



## Requirements for WaterSense® Labeled Toilet or Urinal

**Rebate amount:** cost of toilet/urinal (up to \$100), excluding installation/labor, shipping, tax, etc.

### Important program dates:

- Program start date: April 1, 2020
- Purchase and application deadline: November 30, 2020

### Eligibility Requirements:

- Applicant must be the current property owner to apply for and receive rebate. Tenants may apply for rebates with written property owner approval.
- Property must receive water services from the City of Spokane.
  - » Residential customers: limited to two toilets per property.
- Rebates are for purchase of the following:
  - » WaterSense® labeled toilet listed on the [EPA's WaterSense product search](#).
  - » The effective flush volume for toilets shall not exceed 1.28 gallons. Not all 1.28 gallons per flush or less qualify as there are additional performance metrics. Always check the EPA's product search to confirm product eligibility.
- Receipts (proof of payment, not an invoice with a "balance due") are required and must include:
  - » Show a purchase date on or after April 1, 2020.
  - » List the make and model or SKU (found on the bar code on product packaging).
  - » Show the cost of each item. Rebates are for the products only (installation, parts, tax, shipping etc. excluded) with a maximum of \$100 per toilet.
- Take a photo of each toilet installed at the property and attach it to the online application. Photos of the boxes/packaging or the product uninstalled do not qualify.
- Application needs to be submitted within 10 days of photos being taken - timestamps will be checked.
- Altered or misrepresentative photos will be considered fraudulent and the rebate will be denied.
- Standard 1.6 toilets do not qualify for the rebate program. Dual flush toilets on the WaterSense® list do not qualify for a rebate. Not all 1.28 gallons per flush or less qualify as there are additional performance metrics. Always check the EPA's product search to confirm product eligibility.
- Some ADA toilets are not WaterSense® labeled, verify the product is WaterSense® labeled on the EPA's product search.

### Eligibility of Rental Properties

- Removals or purchases must occur on or after the program begins on April 1, 2020. Removals or purchases occurring before the program begins on April 1, 2020 are ineligible.
- The applicant must be the current property owner. Tenants may apply for rebates with written property owner approval.
- Owners of rental properties may apply for rebates for rental properties. However, rebates are property specific and applied as a credit to the active water account. The active water account must be associated with the location where the products are installed or where the items were removed. If the owner does not live on-site or is not listed on the active water account, it is the owner's responsibility to coordinate inspections and rebate funds with the tenants.

### Applicant Steps:

- Read program requirements.
- Purchase and install eligible toilet (verify on the EPA WaterSense® [website](#)).
- Complete [online application](#) and supply all required documentation.

### City Steps:

- Process rebates on a first received, first served basis until either application deadline or fund depletion occurs.
- Approve application and issue rebate credit.

Processing of completed applications takes approximately 2 weeks. Once processing is complete and the rebate is approved, a credit will appear on your utility bill within one to two billing cycles.

### Tax information:

- Applicants receiving \$600 or more in rebates from the City in a calendar year must submit a [W-9](#) form before City issues rebate. The City will send 1099 forms to applicants after December 31 each year. All personal information provided within the W-9 is kept confidential in accordance with the Privacy Act. The determination of whether your rebate is taxable or not may depend on several variables. We recommend contacting your tax professional.





## Water Wise Rebates for Residential Customers

Please review the general program information and rebate-specific information before applying for a rebate. For questions, email Water Conservation Office at [waterwise@spokanecity.org](mailto:waterwise@spokanecity.org) or call 509-625-7800. All products purchased must have the WaterSense® logo.

### WaterSense® Product Rebates

WaterSense® products make it easy to find and select water-efficient products that can help your wallet and the environment. They are backed by independent, third-party certification and tested for both efficiency and performance.

Products must be WaterSense® labeled and listed on the EPA's WaterSense product search. In addition to the required installation photos, photos of the SKU or model number on the packaging can also be submitted to expedite verifying the WaterSense® label.

WATERSENSE® CERTIFIED PRODUCT	REBATE AMOUNT PER UNIT	EFFICIENCY REQUIREMENTS	REQUIRES PHOTO & RECEIPT	APPLICATION DEADLINE	LIMIT PER PROPERTY
Toilet	Cost, up to \$100	1.28 gallons per flush or less	YES	11/30/20	2
Showerhead	Cost, up to \$20 per showerhead	1.5 gallons per minute or less	YES	11/30/20	2
Irrigation Controller	Cost, up to \$100	Wi-Fi enabled smart irrigation controller	YES	9/30/20	1
Efficient Nozzles	Cost, \$4/nozzle up to \$40	Matched precipitation rotary nozzles	YES	9/30/20	10

### General Program Information:

- Important Application Information:
  - Application and funds will be available April 1, 2020. The Water Conservation Office will process complete applications on a first-come, first-served basis until application deadlines or until funds are depleted.
  - Applications must be complete for processing. Applications are considered complete when all required information is filled in on an application form and all necessary documents (receipts, additional forms, W-9, etc.) are attached and legible.
  - Applications are considered incomplete if the required information or documentation is missing or illegible. A one-time notification will be sent to the email provided on the application regarding submission of missing or illegible information or documentation. Upon submission of the missing information, the application is considered complete and eligible for processing, unless it is past the application deadline or funds are depleted.
  - Once approved, rebates are applied as a credit to the active water account within two billing cycles. Rebate credits are not applied to closed utility accounts or transferred to a different account. Applicants should verify that all rebates have been approved and applied prior to closing a utility account or transferring an account to a tenant.

### Applications & Submittal Confirmation

- Get your rebate as soon as possible — apply [online](#) to expedite processing.
- After the rebate is submitted online, a confirmation email will be sent to the email address provided. Save this confirmation email as proof of application. If you do not receive this email within 72 hours of applying, check your spam/junk folder, then email Water Conservation Office.
- For a hard copy application call 509-625-7800, Monday through Friday 7:30 a.m. to 4:30 p.m. Return the application and all required documentation to:  
Spokane Water Department  
ATTN: Water Conservation Office  
914 E North Foothills Dr.  
Spokane, WA 99207
- When a paper application is received via post, a confirmation email will be sent to the email address provided. This may take up to two weeks. Save this confirmation email as proof of application. You should receive your rebate within two months of application.
- It is up to the applicant to make backup copies; original photos and paper documentation will not be returned.

### Eligibility & Rental Properties

- Installations or purchases must occur on or after the program begins on April 1, 2020. Installation or purchases occurring before the program begins on April 1, 2020 are ineligible.
- The applicant must be the current property owner. Tenants may apply for rebates with written property owner approval.
- Owners of rental properties may apply for rebates for rental properties. However, rebates are property specific and applied as a credit to the active water account. The active water account must be associated with the location where the products are installed or where the items were removed. If the owner does not live on-site or is not listed on the active water account, it is the owner's responsibility to coordinate inspections and rebate funds with the tenants.

### By applying for City of Spokane Water Wise Rebates, you have read and agree to the following:

- I understand when my application is processed a representative from the City of Spokane may contact me to verify the installation of my new water efficient equipment before my rebate is issued.
- In accepting this rebate, I acknowledge that the City of Spokane is in no way responsible for the condition of the plumbing on my side of the meter, now or in the future.
- I understand that qualifying items are selected on the basis of water efficiency only. The City of Spokane does not endorse specific brands, products, or dealers; nor does it guarantee materials, workmanship, performance, or durability of the qualifying items.
- I understand I may receive reimbursements not to exceed the amount outlined in the program guidelines.

### Tax Information

- If the applicant pays for the utility bill and will receive \$600 or more in total rebate credits from the City of Spokane in a calendar year, the applicant must submit a [W-9 \(PDF\)](#) form.
- All personal information provided within the W-9 is kept confidential in accordance with the Privacy Act. The determination of whether your rebate is taxable or not may depend on several variables. We recommend contacting your tax professional.