

SAMPLE EAPA RETAILER REIMBURSEMENT STATEMENT

RETAILER LETTERHEAD

DATE

NSW Department of Industry
Division of Resources and Energy
EAPA Scheme
ATT: Energy Rebates Unit
Locked Bag 5123
Parramatta NSW 2124
E: resourcesandenergy.invoices@industry.nsw.gov.au

RE: EAPA PAYMENT **MONTH YEAR**

Please find enclosed the **Retailer Month Year** reimbursement claim.

In **Month Year Retailer** received **XX** voucher/s from **XX** customer/s. We seek **\$XX.XX** (ex. GST) reimbursement for the voucher/s and associated administrative costs.

This reimbursement statement provides a true and accurate record of transactions during **Month Year**.

Signed by Retailer's Chief Auditor / Senior Finance Executive