



Backwater Prevention Device Rebate Program Rebate Submittal Checklist

Submit your rebate packet within 90 days from the date the installation is inspected and approved by the city. Use this checklist to make sure that it includes all of the necessary materials. The items indicated [CONTRACTOR] will be provided to you by your contractor.

Your rebate packet must include the following:

- Completed and signed Rebate Application Form (green)
- Completed and signed IRS Form W-9 "Request for Taxpayer Identification Number and Certification" (white) **NOTE: An IRS Form W-9 filled out by the property owner is only required if the city is paying the rebate to the property owner.**
- Vendor Payment Option Form (purple) signed by you and the contractor IF you want the rebate check sent to the contractor. Otherwise, the rebate will be sent to you.
- Completed Backwater Prevention Device Final Installation Checklist [CONTRACTOR]
- Itemized invoice for the work, showing contractor name, address, license number and the detailed costs of installation and materials [CONTRACTOR].
- Map of your property with location of the installed device [CONTRACTOR]

When the packet is complete, mail or deliver it to: City of Everett, Attn: BWPD Rebate Program, 3200 Cedar Street, Everett, WA 98201.