

ENERGY STAR Incentives for Manufactured Homebuyers and Dealers

Customer's \$750 Income Tax Credit

In order for your customers to claim the \$750 non-refundable* tax credit on their state tax returns, the following items must be completed:

- Step 1.** Provide the customer with a copy of the ENERGY STAR Tax Credit Application Form (available on the web at either www.energy.sc.gov or www.mhisc.com).
- Step 2.** Verify that the *Site Installation Checklist* provided by the manufacturer and shipped with the home is completed and signed (the gray ENERGY STAR quality assurance label affixed inside the home should also be signed). Return a copy of the signed *Site Installation Checklist* to the manufacturer.
- Step 3.** Give the customer two copies of the bill of sale (clearly showing date of sale) and two copies of the signed *Site Installation Checklist* (must include customer's name and home address). The customer must forward one copy of each of these documents to the State Energy Office along with the ENERGY STAR Tax Credit Application Form. The address is on the application form.
- Step 4.** The State Energy Office will approve the request and return the form to the customer. The customer must retain the form along with other income tax records, and must include a copy with his/her income tax filing if filing a paper form.

*Non-refundable tax credits can reduce tax owed to zero, but can't be used to get a refund.

Sales Tax Elimination

South Carolina law eliminates sales tax on homes meeting ENERGY STAR requirements. State law requires retailers to maintain records on each ENERGY STAR manufactured home sold. In lieu of a special form, the State Energy Office will require that retailers simply retain copies of the *Site Installation Checklist*, which must include the customer's name and home address. By law, these records must be retained for three years and must be made available for inspection upon request of the Department of Consumer Affairs or the State Energy Office.

Retailer's Rebate

Retailers that sell Home Advantage ENERGY STAR homes that are connected to Progress Energy Carolina's service will receive a rebate for each home sold (check with the home manufacturer on the amount of the rebate). To receive the rebate, complete the rebate claim form available on the web at www.research-alliance.org and fax it, along with copies of the signed *Site Installation Checklist* and cooling equipment invoice, to the number shown on the form.

ENERGY STAR Non-Refundable* Income Tax Credit Application Form

**Non-refundable tax credits can reduce tax owed to zero, but can't be used to get a refund*

Please follow instructions carefully and submit to:

South Carolina Energy Office
1200 Sumter St., Room 408 Wade Hampton Building
Columbia, S.C. 29201 803-737-8030

Applicant name:

(Note: Applicant name must match name on bill of sale)

**Applicant Tax Identification Number or last four
digits of social security number:**

Address of home for which tax credit is sought:

Applicant mailing address, if different than above:

(Note: If neither fax nor email is included, your form will be returned via U.S. Mail)

Applicant email:

(Needed only if you prefer to receive your approved application via email)

Applicant fax:

(Needed only if you prefer to receive your approved application via fax)

Applicant phone:

Date of sale:

(Note: You must attach a copy of your bill of sale and ENERGY STAR Site Installation Checklist)

Date of field inspection by dealer:

(This is the date on the Site Installation Checklist)

Description of home: ___Single ___Double ___Triple

Approximate square footage: _____

I certify the above information is correct, and that I am the owner of the ENERGY STAR home for which a bill of sale is attached.

(Signature)

(Please print name)

-----SCEO Approval – Do not write below this line -----

(Name)

(Date)