



Texas Appliance Mail-In Rebate Program: Supplemental Guide For Retailers



The Texas Appliance Mail-In Rebate Program begins on **December 20, 2010**. There will be \$10 million available to provide rebates to consumers who purchase an eligible ENERGY STAR® appliance. Texas retailers are vital to the success of this program. Your role is to accurately communicate the details of the program to consumers and assist them in selecting eligible appliances. Please take time to familiarize yourself with the program by going to the Texas Powerful Smart website, www.TexasPowerfulSmart.org, and using this supplemental guide.

How to Prepare

The Texas Appliance Mail-In Rebate Program is a first-come, first-served mail-in rebate program. Until program funds are depleted, rebates will be issued to consumers who purchase an eligible ENERGY STAR appliance and follow all program rules. Consumers are responsible for filling out the appliance rebate form correctly. Retailers

are encouraged to have printouts of the form on hand and to help Texas residents understand the eligible products, the rebate process and the program rules.

1. **Familiarize the staff with the program.** Review the list of eligible appliances and the efficiency criteria for the different rebates. A chart of eligible appliances can be found at <http://www.texaspowerfulsmart.org/rebate/appliances.php>. Compare the efficiency requirements to those appliances you sell. Clearly identify which are eligible for this rebate program. *Please note that only ENERGY STAR qualified clothes washers meeting the January 1, 2011 ENERGY STAR qualification are eligible for a rebate. (Modified Energy Factor 2.0 or greater and Water Factor 6.0 or less).* More information on ENERGY STAR appliances can be found at www.EnergyStar.gov.

2. **Pay attention to program dates.** Consumers can begin to purchase eligible ENERGY STAR appliances **on or after December 20, 2010**. Please note that *appliances purchased before December 20, 2010 are NOT eligible* for the rebate. Verify that all communication materials (in-store and in-market) support the correct program dates.

3. **Provide clear and detailed information on the receipt.** While the consumer is responsible for submitting detailed purchase information when applying for the rebate, retailers can assist their customers by ensuring that all receipts include:

- Date of purchase
- Name of retailer and location of purchase, clearly identifying that the appliance was purchased from a Texas retailer or contractor
- Purchase price, separate from taxes if applicable
- Name of appliance manufacturer
- Appliance model number
- Proof of purchase

4. **Sign to verify the proper disposal or recycling of the old appliance.** If your company hauls away and disposes of or recycles the old appliance, a representative **must** sign the consumer's rebate application form indicating proper disposal or recycling. This signature is necessary for the consumer to receive their rebate. See more information under Disposal and Recycling below.

Disposal and Recycling

To be eligible for an appliance rebate, the consumer **must** at minimum replace and properly dispose of an old appliance.

Proper disposal is defined as removing the old appliance from the home and disposing of it so that it **cannot** be reused, refurbished or resold. The old appliance must be handled in accordance with all federal and state waste management laws, which at minimum, means refrigerants **must** be captured. If your company disposes of the old appliance, a representative **must** fill out and sign the consumer's rebate application form as proof of disposal.

If the consumer is interested in qualifying for the **bonus \$75 recycling rebate**, he or she **must** arrange for the recycling of the old appliance. If your company will recycle the old appliance, a representative **must** fill out and sign the consumer's rebate application form as proof of recycling. *Recycling* is defined as removing the old product from the home and taking it to a recycling facility where:

1. The appliance is disassembled;
2. All hazardous materials are removed and handled in accordance with federal, state and local laws; and
3. All recyclable materials (e.g. plastics, metal and glass) are sorted and reprocessed into raw materials for future use.

How to Become a Recycling Partner

If you offer recycling services and would like to be listed as a recycling partner for this program, please sign and submit the Recycling Agent's Acknowledgment Form. If a corporate office wishes to register all of its Texas retail locations, please indicate this on the form.

Please note that consumers will **not** be required to use the retailers and recyclers on the recycling partner list to qualify for the recycling rebate. The list will simply serve as a courtesy source of information for consumers. **Consumers do NOT fill out the Recycling Agent's Acknowledgment Form.**

Recycling Agent's Acknowledgment form

<http://www.texaspowerfulsmart.org/rebate/docs/RecyclingAgentAcknowledgementForm.pdf>

Recycling agents are defined as retailers, contractors or persons/entities that remove, receive or replace refrigerators, freezers, water heaters, room air conditioners, clothes washers, dishwashers, central air conditioners, and heat pumps for the purpose of recycling the appliance(s).

