

Trade Professional Participation Agreement

FREQUENTLY ASKED QUESTIONS (FAQS)



How can I become a member of San Diego Gas & Electric's Trade Professional Alliance or participate in SDG&E's Energy Efficiency Programs?

- To submit projects, apply for and/or receive payment on behalf of a customer for rebates, incentives, and On-Bill Financing projects you must:
 - Read, sign and submit the [2017 Trade Professional Agreement](#)
 - Submit a signed [W-9 IRS tax form](#)
 - Attend the [Trade Professional Program Essentials training](#)

Note: Trade Professionals with a business outside the state of California must submit a [587 IRS tax form](#) in conjunction with their W-9.

What are the benefits of becoming a member of SDG&E's Trade Professional Alliance?

- Apply for rebates and incentives on behalf of Customers (when authorized by Customer)
- Receive payments on rebate, incentive and On-Bill Financing projects (when authorized by Customer)
- Receive e-newsletters on the program updates, special offers and free trainings at the Energy Innovation Center
- Invitations to events and seminars to encourage partnering with other participating Trade Professionals
- Promotes collaboration and positive working relationships
- Visibility by customers in our online directory (when requirements to qualify are met)
- Value-added service to your business to offer your customers

How often is the Trade Professional Program Essentials training offered?

- The Trade Professional Program Essentials training is generally held on the first Thursday of every month. Click [here](#) to register for our next event.

Once all requirements are completed, where do I submit my Trade Professional Agreement and W9 tax form?

- Completed forms can be sent to the BusinessEnergySavings@sdge.com inbox or:
San Diego Gas & Electric, Customer Programs
8335 Century Park Ct., CP12D
San Diego, CA 92123

Can I submit my Trade Professional Agreement or W9 prior to completing training?

- Yes, program staff will keep your information on file and follow up with you regarding any outstanding requirements.

How will I know my information has been received and my company is eligible to participate in SDG&E's Energy Efficiency programs?

- A confirmation of receipt of your Trade Professional Agreement is sent via email. This email correspondence will address any outstanding participating requirements, if applicable.

What do I do if I am a Trade Professional Alliance member and my business relocates?

- Any time you have a change of address, business contact, tax ID, etc., you must submit a revised Trade Professional Agreement. Once received, your company information will be updated accordingly.

Note: To avoid delays in payment or processing of applications, ensure all applications, invoices and submitted program documentation correspond to your Trade Professional Agreement.

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How can a customer confirm that a company is authorized to participate/promote San Diego Gas & Electric's Energy Efficiency programs?

- You or your customer may contact the Energy Savings Center at **1-800-644-6133** or by email at BusinessEnergySavings@sdge.com to confirm participation and eligibility.

Is my company automatically listed in the [Trade Professional Directory](#) once all membership requirements are fulfilled?

- No. In addition to meeting membership requirements, Trade Professionals must have no unresolved customer complaints.

How will I know when I meet the qualifying criteria to be listed in the Directory?

- Program staff will contact you via email or by phone if it is determined that your company is eligible.

How often is the Directory updated?

- Directory updates are made on a quarterly basis. If a new Trade Professional meets requirements, you will be notified that you qualify to be listed in the Directory and will solicit your permission to be posted in the Directory. At that time your current contact information will be requested.
- Please contact our Energy Savings Center at **1-800-644-6133** or BusinessEnergySavings@sdge.com if your company information needs to be updated.

If my company is listed in a Directory with another utility, does that automatically list me in the SDG&E Directory?

- No, qualifying criteria to be listed in the Trade Professional Directory is specific to each utility.