

## Freight Transportation Fuel Efficiency Program (FTFEP) Request for Payment Form

### Notice:

- Request for Payment Forms must be submitted within **six (6)** months of receiving an Approved Application Letter from the Department of Municipal Affairs and Environment (MAE).
- Rebates will be distributed in accordance with the pre-approved amount only, which is outlined in the Approved Application Letter. MAE will not be responsible for covering incremental costs if the actual costs incurred by the applicant are higher than the pre-approved amount.
- Rebates cannot be used in combination with other sources of federal or provincial funds provided for the purchase and/or installation of the fuel saving devices.

### Instructions:

- To receive **eighty-five (85)** per cent of the rebate to which the Recipient is entitled, Recipients are required to submit a signed, completed copy of this Request for Payment Form, along with the following documentation:
  - a) declaration of fuel saving device(s) installation signed by the applicant and installer, including information on the location where the device(s) were installed;
  - b) copy of purchase and installation invoices (including manufacturer and model of fuel saving device(s)) with zero remaining balance; and
  - c) photographs of the fuel saving devices on the truck and/or trailer.
- The remaining **fifteen (15)** per cent of the rebate will be released after the Recipient submits their first quarterly Outcomes Reporting Form to the satisfaction of MAE.
- Request for Payment Forms and all supporting documentation must be submitted:

**By Email:** [climatechange@gov.nl.ca](mailto:climatechange@gov.nl.ca)

**Or**

**By Mail:** Department of Municipal Affairs and Environment  
Climate Change Branch  
West Block, Confederation Building  
P.O. Box 8700  
St. John's, NL A1B 4J6

- If the information provided by the applicant is not sufficient to complete reimbursement, additional information may be requested by MAE. An assessment of your claim will not commence until all supporting documentation is received to the satisfaction of MAE.

To be completed internally by MAE	
Application ID:	
Date form received by MAE (dd/mm/yy):	

1. Recipient Information			
Purchase order # (provided by MAE in Approved Application Letter):			
Legal name of funding recipient:			
Company name (if different):			
Key Contact:		Fax Number:	
Key Contact Title:		Email:	
Business Phone:		CRA Business Number (if applicable):	
Mailing Address:			

**2. Vehicle Rebate Information<sup>1</sup>**

	Vehicle 1				Vehicle 2				Vehicle 3			
	Auxiliary Power Unit (Diesel)	Auxiliary Power (Electric)	Cabin Heater/Cooler	Total All Technologies	Auxiliary Power Unit (Diesel)	Auxiliary Power (Electric)	Cabin Heater/Cooler	Total All Technologies	Auxiliary Power Unit (Diesel)	Auxiliary Power (Electric)	Cabin Heater/Cooler	Total All Technologies
A. Manufacturer				N/A				N/A				N/A
B. Model				N/A				N/A				N/A
C. Fuel Saving Device Invoice Number				N/A				N/A				N/A
D. Installer Invoice Number				N/A				N/A				N/A
E. Fuel Saving Device Purchase Cost (excluding GST/HST/PST) (\$)												
F. Installation Cost (excluding GST/HST/PST) (\$)												
<b>G. Sub-total (purchase and installation, excluding GST/HST/PST) (\$ (E+F))</b>												
H. GST/HST/PST (\$)												
I. GST/HST/PST that is reimbursable by the Federal or Provincial Governments (\$)												
<b>J. Sub-total (GST/HST/PST) (\$ (H-I))</b>												
<b>K. Total (\$) (G+J)</b>												
<b>L. Eligible reimbursement amount (to be completed internally by MAE) (\$)</b>												

<sup>1</sup> Copy this page if retrofitting more than three (3) vehicles.

3. Trailer Rebate Information <sup>2</sup>															
	Trailer 1					Trailer 2					Trailer 3				
	Side Skirt	Boat Tail	Diesel-Electric Refrigeration Unit	Electric Refrigeration Unit	Total All Technologies	Side Skirt	Boat Tail	Diesel-Electric Refrigeration Unit	Electric Refrigeration Unit	Total All Technologies	Side Skirt	Boat Tail	Diesel-Electric Refrigeration Unit	Electric Refrigeration Unit	Total All Technologies
A. Manufacturer					N/A					N/A					N/A
B. Model					N/A					N/A					N/A
C. Fuel Saving Device Invoice Number					N/A					N/A					N/A
D. Installer Invoice Number					N/A					N/A					N/A
E. Purchase Cost (excluding GST/HST/PST) (\$)															
F. Installation Cost (excluding GST/HST/PST) (\$)															
<b>G. Sub-total (purchase and installation, excluding GST/HST/PST) (\$) (E+F)</b>															
H. GST/HST/PST															
I. GST/HST/PST that is reimbursable by the Federal or Provincial Governments															
<b>J. Sub-total (GST/HST/PST) (\$) (H-I)</b>															
<b>K. Total (\$) (G+J)</b>															
<b>L. Eligible reimbursement amount (to be completed internally by MAE) (\$)</b>															

<sup>2</sup> Copy this page if retrofitting more than three (3) trailers.

## 4.0 Privacy Notice

Your personal information is being collected in accordance with section 61(c) of the *Access to Information and Protection of Privacy Act, 2015* (ATIPPA, 2015) and will be used to process your claim and for program operational purposes. It will not be used for any other purposes unless authorized under ATIPPA, 2015. Under ATIPPA, 2015 personal information is protected under section 64 (1) and you have the right to access your personal information held by the department, and to request the correction of your personal information if there has been an error or omission.

Any questions or comments can be directed to the Access and Privacy Coordinator, Department of Municipal Affairs and Environment, by phone at: (709) 729-7183.

I confirm that information given in this form is to the best of my knowledge and ability, complete, true and correct. I acknowledge that failure to not disclose relevant information may result in cancellation of this claim.

I acknowledge that the FTFEP is the only source of federal and/or provincial funding provided for the purchase and/or installation of the fuel saving device(s) for which a rebate is sought.

---

Signature

---

Date (dd/mm/yy)

---

Name (please print)

---

Title