2 / 8.0 HSPF2	On Dual Fuel, Deferred Load, or RDC rate and 7.5 HSPF2	16.0 SEER2 / 8.0 HSPF2
Air-to-Water Heat Pump (AWHP)	COP 1.7 @ A5W110	COP 1.7 @ A5W110 On Dual Fuel Rate	COP 1.7 @ A5W110
Geothermal Heat Pump (GHP)	Energy Star or qualifying COP and EER: Water to air-open 4.1 COP, 21.1 EER Water to air-closed 3.6 COP, 17.1 EER Water to water-open 3.5 COP, 20.1 EER Water to water-closed 3.1 COP, 16.1 EER Direct exchange 3.6 COP, 16 EER Single unit ≥6 tons 3.1 COP, 13 EER	On Dual Fuel, Deferred Load, or RDC Rate	Energy Star or qualifying COP and EER: Water to air-open 4.1 COP, 21.1 EER Water to air-closed 3.6 COP, 17.1 EER Water to water-open 3.5 COP, 20.1 EER Water to water-closed 3.1 COP, 16.1 EER Direct exchange 3.6 COP, 16 EER Single unit ≥6 tons 3.1 COP, 13 EER
Cold Climate, Air-to-Water, and Geothermal Heat Pumps on Energy Control	Additional rebate available when CCHP or GHP is served on Dual Fuel, Deferred Load, or RDC Rate; or when AWHP is served on the Dual Fuel Rate. Must meet ratings shown above.	Requirements as shown above.	Additional rebate available when CCHP or GHP is served on Dual Fuel, Deferred Load, or RDC Rate; or when AWHP is served on the Dual Fuel Rate. Must meet ratings shown above.

Customer Rebate Application requirements and guidelines



Please read all information on this page before completing the form on pages one and two.

Otter Tail Power Company reserves the right to deny any rebate that does not meet program qualification requirements. Rebate programs may be discontinued or modified at any time.

Rebate details

1. New equipment must be installed where electricity is supplied by Otter Tail Power Company.
2. Rebate requests must be received for installations completed during the calendar year no later than March 31st of the following calendar year or will not be accepted.
3. A dated sales receipt specifying brand and model must be submitted with this rebate request. Bids, quotes, or purchase orders do not qualify as a sales receipt.
4. Customers must provide proof that equipment installed meets the company's currently available rebate program requirements for efficiency level, size, and/or controlled service rate application.
5. Visit otpco.com/WaysToSave or call our Idea Center at 800-493-3299 to verify program requirements.
6. Accepted proof of efficiency, where applicable, includes an AHRI certificate or manufacturer specification sheet showing efficiency levels. Air conditioners and geothermal heat pumps may provide proof of Energy Star rating for the model installed.
7. Otter Tail does not advise installing heat pump water heaters on load control rates unless recommended by the manufacturer.
8. Electrical panel upgrades:
 - a. Must include an itemized invoice that shows electrical upgrades separate from other equipment installed (ex: heat pumps, boilers).
 - b. It is the responsibility of the customer to receive an itemized invoice from the selected contractor.
 - c. Rebate will not exceed itemized cost listed on the invoice.
9. Standard air source, cold climate, and air-to-water heat pump rebates will not exceed 75 percent of project cost.
10. Geothermal heat pump rebates will not exceed 50 percent of project cost.
11. Pre-approval is required for Energy Control rebate if amount expected is \$10,000 or more.
12. Acceptance of this application does not guarantee payment. You must meet rebate eligibility requirements.
13. Customer rebate requests may require review by local Energy Management or Service Representatives.
14. Allow 6 to 8 weeks for processing.
15. You will be notified if your application is not approved.
16. Otter Tail Power Company is not responsible for inaccurate information supplied by equipment dealers or contractors.

Incomplete rebate applications will be returned and no rebate will be issued until all required information is provided.

Checklist

Did you include the following?

- Your Otter Tail Power Company account number (found on your electric bill)
- Your receipt or invoice
- All required equipment information
- Proof of efficiency levels, where required
- Your signature

Submit your completed application

By mail: Rebates
Otter Tail Power Company
PO Box 496
Fergus Falls, MN 56538-0496

By email: rebates@otpco.com

If you are installing a new heating or cooling system you may also be eligible for our Smart Thermostat rebates. Visit our website at otpco.com/SmartThermostats or call our Idea Center at 800-493-3299 for more information and/or for rebate forms.