

## SAMPLE EAPA RETAILER REIMBURSEMENT STATEMENT

### RETAILER LETTERHEAD

#### DATE

Department of Planning and Environment  
Energy Rebates Unit  
Locked Bag 5123  
Parramatta NSW 2124  
E: rebates.invoices@planning.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.

I certify that this reimbursement statement provides a true and accurate record of transactions during the above period. We have complied with the verification procedures set out in the current version (5.0) of the *NSW Social Programs for Energy Code* issued by the Minister, effective from 11 December 2017.

*Signed by Retailer's Chief Auditor / Senior Finance Executive*