Small Business Direct Install Channel

Program Ally Implementation Training

Meghan Roath, Gretchen Primeau, Libby Stevenson, Colin Santel, Shane Perry

December 10, 2024

Artwork by Chantell Marlow, member of the Peoria Guild of Black Artists

Ameren ILLINOIS | Energy Efficiency PROGRAM

A Program Ally is a PARTNER, and the Ameren Illinois Energy Efficiency Program is here to HELP YOU!

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We understand the challenges you have faced and have worked internally to REMOVE those BARRIERS.

- **Incentive increases:** *15% incentive increases were effective as of 09/16/2024 and have been* ***extended through the end of PY25 Q1 (March 31, 2024)!***
- **Process changes:**
  - ✓ Paperwork processing (requirements)
  - ✓ SnapShot™ tool modifications (user interface, defaulted fields)
  - ✓ Enhanced Energy Advisor engagement (weekly communication, paperwork review)
  - ✓ Toolkit and Snapshot training (plug-and-play templates, one-on-one snapshot training)

PY25 Program Ally Incentives

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PY25 Incentive Rates

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	Ameren Illinois PY2024 SBDI Measure List		
	Measure Name	PY2024	Incentive Per
1	LED Highbay Fixture Replacing HID	$ 1.00	Watt Reduced
2	LED Fixture Replacing T12 U-bend Lamps and Ballasts	$ 0.50	Watt Reduced
3	LED Fixture Replacing T8 U-bend Lamps and Ballasts	$ 1.00	Watt Reduced
4	LED Fixture Replacing Existing T12 4' Lamps and Ballasts	$ 0.50	Watt Reduced
5	LED Fixture Replacing Existing T12 8' Lamps and Ballasts	$ 0.50	Watt Reduced
6	LED Fixture Replacing Existing T8 4' Lamps and Ballasts	$ 1.00	Watt Reduced
7	LED Fixture Replacing Existing T8 8' Lamps and Ballasts	$ 1.00	Watt Reduced
8	LED Exterior Fixture Replacing HID	$ 1.00	Watt Reduced
9	Linear T5 LED Tube 2'	$ 7.00	Unit
10	Linear T8 LED Tube 2'	$ 7.00	Unit
11	Linear T8 LED Tube 2' Replacing T12	$ 7.00	Unit
12	Linear T5 HO LED Tube 4'	$ 14.00	Unit
13	Linear T5 LED Tube 4'	$ 11.00	Unit
14	Linear T8 LED Tube 4'	$ 12.00	Unit
15	Linear T8 LED Tube 4' Replacing T12	$ 11.00	Unit
16	Linear T8 LED Tube 8'	$ 16.00	Unit
17	Linear T8 LED Tube 8' Replacing T12	$ 16.00	Unit
18	Permanent Lamp Removal: T12 Removal	$ 0.30	Watt Reduced
19	Permanent Lamp Removal: T8 Removal	$ 0.35	Watt Reduced
20	Permanent Lamp Removal: T5 Removal	$ 0.35	Watt Reduced
21	Fixture Mounted Occupancy Sensor for Interior LED Systems	$ 0.35	Watt Controlled
22	Fixture Mounted Occupancy + Daylight Sensor for Interior LED Systems	$ 0.40	Watt Controlled
23	Remote Mounted Interior Occupancy Sensors	$ 0.35	Watt Controlled
24	Remote Mounted Interior Occupancy + Daylight Sensors	$ 0.40	Watt Controlled
25	Wall Switch Plate Mounted Occupancy Sensors	$ 0.35	Watt Controlled
26	Networked Lighting Controls - Without LLLC	$ 0.60	Watt Controlled
27	Networked Lighting Controls - With LLLC	$ 1.75	Watt Controlled
28	Glass Door LED Cooler Lighting Replacing T8	$ 1.00	Watt Reduced
29	Glass Door LED Freezer Lighting Replacing T8	$ 1.00	Watt Reduced
30	Glass Door LED Cooler Lighting Replacing T12	$ 0.55	Watt Reduced
31	Glass Door LED Freezer Lighting Replacing T12	$ 0.55	Watt Reduced
32	LED Interior OPEN Sign Replacing Neon Sign	$ 45.00	Sign
33	LED Interior EXIT Sign Replacing Incandescent Sign	$ 25.00	Sign
34	EC Motors for Walk-In Cooler/Freezer	$ 230.00	Per Motor
35	Evaporator Fan Control for EC Motors	$ 270.00	Per Control
36	Q-Sync Motors for Reach-In Coolers and Freezers	$ 200.00	Per Motor
37	Door Heater Controls for Cooler/Freezer - (Anti-Sweat)	$ 175.00	Per Door Controlled
38	Cooler/ Freezer Door Closers	$ 210.00	Per Door

- 15% incentive increases were effective as of late Q2 PY2024 and have been **extended through Q1 PY2025!**
- Please refer to the SBDI Measure List pdf for program incentives for each measure, found in the Reference Library in SnapShot™.

Program Ally Incentive Information

- Customer must be informed of any additional fees during the Energy Assessment, which may include taxes, project-specific equipment and other unique charges.
  - These fees are to be included as additional line items in the Assessment Report and to the final invoice as co-pay from the Program Ally to the customer.
- Incentives are <u>not</u> intended to fully cover project costs.
- Assessments alone do not reserve funds, and work cannot begin until the project has been pre-approved.

SBDI Measure Eligibility

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- Lighting products must be selected from Qualified Product List (QPL) in SnapShot™
- The DLC website should be utilized, using products certified with version 5.1. https://designlights.org/
  - If a product found on DLC 5.1 is not found in the QPL, please reach out to SmallBizIl@ameren.com and include your product's spec sheet.
  - This is not intended for entire product offering lists, as the QPL will be updated in mass at intervals throughout the program year.
- Refrigeration, occupancy sensors, and other non-DLC certified products will require a spec sheet uploaded to the assessment in SnapShot™.
  - Please reach out to your SBEA with additional questions regarding these measures.
  - Material specifications are required at the time of requesting pre-approval, to ensure all new material is eligible for incentives.

SBDI Measure Eligibility (cont'd)

- Network Lighting Controls/Luminaire Level Lighting Controls
  - Photos are required to document the commissioning and operation of the identified control strategies (minimum of three).
    - Screenshots of the Lighting Control System App work great.
    - These images must show the operational control strategies. Multiple images may be necessary to clearly illustrate this functionality and should be labeled accordingly.
  - At least one photo is recommended to identify the location of sensors and control device.
    - Photo of remote sensors for NLC
    - Photo of fixture mounted sensor for LLLC
  - For Exterior Dusk to Dawn Lighting photos of photocell control is recommended.

SBDI Measure Eligibility (cont'd)

- SBPA is responsible for procuring the necessary equipment through their own supply chains.
  - All lighting equipment installed must be on the Snapshot QPL derived from DLC version 5.1.
- SBPA or Customer <u>CANNOT</u> purchase equipment to be used on an SBDI projects that has already been discounted by another Ameren Illinois Energy Efficiency Initiative (Midstream Lighting and/or Online Store).
  - Only one incentive is allowable for each energy efficiency measure: <u>DOUBLE DIPPING</u>, or installing equipment already discounted through another energy efficiency program or initiative, is against Ameren Illinois Energy Efficiency Program policies.

CHANNEL OVERVIEW

- How does the SBDI Channel work?
- What is changing?
- Who can I ask for help?
- What are the guidelines?

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SBDI Channel Description

- Only Ameren Illinois electric ***DS-2 & DS3-A*** (unless otherwise approved) customers are eligible. This includes ***commercial businesses, non-profits, private schools.***
  - **NEW! Public K-12 Schools with DS3-B accounts are now eligible!**
- The SBDI Channel is not designed or intended to provide no-cost projects.
- Energy Assessments are ***FREE*** with an eligible utility account.
- SBDI is unique among Ameren Illinois Energy Efficiency Programs because all incentives are paid to the Small Business Program Ally.
- A copy of the utility bill can confirm rate class, account number, customer information and facility type.
- Customers with Retail Electric Suppliers (RES) are eligible to participate with Ameren Illinois delivery service and their 10-digit electric account number. SnapShot™ fields will automatically default to Ameren Illinois.
  - Examples: Mid-America Energy, Homefield Energy, Constellation Energy, etc.
- Customer must be interested in doing the project because of the incentives offered. Any customer that pays into the Ameren Illinois Energy Efficiency Program is eligible (unless deemed otherwise through verification).
- The **Small Business Program Ally** and **Small Business Energy Advisor** play critical roles in the SBDI process.

SBEA & SBPA Roles and Responsibilities

Small Business Program Ally (SBPA)	Small Business Energy Advisor (SBEA)

• **Perform free Energy Assessments.**
    • Project assessments must be done on-site by a Program Ally.
• **Provide estimated sales tax on all assessments and get signed W9 for 1099 requirement.**
• **Work with customer to identify any possible project issues prior to installation and inform customer of any additional costs.**
• **Collect applicable project paperwork and submit to SnapShot™ for approval and payment.**
    • Accuracy in counts and existing equipment descriptions are expected and required. Estimates of fixtures and measures are <u>not</u> allowed.
• **Complete projects and serve Ameren Illinois' customers.**
	• **Manage territory Small Business Program Ally Network and projects.**
	    • **Pending Install Reports**
	        ○ Energy Advisor will communicate with Program Ally <u>weekly</u> on all pending project statuses.
	    • **Manage all pipeline and completed projects including projects with low annual usage.**
	        ○ Energy Advisor will work with Program Ally on all projects in the pipeline and will ensure all paperwork is submitted to ensure timely payment.
	    • **Energy Advisor will conduct <u>monthly</u> visits to Program Ally.**
	• **Reviews all preliminary and final project paperwork**

SBEA and Territory Guide

- **Territory 1 -**
  - **Gretchen Primeau** (309) 512-2778 GPrimeau@ameren.com
- **Territory 2 -**
  - **John Griffard** (309) 262-2749 JGriffard@ameren.com
- **Territory 3 -**
  - **Greg Ward** (262) 336-4274 GWard@ameren.com
- **Territory 4 -**
  - **Terry Tebbe** (618) 972-0695 TTebbe@ameren.com
- **Territory 5 -**
  - **Jason Noe** (262) 409-1232 JNoe@ameren.com
- **Territory 6 -**
  - **Jarod Thompson** (618) 772-9312 JTthompson9@ameren.com
- **Territory 7 -**
  - **Rob Moss** (618) 540-9207 RMoss4@ameren.com

Program Staff Roles and Responsibilities

- **Qualified Product List (QPL)**
  - Now featuring approved DLC measures for the majority of lighting measures.
  - Spec sheets are required for eligible equipment not included in the DLC.
  - ***Evidence of unapproved materials being used on a project will result in incentive payment being withheld until the issue is resolved!***
- **Program Team Coordinator (Meghan Roath)**
  - Process final paperwork and incentive payments to SBPA.
  - Contacts SBEA with requests, inspections reports and statements to coordinate with Program Ally.
  - Distributes communication on requirements to Program Allies and conducts training.
  - Works with SBEA on project exceptions and aids the SBEA and SBPAs.
  - Meghan Roath – mroath@ameren.com and BUS Data Team – SmallBizIL@ameren.com
- **Program Team EA Manager (Libby Stevenson)**
  - Manages SBEA and SBPA networks, escalates project issues and completes inspections.
  - Libby Stevenson– lstevenson@ameren.com

Multifamily Initiative and One-Stop Shop

- The SBDI Program works with the Multifamily Initiative , to offer the customer a “one-stop shop” (single point of contact) for commercial and residential incentive offerings.
- As an SBDI Program Ally, you *may* be contacted by the Multifamily Initiative team, to request an assessment of available SBDI measures for a multifamily facility.
  - **Miritza Thorpe**, Multifamily/One Stop Shop Initiative Manager
  - **Angela Stewart**, Multifamily/One Stop Shop Program Assistant (CMC)
- Please contact your Small Business Energy Advisor with any questions you may have, when requested to complete an assessment for the Multifamily Initiative .

SBDI Assessment Guidelines

Small Business Program Ally (SBPA)	Small Business Energy Advisor (SBEA)

• Submit all paperwork for pre-approval and payment.
• Change status as appropriate and notify completion to the SBEA.
• Projects must complete within 90 days of pre-approval.
  • Estimated Completion Reminder (ECD) emails will be generated during a project's life cycle.
  • Project ECD's may be extended through communication with your SBEA and the SBDI Operations Team at SmallBizIL@ameren.com.
  • If ECD's are not met, incentive requests may be *denied*.
• Enroll eligible customers in the SBDI Program.
	• Shadow first five assessments of new Program Ally.
	• Verify all paperwork for pre-approval and payment.
	• Opportunities for ride-a-longs as needed/requested.
	• Weekly/daily communication to Meghan Roath to ensure questions are being answered.
	• Monthly meetings with all Program Allies.
	• Conduct inspections once project completed
	• Review final completion paperwork for payment processing.

Energy Advisors and Program Allies are working together to reach the same goals.
Open lines of communication are a necessity for success!

PROCESS IMPLEMENTATION

- What is needed?
- What is changing?

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Paperwork Requirements

Pre-Approval Requirements:	Final Paperwork Requirements:
•**Signed and Completed Assessment** • Fine Print Pages (3 of them) • Agreement For Site Access, Measurement Installation, and Inspections • Guarantee of Work to be Performed • Notice Regarding IRS Reporting •**A copy of the Utility Bill OR all SnapShot™ fields populated correctly** • An uploaded copy of the Utility Bill will help prevent the potential for project rejection. •**Before Photos (per unique measure – area photo recommended but not required)** • Existing fixtures over 400-watts nominal require photo documentation of fixture nameplates and/or wattage stamp on lamp. •**Spec Sheets (for eligible non-QPL measures)**	•**Signed and Completed Work Order** • Handwritten changes allowable for quantity changes ONLY • Must be initialed & signed by customer & Program Ally •**Signed and Completed customer W-9 form** •**Customer Invoice (template)** •**After Photos (per unique measure – no area photo needed)** • Existing fixtures over 400-watts nominal require photo documentation of fixture nameplates and/or wattage stamp on lamp.

Once a project is pre-approved, the work MUST be completed within 90 days.

The Power of One Document

WORK ORDER GENERATION (WITH UTILITY BILL)	WORK ORDER GENERATION (WITHOUT UTILITY BILL)

• ***Utility Bill***
• Signed Assessment
• Photographs (per unique measure)
• Spec sheets (as applicable)
	• ***Accurate Snapshot Fields***
	    • ***Customer Name***
	    • ***Eligible 10-Digit Account Number***
	    • ***Site Address***
	    • ***Rate Code(s)***
	    • ***Facility Type***
	    • ***Utility Provider***
	• Signed Assessment
	• Photographs (per unique measure)
	• Spec sheets (as applicable)

By submitting the utility bill, you are providing confirmation of all currently required SnapShot™ fields. These are still required, but if incorrect, the Program can help you!

Ameren Illinois Utility Bill

Details:

1. DS2/DS3A rate codes and D3SB rate codes for K-12 Public schools
   - Always shown on detail page of bill after “Small General Service”
2. 10-digit account number
   - Shown on the top left of the detail page of the bill
3. Customer name and address
   - Must match utility bill
4. Ameren Illinois Energy Efficiency Program charges
   - Charged to all Ameren electric bills to fund energy efficiency programs
5. Any issues finding the account number or verifying eligibility:
   - Ameren Illinois Energy Efficiency Customer Service Call Center – 866.800.0747

Ameren Illinois Utility Bill Features

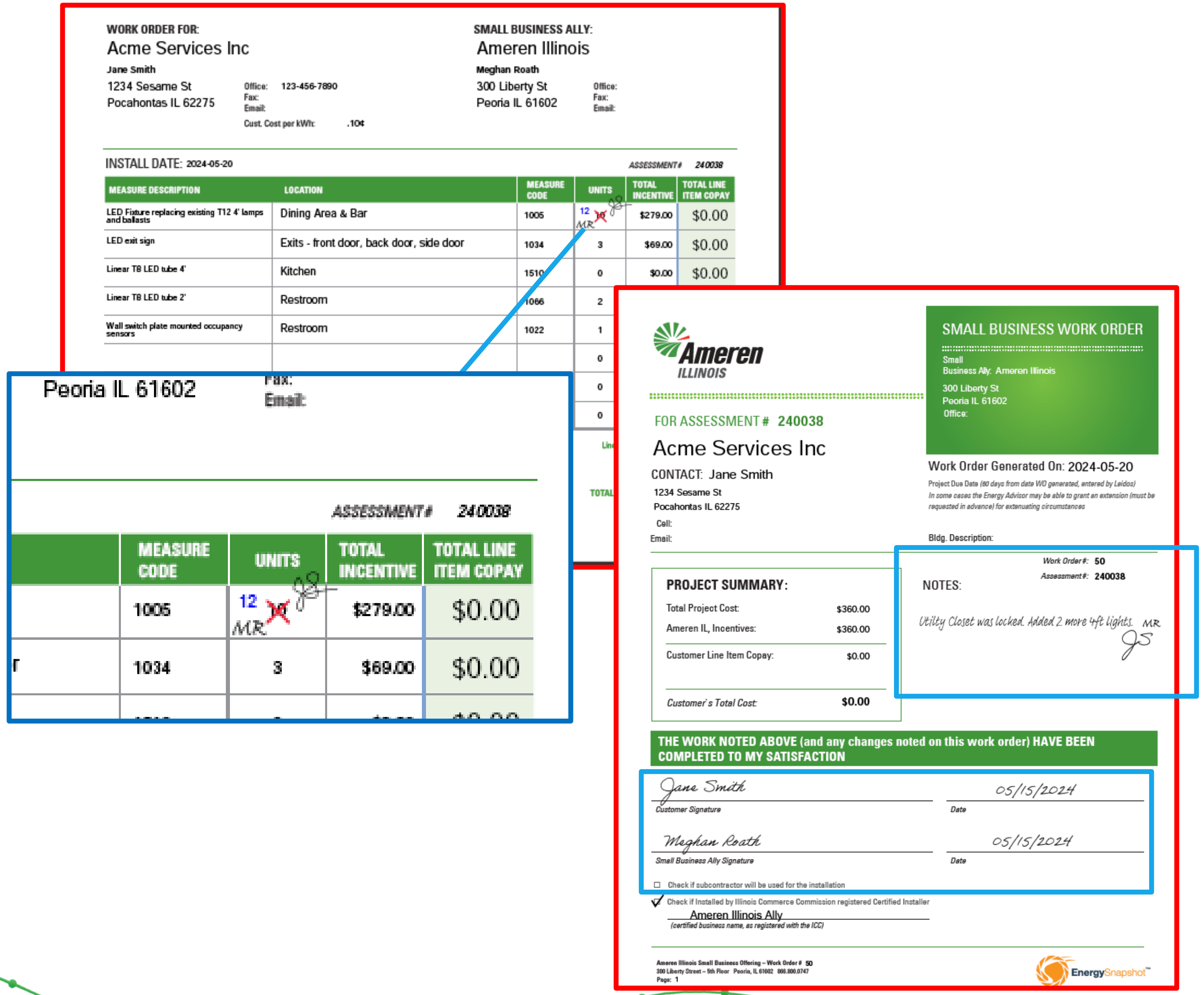
(Rate Code) →

(EE Funding) →

	CHARGE DESCRIPTION	USAGE	UNIT		RATE	CHARGE
Electric Delivery	Customer Charge					$21.70
Ameren Illinois	Meter Charge					$7.31
DS-2 Small General Delivery	Distribution Delivery Charge Non-Summer	2,000.00	kWh	@	$ 0.02959000	$59.18
Service	Distribution Delivery Charge Non-Summer	912.00	kWh	@	$ 0.01516000	$13.83
	Electric Deferred Income Tax Adjustment	$100.34		@	-2.730000%	$-2.74
	Delivery Service Cost Adjustment	$100.34		@	9.800000%	$9.83
					Electric Delivery	**$109.11**
Electric Supply	Purchased Electric Non-Summer	2,000.00	kWh	@	$ 0.07485000	$149.70
Ameren Illinois	Purchased Electric Non-Summer	912.00	kWh	@	$ 0.07485000	$68.26
BGS-2 Basic Generation	Purchased Electricity Adjustment	2,912.00	kWh	@	$-0.00468500	$-13.64
Service	Supply Cost Adjustment	2,912.00	kWh	@	$ 0.00047437	$1.39
	Transmission Service Charge	2,912.00	kWh	@	$ 0.02281000	$66.42
					Electric Supply	**$272.13**
State and Local Taxes and	Customer Generation Charge					$1.33
Other Mandated Charges	Clean Energy Assistance Charge	2,912.00	kWh	@	$ 0.00183000	$5.33
	Coal to Solar and Energy Storage Charge*	2,912.00	kWh	@	$ 0.00002000	$0.06
	Renewable Energy Adjustment*	2,912.00	kWh	@	$ 0.00458000	$13.34
	EDT Cost Recovery	2,912.00	kWh	@	$ 0.00125310	$3.65
	Energy Efficiency Programs Charge	2,912.00	kWh	@	$ 0.00617000	$17.97
	Energy Transition Assistance Charge*	2,912.00	kWh	@	$ 0.00072000	$2.10
	Utility-Owned Solar and Storage Adjustment*	2,912.00	kWh	@	$ 0.00008400	$0.24
	Illinois State Electricity Excise Tax					$9.51
					Total Taxes and Other Charges	**$53.53**

Work Order Process

- SBPA completes all work within 90 days of pre-approval.
- SBPA may make *minor* adjustments to work orders in the field (i.e., incorrect quantities *only*).
  - Modified work orders require SBPA mark-up and customer signature and customer initials on each change. SBEA will verify this.
  - All incentives/co-pay changes must be clearly identified to the customer and legibly noted on submitted work order and invoice.
  - A change in equipment measures will require a new work order to be generated and signed by the customer.
  - All equipment and incentives data within SnapShot™ **must** match the work order modifications before submitting the assessment for payment.



Work Order Process (cont'd)

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- SBPA submits all final paperwork to SnapShot™ per project.
  - Signed energy assessment report
  - Completed work order signed by *customer* and *SBPA*
  - SBPA invoice to customer (see our featured template for ease of invoicing)
  - Correct W9 for 1099 requirements
  - All required photos with clear images per unique measure
    - Photo documentation of existing lighting greater than 400 watts nominal.
- Incentive payment issued directly to SBPA within 60 days of submittal of all final paperwork.
  - Incentive check lead time may be extended due to missing Program requirements (e.g., incorrect material used, outstanding inspection issues, ICC Certification still pending, ACH/W9 forms expired or missing, etc.).
  - All current completed projects are combined into one direct deposit (ACH) transaction per check batch.
  - SBPA Supervisor has access to the My Check Batches Report in SnapShot™ which outlines the processed check batches and the SBPA's projects and incentives included in each.
  - Approved for Payment email notifications will be sent to the Program Ally contacts upon complete remittance of the entire batch.

CUSTOMER INVOICE

PROGRAM ALLY NAME
INVOICE #: XXXX
REF WORK ORDER #: XXXXX

Bill To Customer:	Remit To Program Ally:
Type Customer Name Type Attn: Company Contact Type City, State, Zip	Type Program Ally Name Type Address Type City, State, Zip

DESCRIPTION	AMOUNT
Customer Co-Pay Amount (if applicable)	$0.00
Ameren Incentive Cost	$5,000
Total Installed Cost	$5,000

AMOUNT OF THIS INVOICE $5,000

W-9 Form (Required)

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- Requirements
  - Ideally, W-9 form version should be 2024, but will accept 2018 or later.
  - Business Name and/or DBA *should* match the Utility Account Holder's Name.
  - Tax Classification should be filled out completely.
  - Business Mailing Address on record with the IRS.
  - Either the Business Federal Tax ID (TIN) or the W-9 holder's Social Security Number (SSN).
  - Signature of Business representative and date of signature (within the last 7 years).
    - Ideally, signature date should also be from 2024.
- Program Allies **<u>MUST</u>** provide a 2024 W-9 form for all direct deposit paperwork.

Form **W-9** (Rev. March 2024) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

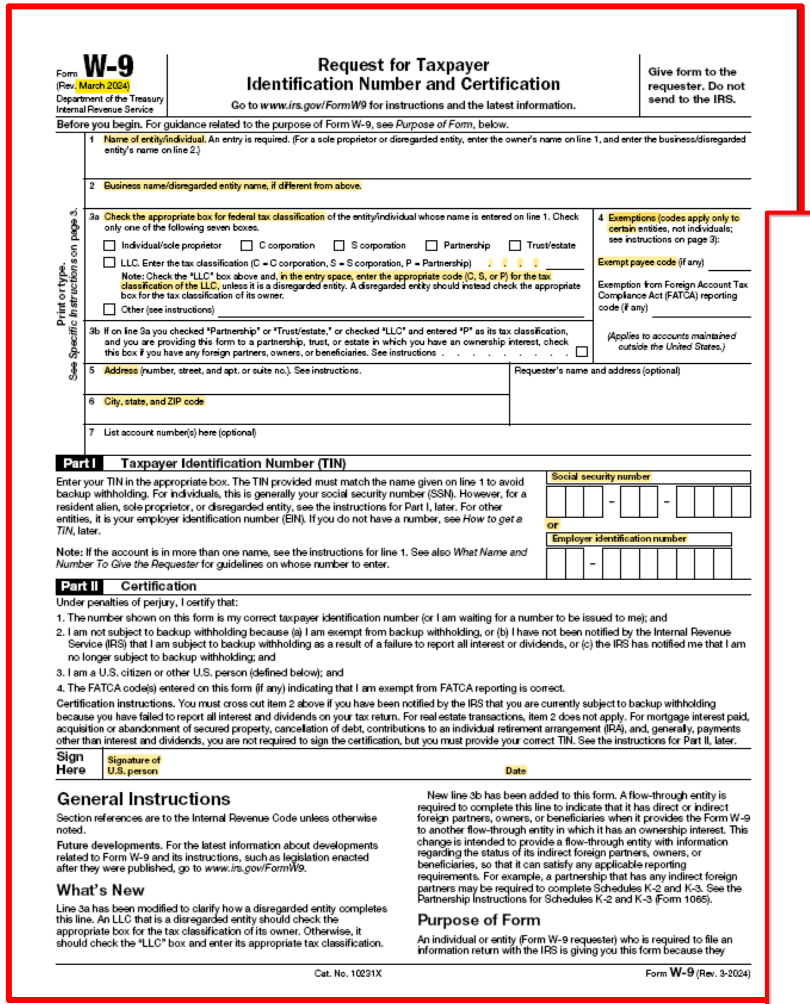
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

Direct Deposit Forms



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1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | Signature of U.S. person | Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

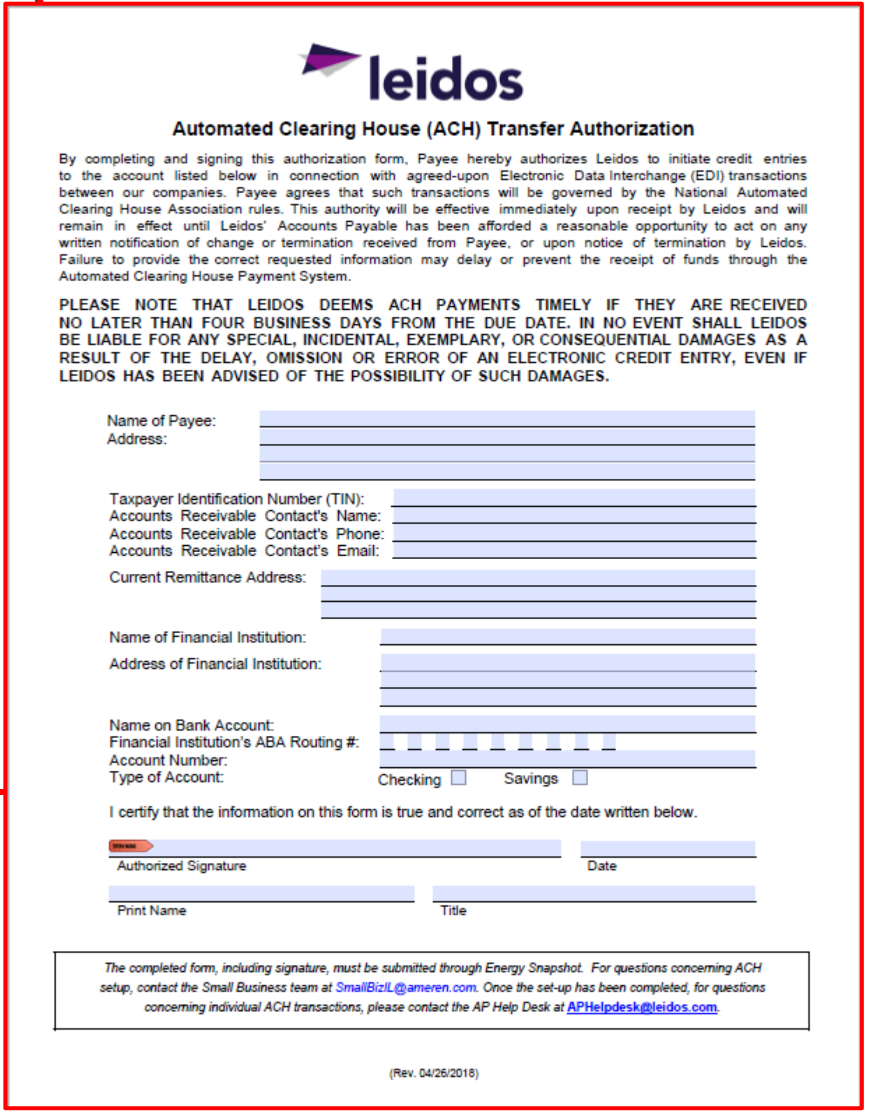
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form W-9 (Rev. 3-2024)



leidos

Automated Clearing House (ACH) Transfer Authorization

By completing and signing this authorization form, Payee hereby authorizes Leidos to initiate credit entries to the account listed below in connection with agreed-upon Electronic Data Interchange (EDI) transactions between our companies. Payee agrees that such transactions will be governed by the National Automated Clearing House Association rules. This authority will be effective immediately upon receipt by Leidos and will remain in effect until Leidos' Accounts Payable has been afforded a reasonable opportunity to act on any written notification of change or termination received from Payee, or upon notice of termination by Leidos. Failure to provide the correct requested information may delay or prevent the receipt of funds through the Automated Clearing House Payment System.

PLEASE NOTE THAT LEIDOS DEEMS ACH PAYMENTS TIMELY IF THEY ARE RECEIVED NO LATER THAN FOUR BUSINESS DAYS FROM THE DUE DATE. IN NO EVENT SHALL LEIDOS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES AS A RESULT OF THE DELAY, OMISSION OR ERROR OF AN ELECTRONIC CREDIT ENTRY, EVEN IF LEIDOS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Name of Payee:

Address:

Taxpayer Identification Number (TIN):

Accounts Receivable Contact's Name:

Accounts Receivable Contact's Phone:

Accounts Receivable Contact's Email:

Current Remittance Address:

Name of Financial Institution:

Address of Financial Institution:

Name on Bank Account:

Financial Institution's ABA Routing #:

Account Number:

Type of Account: Checking ☐ Savings ☐

I certify that the information on this form is true and correct as of the date written below.

Authorized Signature | Date

Print Name | Title

The completed form, including signature, must be submitted through Energy Snapshot. For questions concerning ACH setup, contact the Small Business team at SmallBizIL@ameren.com. Once the set-up has been completed, for questions concerning individual ACH transactions, please contact the AP Help Desk at APHelpdesk@leidos.com.

(Rev. 04/26/2018)

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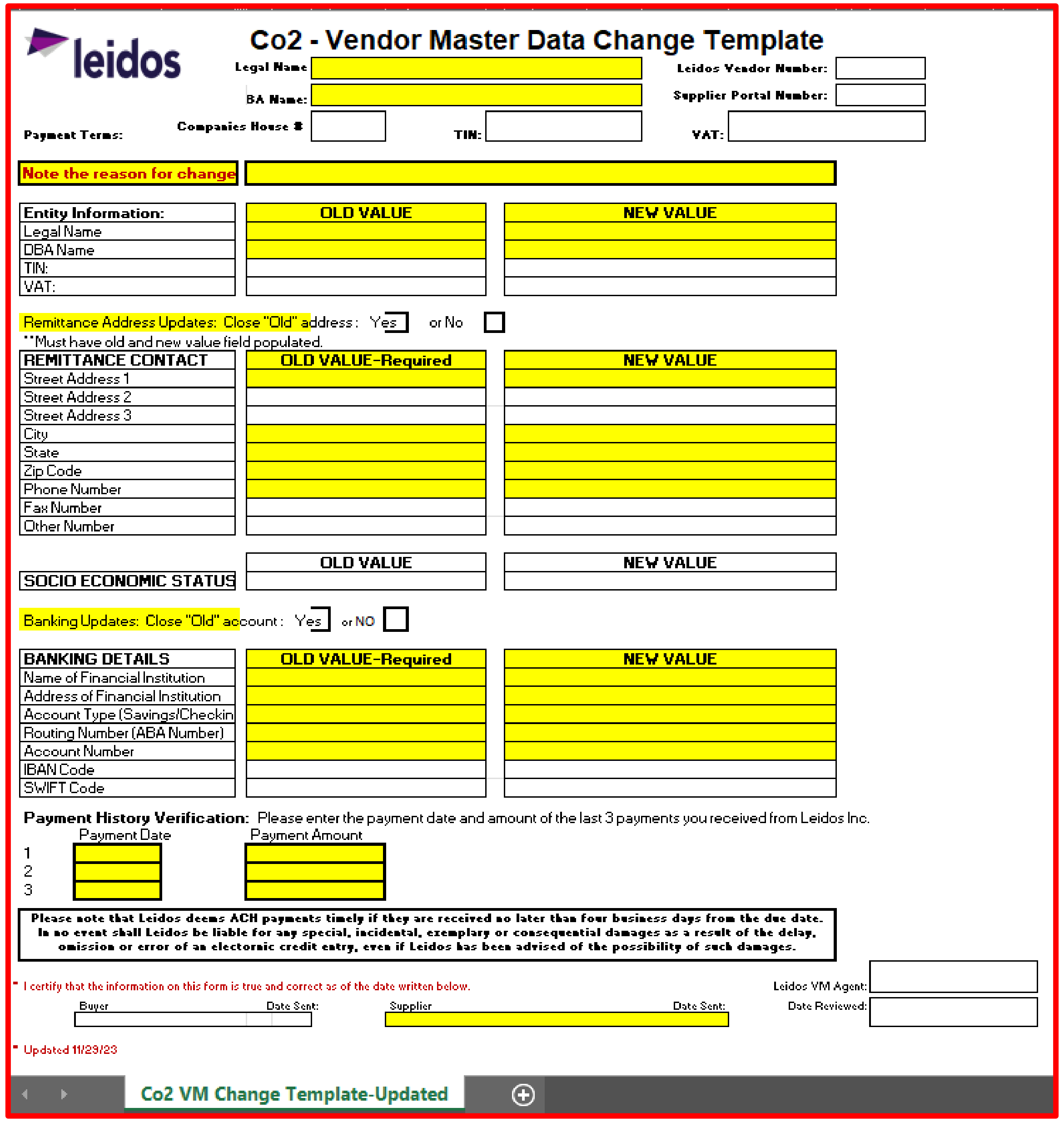
- Requirements
  1. **W-9 form** version MUST be 2024, for all Program Allies.
  2. **ACH Form** (Direct Deposit banking information)
  3. **Vendor Master Data Change Form***

- *All forms are located on the SnapShot™ Reference Library in the Direct Deposit subfolder.*

Direct Deposit Forms

- **Vendor Master Data Change Form***
  - Additional form which is required if ANY data on the W9 form or the ACH form is changing.
  - Fill out all highlighted fields
  - Reach out to SmallBizIL@ameren.com if you need assistance with Data (such as last three payments)
- **All forms are located on the SnapShot™ Reference Library in the Direct Deposit subfolder.**



leidos

Co2 - Vendor Master Data Change Template

Legal Name:
BA Name:
Companies House #:
TIN:
VAT:
Payment Terms:
Leidos Vendor Number:
Supplier Portal Number:

Note the reason for change

Entity Information:	OLD VALUE	NEW VALUE
Legal Name		
DBA Name		
TIN:		
VAT:		

Remittance Address Updates: Close "Old" address: Yes or No

**Must have old and new value field populated.

REMITTANCE CONTACT	OLD VALUE-Required	NEW VALUE
Street Address 1		
Street Address 2		
Street Address 3		
City		
State		
Zip Code		
Phone Number		
Fax Number		
Other Number		

	OLD VALUE	NEW VALUE
SOCIO ECONOMIC STATUS		

Banking Updates: Close "Old" account: Yes or NO

BANKING DETAILS	OLD VALUE-Required	NEW VALUE
Name of Financial Institution		
Address of Financial Institution		
Account Type (Savings/Checkin		
Routing Number (ABA Number)		
Account Number		
IBAN Code		
SWIFT Code		

Payment History Verification: Please enter the payment date and amount of the last 3 payments you received from Leidos Inc.

	Payment Date	Payment Amount
1		
2		
3		

Please note that Leidos deems ACH payments timely if they are received no later than four business days from the due date. In no event shall Leidos be liable for any special, incidental, exemplary or consequential damages as a result of the delay, omission or error of an electornic credit entry, even if Leidos has been advised of the possibility of such damages.

* I certify that the information on this form is true and correct as of the date written below.

Buyer Date Sent: Supplier Date Sent:

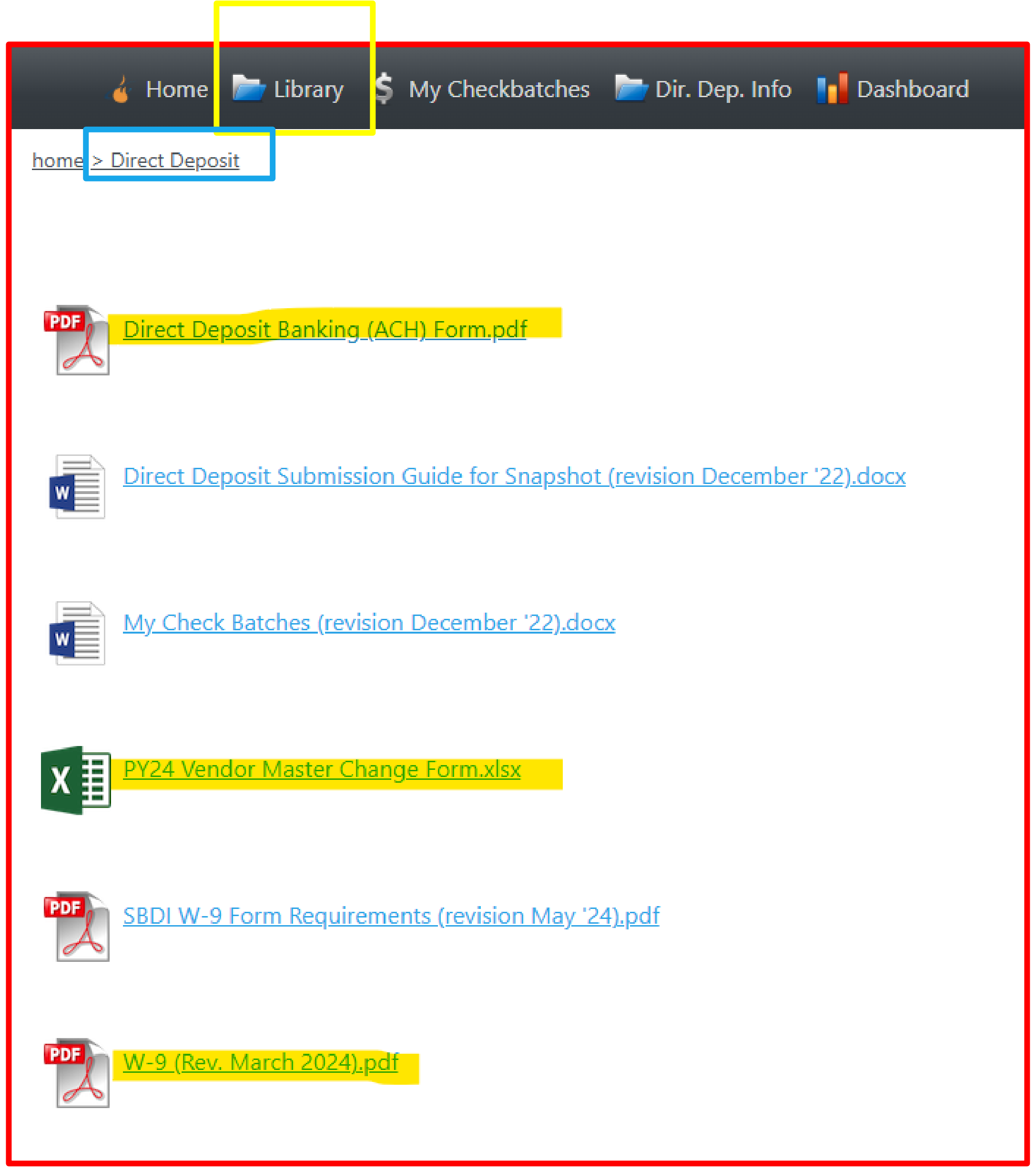
Leidos VM Agent:
Date Reviewed:

* Updated 11/29/23

Co2 VM Change Template-Updated

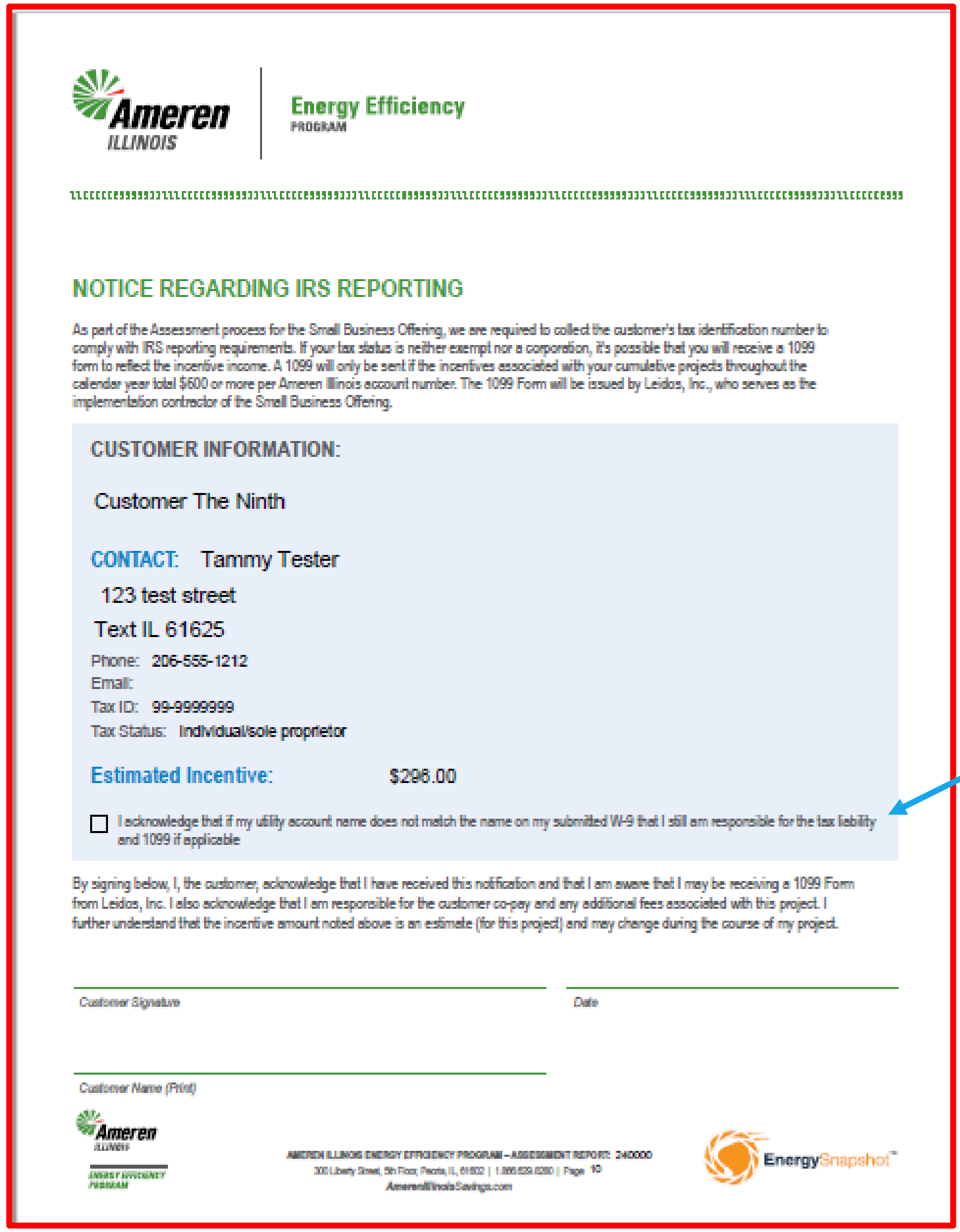
Direct Deposit Forms

- **All forms are located on the SnapShot™ Reference Library in the Direct Deposit subfolder.**



IRS Reporting Page

W9 & 1099 Forms



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NOTICE REGARDING IRS REPORTING

As part of the Assessment process for the Small Business Offering, we are required to collect the customer's tax identification number to comply with IRS reporting requirements. If your tax status is neither exempt nor a corporation, it's possible that you will receive a 1099 form to reflect the incentive income. A 1099 will only be sent if the incentives associated with your cumulative projects throughout the calendar year total $600 or more per Ameren Illinois account number. The 1099 Form will be issued by Leidos, Inc., who serves as the implementation contractor of the Small Business Offering.

CUSTOMER INFORMATION:

Customer The Ninth

CONTACT: Tammy Tester

123 test street

Text IL 61625

Phone: 206-555-1212

Email:

Tax ID: 99-9999999

Tax Status: Individual/sole proprietor

Estimated Incentive: $296.00

☐ I acknowledge that if my utility account name does not match the name on my submitted W-9 that I still am responsible for the tax liability and 1099 if applicable

By signing below, I, the customer, acknowledge that I have received this notification and that I am aware that I may be receiving a 1099 Form from Leidos, Inc. I also acknowledge that I am responsible for the customer co-pay and any additional fees associated with this project. I further understand that the incentive amount noted above is an estimate (for this project) and may change during the course of my project.

Customer Signature | Date

Customer Name (Print)

AMEREN ILLINOIS ENERGY EFFICIENCY PROGRAM – ASSESSMENT REPORT: 240000

300 Liberty Street, 5th Floor, Peoria, IL, 61602 | 1.866.838.6280 | Page 10

AmerenIllinoisSavings.com

EnergySnapshot™

- When the Business Name doesn't match the utility account holder's name... that's OK!
- A checkbox has been added to the IRS Reporting Page for this purpose.
  - The customer can simply check this box to:
    1. Acknowledge the situation, and
    2. Accept responsibility for the savings and potential 1099 at the end of the year.

Post Installation Inspections

- Conducted by Small Business Energy Advisors and other Ameren Illinois Energy Efficiency program staff.
- SBPA shall make reasonable repairs or corrections to work performed, if necessary.
- Corrections shall bring work up to Program standards.
- SBPA agrees to remedy any defects of a non-emergency nature within 10 days of notification.
- SBPA agrees to remedy any defects of an emergency nature immediately upon notice by the customer or Program staff.

Customer Satisfaction

- What is needed to be successful?

Artwork by Chantell Marlow, member of the Peoria Guild of Black Artists

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To Be Successful… We Need You!

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- Always offer to complete the free assessment to give a better estimate of how the Program can specifically help their small business.
- The goal is to obtain a customer testimonial for every project.
- Customers love to be informed. Be proactive with a full explanation of the assessment report, applicable taxes and fees, Program funding and project timeline.
- As a Program Ally, you can help small businesses understand and use Program incentives by providing a turnkey service from the vantage point of a similar, local small business.
- All customer co-pays and Program incentives are paid to the SBPA. All money stays local.
- A positive customer experience is a critical metric for our Program’s success.
- Any customer relation issues are always best dealt with immediately! Contact your SBEA or EA Manager to help find a quick resolution to these issues.

The SBDI Channel must be easy, quick and cost-effective. It’s for Small Businesses!

Existing Customers

- Create and review a list of all your current customers who could benefit from the Program. Possible targets include small businesses you do business with. Who do you…
  - Bank with? Invest with? Buy insurance from?
  - Perform routine maintenance for? Perform service calls for?
  - Don’t forget veterinarians, doctors, car dealerships, restaurants, hair salons, etc.
- Provides a great opportunity for you to approach customers with additional Program incentive.
- Reminds your customers of your services and promotes customer loyalty.
- Successful installations will gain referral work and increase your customer base.
- SBPA / Ameren Illinois Energy Efficiency Small Business Program
- co-branded literature available for your distribution.

Program Tips!

- If you don’t know or aren’t sure… **ASK!**
  - Your SBEA is readily available to help you on a day-to-day basis.
- *ALWAYS use the* ***six-digit project number*** *when referring to a project.*
  - **<u>It is imperative that this number is included in the subject line of all project email correspondence.</u>**
  - Keep all new/pending/completed project paperwork in one place or file for quick reference (use the project number in the file title for easy searching). Upload to Snapshot quickly for ease of processing.
- Become familiar with other Ameren Illinois Energy Efficiency Program Initiatives to maximize your income potential at each customer project.

SnapShot™ Enhancements

- What is new?
- What is changing?

Energy Efficiency PROGRAM

Artwork by Chantell Marlow, member of the Peoria Guild of Black Artists

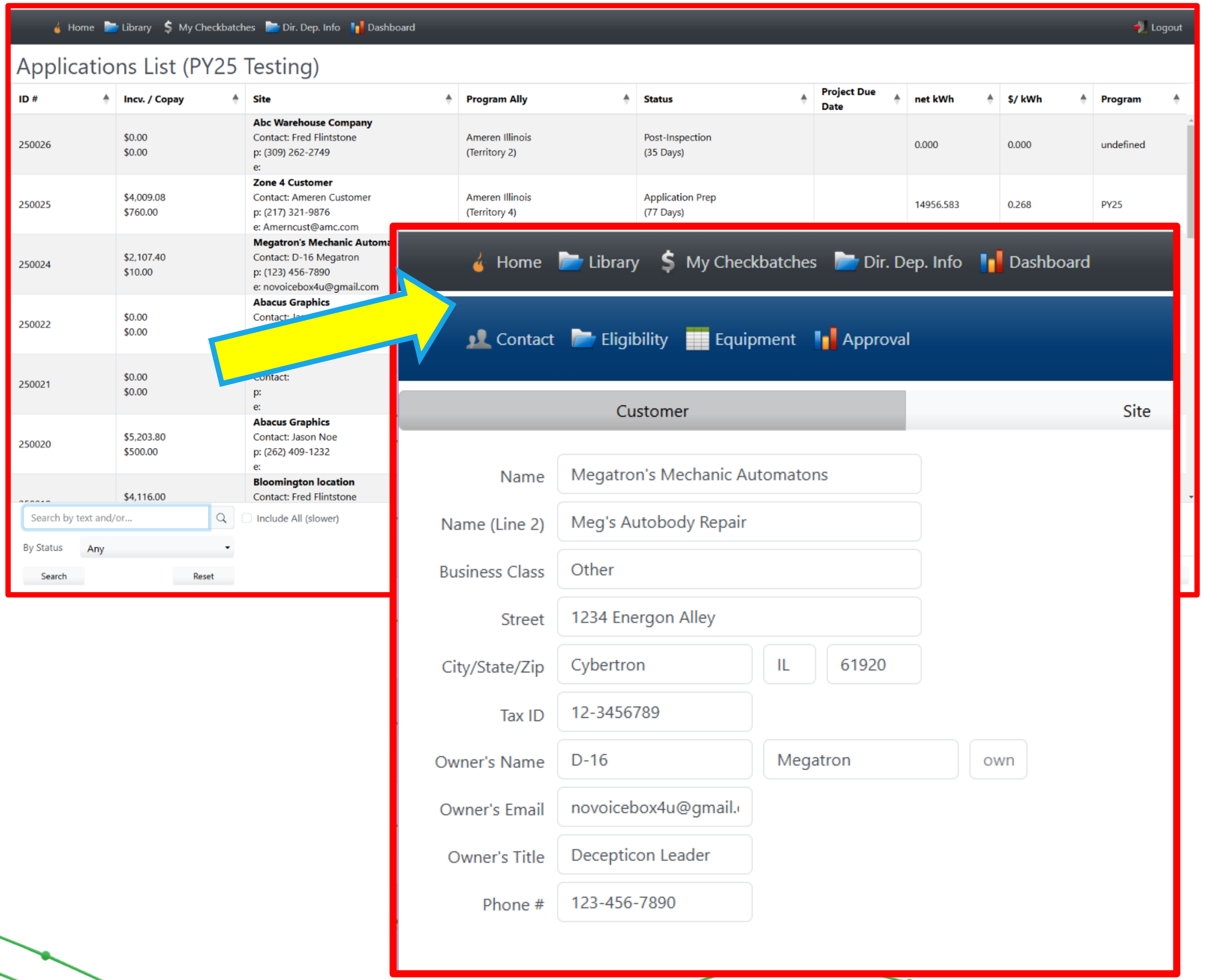
What's Changed in SnapShot™?

- **The Program Ally User Experience**
  - ✓ Updated to a more modern look to match past user experiences for easy navigation and efficiency. It looks new but, feels like home!
  - ✓ Additional mobile and tablet-friendly navigation capabilities!
- **Site Nickname:**
  - ✓ We've added a field in the Site Tab for the business's nickname or “slang" name, for when it doesn't match the Utility Account. This prints out on the project assessment and work order pages for your field teams!
- **Electric Provider Field**
  - ✓ We've made this field (on the Operations Tab) auto-default to Ameren Illinois.
- **Program Type Field**
  - ✓ We've made this field (on the Program Tab) auto-default to PY25 – no more public or private sector selections to worry about!
- **Image Uploading**
  - ✓ We’ve added additional capabilities to remove unintended images from the upload prior to uploading!
- **Additional Check Processing Status**
  - ✓ After January 13th, you will begin to see ***Sent to Check Processor*** as a status between Check Queued and Check Sent for additional transparency and better tracking of where your projects are in the payment process!

Program Ally User Experience

Home Page after Log-In:

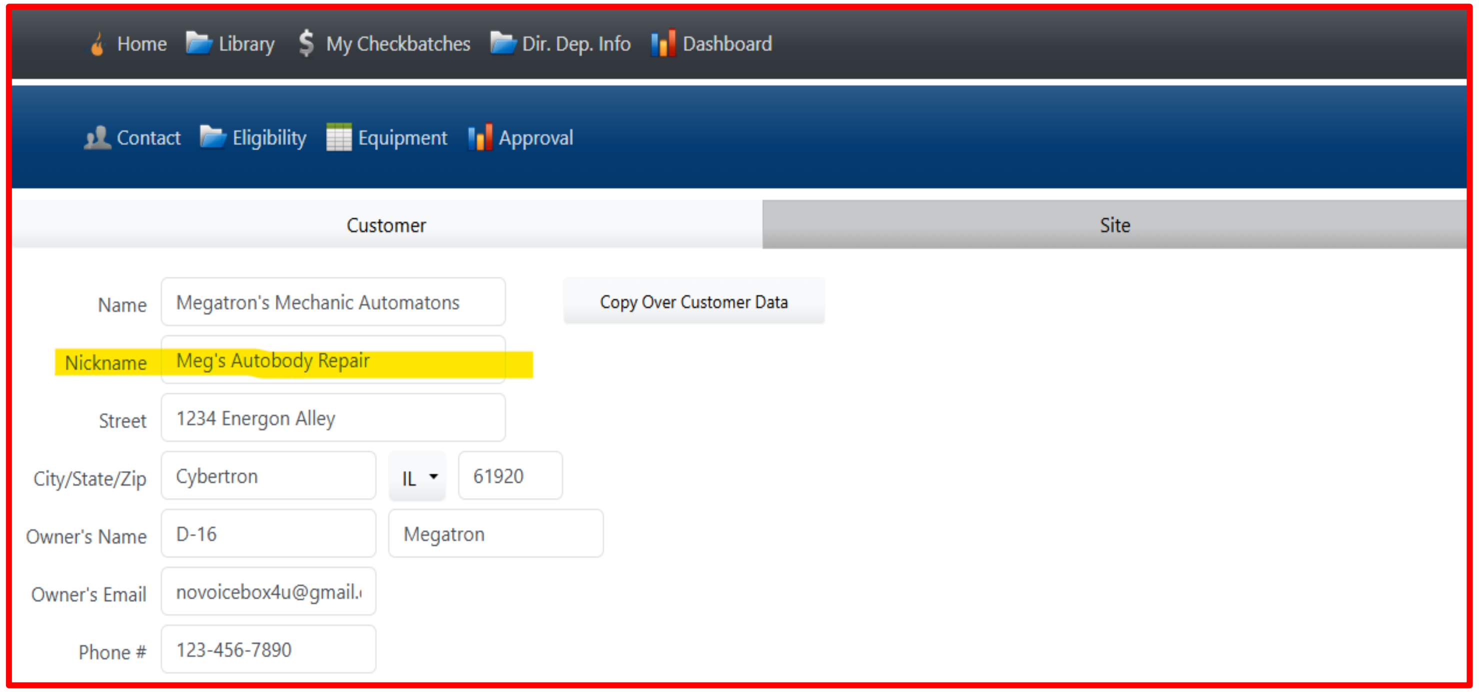
- We've brought back the simple design using navigational icons.
- Each icon features the same informational tabs you are used to!



- Note: **My Checkbatches** and **Dir. Dep. Info** will be available *after* Jan. 1st.
  - Updated W9 & Direct Deposit forms can still be uploaded to the PY24 server!

Site Nickname

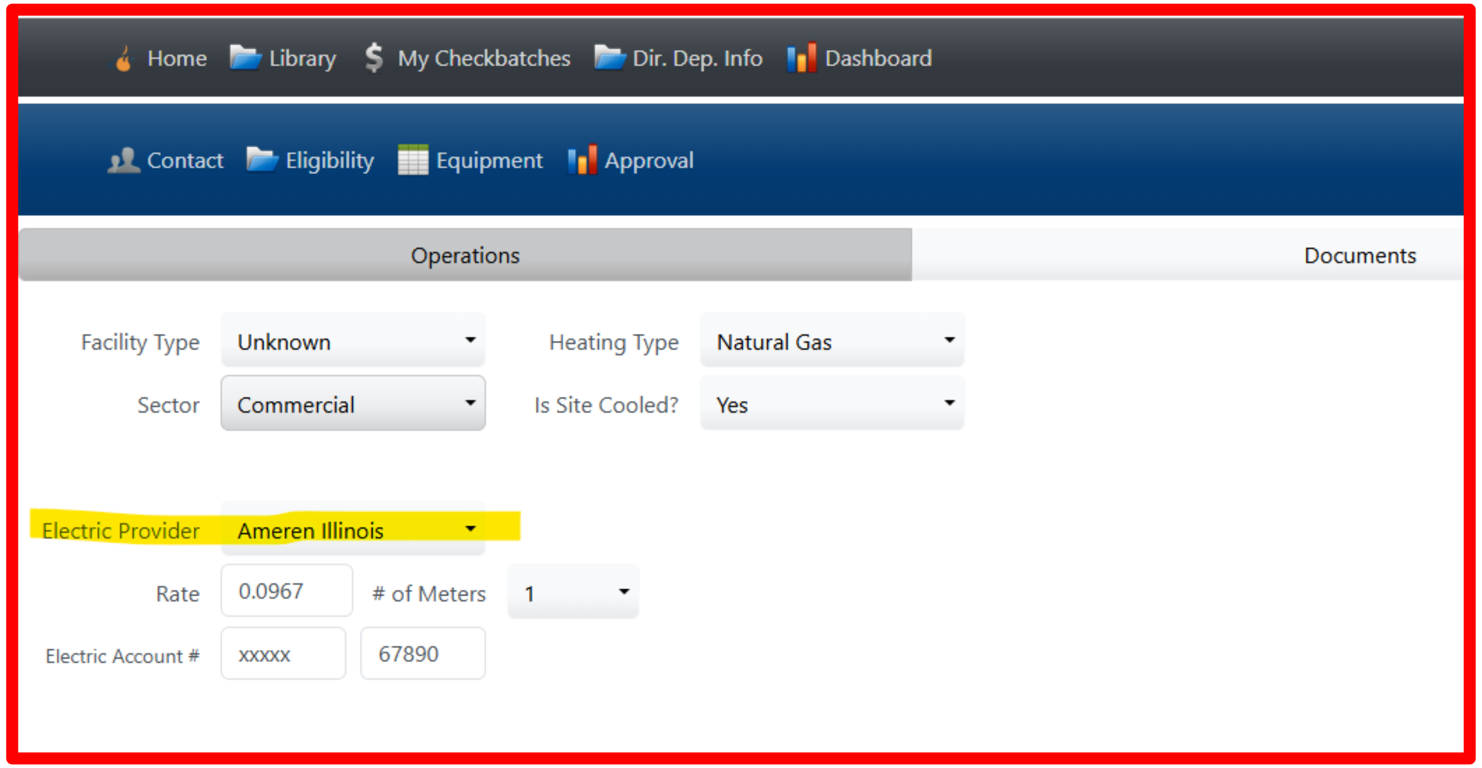
- We've added a field to the Site Tab, where the Ally can enter the business's:
  - Nickname
  - Street name
  - DBA
  - Whatever name is on the customer's sign, door or window!
- If the name *doesn't* match the Utility Bill or W-9, we've got you covered!



** The nickname will appear on* ***BOTH*** *the Assessment and the Work Order for your field teams' convenience!*

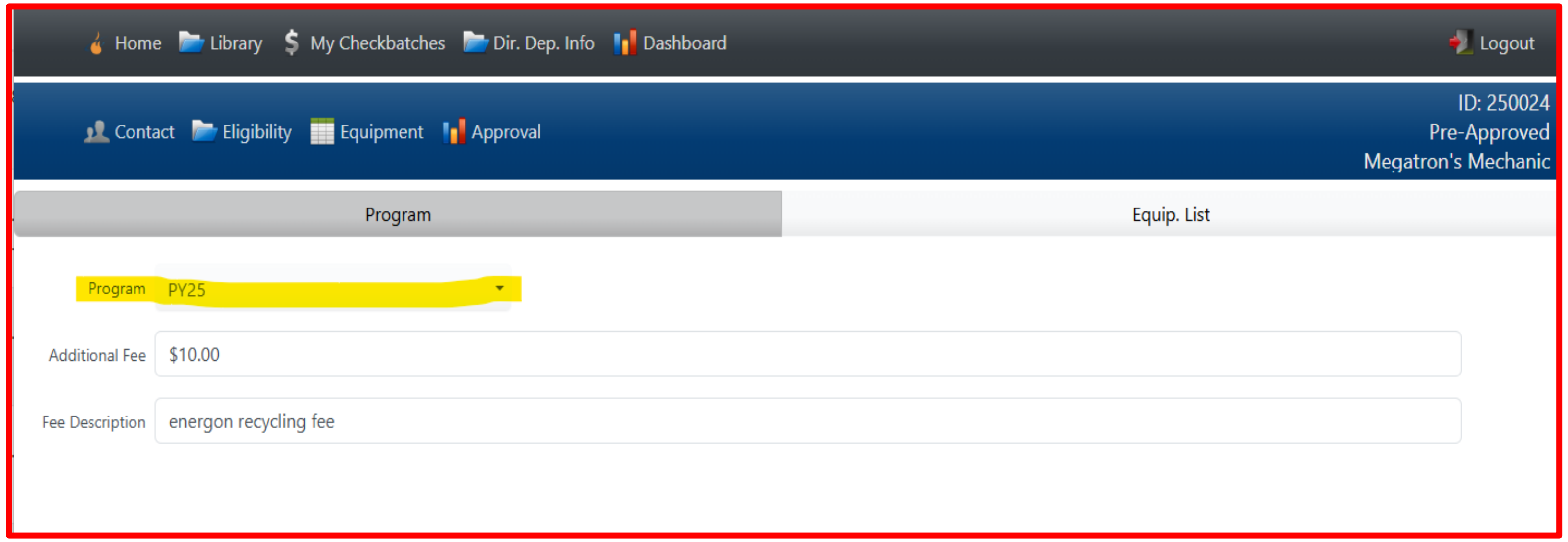
Ameren Utility Field

- The Electric Provider Field will automatically default to Ameren Illinois.



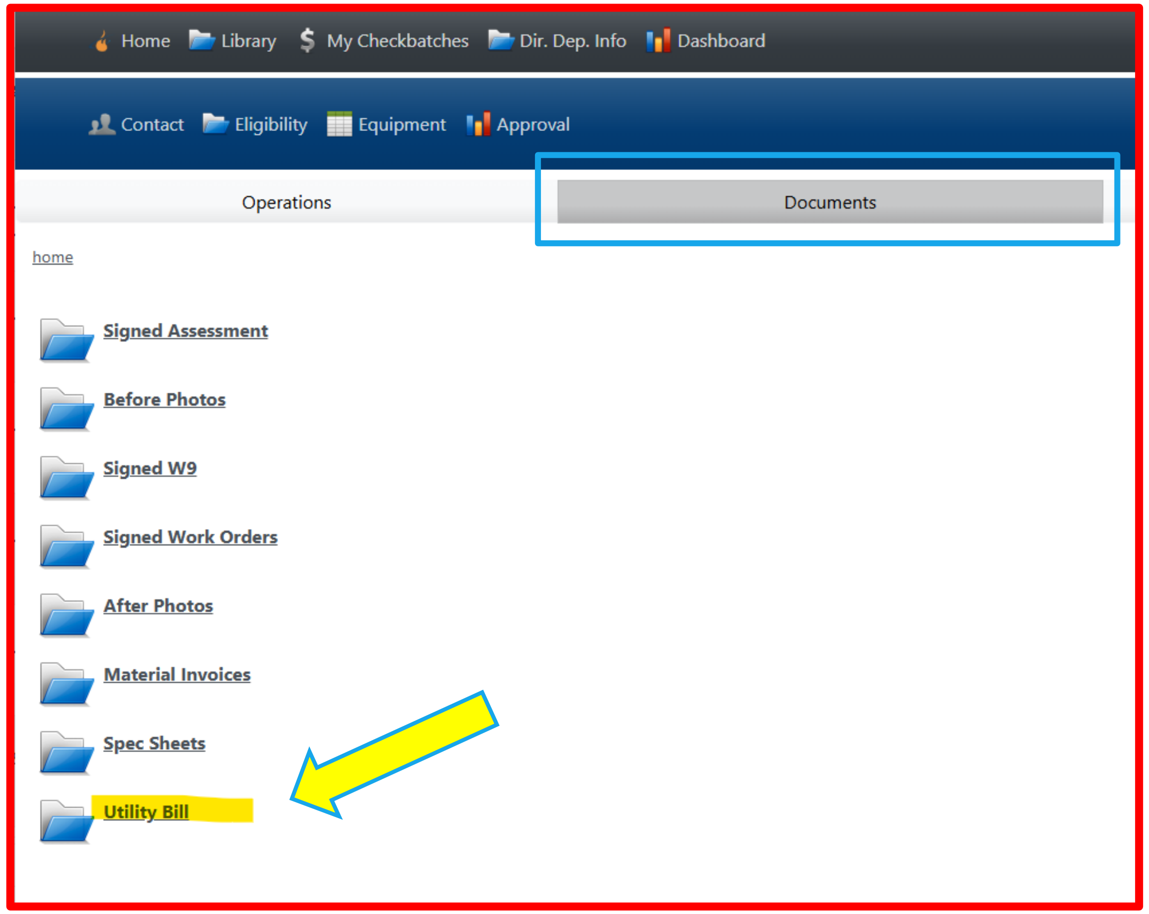
Program Type

- We've streamlined the Program Field!
- Located in Equipment, on the Program Tab.
  - Last year, SBPA's had to select an option and revise the entire project if the selection didn't match the Program Type exactly (Private vs Public sector type).
  - In PY25, we've built that selection into the background based on account number, freeing SBPA's from all the headache!
  - Private versus Public Sector identification will be automatically applied.
  - We've set it, so you can forget it! ☺



Utility Bill Folder

- While the Utility Bill is not required, it is **KEY** to ensuring projects are not rejected for minor issues!
- We've brought back a convenient place to upload that customer Utility Bill.
- Just navigate to the Eligibility Icon, pop into that Documents Tab, select the Utility Bill Folder and upload as normal!
- ***Easy Peasy!***



SBDI Important Dates!

- **Passed:**
  - ☑***11/25/2024**: **PY25 SnapShot™ Server Opens** for New Projects*
    - *PY25 projects **cannot** complete until after 01/01/2025*
  - ☑***12/10/2024: PY25 SnapShot™ Server Informational Training.***

- **Upcoming:**
  - **12/13/2024: PY24 SnapShot™ Server Closes for *New* Projects.**
  - **12/27/2024: PY24 Final Paperwork submission is *recommended*.**
  - **12/31/2024: PY24 SnapShot™ Server Closes to all paperwork.**
  - **01/01/2025: Updated SBPA Forms for payment are due!**
    - **2024 W-9 form**
    - **ACH form (direct deposit information)**
    - **Vendor Master Change forms***

All forms are in the Direct Deposit folder of the **SnapShot™ Reference Library!**

SnapShot™ Tips

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- Assessments may need to be exited and re-entered before data is refreshed.
- If you are experiencing any issues with the server site:
  - Contact your SBEA first. They have the most experience with the tool and may be able to help you solve the problem.
  - If your SBEA can’t find a solution, they will help you contact the software support Program staff member and work to help expedite a solution.
  - Please have your browser version, screen shots and/or a brief description of what you were doing when you experienced issues to help the software support team diagnose and correct the problem!

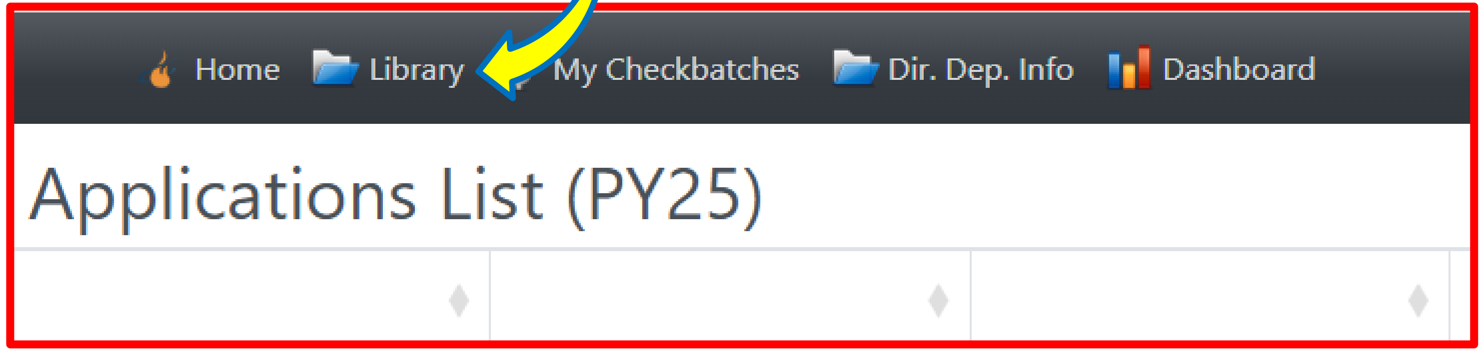
SnapShot™ Server Updates

- Software updates will occur as needed.
  - Significant measure or calculation changes, etc.
  - Significant interface, assessment report, work order changes, etc.
  - Software general housekeeping or cleanup needed.
  - Site general maintenance.
- All users will be given advance notice (via email or pop-up message) of an upcoming software update.
- It is **VERY** important to be on the lookout for any email from Program staff pertaining to SnapShot™ updates.

How the Program is Committed to Helping YOU

- Communication and training on all Program updates including SnapShot™ changes and requirement needs.
- For a personal 1:1 SnapShot™ training, contact your SBEA and one will be scheduled for you.
- All ***new*** Program Allies are requested to schedule a SnapShot™ Training.
- Located in the Reference Library – the Program Ally's Tool Kit!
  - Program Ally Manual (How-To's, Tips and Tricks, Contact Info, etc.)
  - Customer invoice template
  - 2024 W-9 form template
  - ACH (Direct Deposit) forms
  - Vendor Master Change form*
- Don't see what you ***need***?

  ASK! We can make it happen!



Speakers

Meghan Roath
Business Data Team Manager

Colin Santel
Energy Engineer Lead

Gretchen Primeau
Small Business Energy Advisor

Libby Stevenson
Energy Advisor Manager

Patrick Paul
Business Quality Control Technical Lead

Shane Perry
Deputy Business Program Manager

Questions?

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Energy Efficiency PROGRAM