



# 2026 Custom Program Application for Indiana businesses

**This application covers equipment installed by December 15, 2026**

Thank you for participating in Indiana Michigan Power's Energy Efficiency at Work Custom Program. To confirm your eligibility and ensure your application is complete, please review the information below. Remember to keep copies of your completed application and all related invoices for your records. For full program terms and conditions, visit the official Indiana Michigan Power website at <https://electricideas.com/at-work/>.

**Important: Projects must be preapproved by Indiana Michigan Power prior to purchasing or installing equipment. Allow up to six weeks to receive the Preapproval Notice. Projects may not be initiated prior to preapproval by Indiana Michigan Power.**

## Need help?

For assistance completing this application, call **800-929-7633** to speak with a program representative, or email [saveenergyatwork@aep.com](mailto:saveenergyatwork@aep.com).

## What you will need

- Your Indiana Michigan Power electric account number
- The completed Custom Program Application (signed and dated)
- A detailed project description, manufacturer specification sheets, and available calculations, assumptions and formulas used to determine project energy savings
- A copy of your itemized cost estimate (pre-application) or invoice/AIA pay application (final application) including all applicable material and labor costs (please keep the original for your records)

## How to apply

### Step 1: determine eligibility

#### Applicant

Existing facility: for equipment being installed/updated at an existing facility, the applicant must be a current Indiana Michigan Power electric business customer.

- Applicant must be non-residential electric customer located in Indiana. Indiana Michigan Power customers who have elected to opt out of participating in Indiana Michigan Power's energy efficiency programs are not eligible.

New construction: for equipment being installed at a new facility, the applicant must intend to receive electricity from Indiana Michigan Power on an eligible rate for at least one year.

## Project

- Proposed project must have a simple payback of more than one year
- Equipment must not be eligible for prescriptive incentives
- Equipment must be purchased and installed by December 15, 2026
- Final Application must be postmarked within 90 days of equipment installation

## Step 2: complete application

**Complete application.** Unless noted otherwise, all fields must be completed on the application to receive an incentive.

**Attach project documentation.** Ensure that you have attached copies of all project documentation, including:

- Project description, specifications, drawings, and/or photos, as applicable
- Itemized cost estimate and available calculations, assumptions and formulas used to determine savings

## Step 3: submit application

**Submit application.** Submit your completed application and a copy of all project documentation (see previous step). You may do so one of three ways:

- **Email:** Submit to [saveenergyatwork@aep.com](mailto:saveenergyatwork@aep.com)
  - (Note: be sure to include all documents as email attachments.)
- **Mail:** Resource Innovations, ATTN: Indiana Michigan Power Energy Efficiency Work Programs  
1232 Fourier Drive Suite 125, Madison, WI 53717
- **Fax:** (608) 829-2723

Allow up to six weeks to receive the Preapproval Notice.

## Step 4: receive preapproval & submit final documentation

**1. Obtain preapproval:** Indiana Michigan Power will send you a Preapproval Notice once your Custom project has been reviewed and pre-approved.

**2. Start your project:** do not purchase equipment or begin any work until you have received Preapproval Notice from Indiana Michigan Power.

**3. Submit final documentation:** after completing your project, submit your itemized invoice and the Project Installation Notice (PIN), making sure to highlight any changes from the original project description.

## Customer and contact information

Who should Indiana Michigan Power contact with questions?      customer      trade ally

### 1. Customer

Customer business name: \_\_\_\_\_  
(as shown on your Indiana Michigan Power electric bill)

Contact name: \_\_\_\_\_ Contact title: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 2. Indiana Michigan Power account information

Electric account number: \_\_\_\_\_

### 3. Customer tax information

Entity name: \_\_\_\_\_  
(as shown on your income tax return)

Business name: \_\_\_\_\_  
(if different from entity name)

Contact address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal tax classification (check one):    Individual/sole proprietor    C-corporation    S-corporation  
Partnership    Trust/estate    Limited Liability Company (LLC)    Tax exempt

If 'LLC' is checked in the previous box, please select the tax classification:

C-corporation    S-corporation    Partnership

Federal (9-Digit) Taxpayer Identification Number (TIN) (XX-XXXXXXX): \_\_\_\_\_

Individual/sole proprietor without TIN, provide Social Security Number (SSN) (XXX-XX-XXXX): \_\_\_\_\_

## Customer and contact information (cont.)

### 4. Location of installation (as shown on your Indiana Michigan Power electric bill)

Same as customer

Installation address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 5. Trade Ally information (If there is no Trade Ally, write “self-installed”)

Trade Ally business name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact title: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

Contact address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Project details

An energy engineer will review this application for energy impacts, cost-effectiveness and incentive eligibility.

### Project summary

Brief description:

**Project type** (Custom incentives available only for equipment ineligible for prescriptive incentive program)

Commercial kitchen	Lighting
Water heating	HVAC
Motors/fans/pumps	Refrigeration
Compressed air	Other

**Improvement type** (Check all that apply)

- Retrofit existing equipment
- Replace failed equipment
- New load
- Process/operational change
- New construction or major renovation

Estimated project completion date: \_\_\_\_\_ Estimated project cost: \_\_\_\_\_

### Project and equipment specifications

Project and equipment information is critical to the accurate review and calculation of eligible incentives and project energy savings; be as complete as possible when completing this section. Supporting documentation to help demonstrate project performance characteristics (e.g., energy savings calculations, operational details, system set-points, etc.) should be provided with this form. For process changes and projects not involving equipment replacement, please provide existing equipment information and a complete description of changes.

Existing equipment						
Description of existing equipment (compressor, chiller, etc.)	Condition	Quantity	Age	Model/manufacturer number	Size (cfm, tons, etc.)	Operating hours (Ex: M-F: 5a-5p, S: 8a-3p)
	Operational Non-Operational					

Proposed equipment				
Description of proposed equipment (compressor, chiller, etc.)	Quantity	Model/manufacturer number	Size (cfm, tons, etc.)	Are Mfr. specification sheets attached?
				Yes No

### Incentive guidelines

Incentives are calculated based on first year energy savings. Electric projects earn \$0.07/kWh saved subject to the following conditions:

- Considered costs are used to determine cost of project. For replacement of equipment that is failed or beyond end-of-useful-life, the considered cost is defined as the cost to purchase and install the energy efficient equipment minus the cost to purchase and install standard equipment defined by ASHRAE 90.1 standards. For retrofit measures, the considered cost is simply the cost to purchase and install the qualifying measures.
- Considered costs should include Trade Ally labor costs, but should not include internal customer labor costs
- Incentives may not exceed 75% of the considered cost
- Incentive cannot buy down considered costs below 1.0 years payback
- Electric incentives are limited to a maximum of \$250,000 per site and \$500,000 per customer per calendar year
- Payment of final incentive is subject to project cost-effectiveness as determined by Indiana Michigan Power

### Payment release authorization

**Incentive amount must be listed as a credit on the invoice when using this option.**

Select if you would like to authorize the release of the incentive payment to a third party. If selected, enter the third party's information in the table below.

BY SELECTING, I AUTHORIZE INDIANA MICHIGAN POWER AND PROGRAM ADMINISTRATOR TO ISSUE THE INCENTIVE PAYMENT TO THE THIRD PARTY NAMED BELOW AND I UNDERSTAND THAT I WILL NOT BE RECEIVING THE INCENTIVE PAYMENT CHECK FROM INDIANA MICHIGAN POWER. I ALSO UNDERSTAND THAT MY RELEASE OF PAYMENT TO THE THIRD PARTY DOES NOT EXEMPT ME FROM THE PROGRAM REQUIREMENTS OUTLINED IN THE PROGRAM AGREEMENT. I ALSO ACKNOWLEDGE THAT ASSIGNMENT OF APPLICABLE INCENTIVES TO ANOTHER PARTY MAY NOT AFFECT MY TAX LIABILITY FOR INCENTIVES PAID BY THE PROGRAM.

### Incentive payment information Same as customer

**Complete the payee information below to indicate the payee to whom the incentive check should be issued and the location where the incentive check should be mailed. If the payee name is not the Customer, please complete the Payment Release Authorization above.**

Payee business name: \_\_\_\_\_

Payee contact name: \_\_\_\_\_ Payee phone: \_\_\_\_\_

Payee mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Sign application

By signing below, I certify that:

1. As the Customer Representative, I have the authority to bind the Customer to the Program Agreement;
2. I have read, understand, and agree to be bound by and comply with the terms set forth, herein and such other terms as set forth in the Indiana Michigan Power Program Terms and Conditions;
3. The information provided to Indiana Michigan Power or Program Administrator in and as part of this Application is accurate and complete and I will notify Indiana Michigan Power immediately of any changes to the information.
4. The number shown on this form is my correct federal Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
5. 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
6. I am a U.S. citizen or other U.S. person, and
7. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**Have a Promo Code?:** \_\_\_\_\_

Customer representative signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Don't forget to attach your documentation

Ensure that you have attached copies of all project documentation, including a project description and an itemized cost estimate and all calculations, assumptions and formulas used to determine savings. Once finished, submit your application electronically by emailing [saveenergyatwork@aep.com](mailto:saveenergyatwork@aep.com).

Alternatively, you may mail or fax in your application and applicable materials:

**Mail:** Resource Innovations,  
ATTN: Indiana Michigan Power Incentive Programs  
1232 Fourier Drive, Suite 125  
Madison, WI 53717

**Fax:** (608) 829-2723

Terms and conditions apply.

## Program agreement

This Program Agreement sets forth the participation requirements for customers applying for incentives through the Custom Program ("Program"). By signing below, the customer named in the Program Application ("Customer") is agreeing to comply with and be bound by these terms.

**Program participation steps:** to be considered for incentives offered by the Program, Customer must submit a fully completed Custom Program Application ("Customer Application"), incorporated herein by reference, prior to purchasing or installing any energy efficiency equipment. Upon receipt of all required documentation from Customer and completion of any pre-inspections at the Facility, Indiana Michigan Power (I&M) will review Customer's Application and issue Customer a preapproval notice including the preapproved incentive amount and the project installation deadline. As part of the Customer Application review process, I&M may conduct any site inspection activities necessary to confirm the baseline conditions and anticipated project scope. Customer acknowledges that I&M calculates incentive amounts utilizing the project-specific data which Customer has provided on this Customer Application and that implementation incentives for similar measures may vary from customer to customer based upon specific costs and savings. Failure to provide or complete any of the requested information or program requirements may result in the return of the Customer Application.

After I&M provides written preapproval of the Customer Application, Customer may purchase and install the identified measures. Upon completion of the project, Customer must submit a Custom PIN, incorporated herein by reference, to I&M prior to the project installation deadline stated in the preapproval notice.

**Terms and conditions:** this Program Agreement incorporates by reference the I&M Program Terms and Conditions ("Terms and Conditions") located at <https://www.aep.com/terms/>. The Terms and Conditions set forth additional terms governing Customer's participation in the Program including but not limited to limiting the liability of I&M and the Program Administrator, establishing the laws that govern this Program Agreement, and the process for disputes.

**Eligibility:** I&M energy efficiency incentives are offered to qualifying electric customers only while funding is available. Projects must be implemented (completed) by December 15, 2026. All application documentation must be submitted within 90 days of project completion or by December 15, 2026. Projects must reduce electric usage through system efficiency improvements; control upgrades may also qualify. The following measures will not qualify: peak shaving, demand reductions, fuel switching, power generation, renewable energy, or operating schedule changes. Equipment must meet the minimum number of annual operating hours.

**Compliance:** All projects must comply with applicable federal, state, and local laws and building codes. All equipment must be new or retrofitted with new components per program specification. Used or rebuilt equipment is not eligible for incentives. Existing equipment must be removed or permanently disconnected. New equipment must meet specification requirements and existing equipment must be operational when the application is submitted. Only one incentive will be granted for each project. Customers can submit multiple projects in a calendar year; however, the incentive totals cannot exceed the incentive limit cap per year. If the project is in a leased building, the lease term must be at least three (3) years and a copy of the lease may be requested. Up to 24 months of utility usage information may be requested.

**Incentive caps:** Incentive caps may not exceed 75% of the total project cost, including materials, external labor, permits, equipment rental or disposal. Custom incentives will not be provided for projects with less than a 1-year simple payback or greater than an 8-year simple payback. Retro-commissioning measures are not required to meet these payback guidelines. Incentives are limited to an annual \$250,000 cap per site

or \$500,000 cap if your business has multiple sites participating, while Program funding is available.

**Inspections:** Program staff reserves the right to conduct pre-inspections and post inspections of proposed and installed projects.

**Publicity:** I&M reserves the right to publicize your participation in this program, unless you specifically request otherwise.

**Logo use:** Customers or allies may not use the I&M name or logo nor that of any participating utilities in any marketing, advertising, or promotional material without written permission. If interested in co-branding, please contact I&M at [saveenergyatwork@aep.com](mailto:saveenergyatwork@aep.com) for permission.

**Program discretion:** Incentives are available on a first-come, first-served basis. Incentive amounts and offerings are subject to change or termination without notice at the discretion of I&M.

**Payment:** Once completed paperwork is submitted, incentive payments are usually made within 6–8 weeks. Incomplete applications will delay payments or result in denial of application approval. I&M reserves the right to refuse payment and participation if the customer or contractor violates program terms and conditions. I&M must receive 100% of the energy savings for the rated life of the product(s) or for a period of three (3) years from the receipt of incentive, whichever is less. If you do not provide the energy savings, the facility in which the installed projects are located closes or ceases operation within three (3) years from receipt of incentive, or you cease to be a customer of I&M within (3) years, you shall refund a prorated amount of the incentive.

**Release/indemnification:** Payment of rebates under the Program and/or evaluation of applications for rebates shall not deem I&M or any of its affiliates, employees, contractors or agents ("I&M Parties") to be responsible for any work completed in connection herewith. Applicant fully releases I&M Parties from any and all claims it may have against I&M Parties in connection with this application, the rebates or the work performed in connection with them. In addition, applicant agrees to defend, indemnify and hold I&M Parties harmless from and against any and all claims, losses, demands or lawsuits by any third parties arising in connection with this application, the payment or non-payment of rebates, or any work performed in connection with them. The customer hereby releases I&M and participating utilities from any and all liability arising from or connected with releasing the information to I&M set forth herein.

**Entire agreement:** the terms and conditions set forth herein, including all attachments and incorporated references, constitute a complete statement of the terms and conditions applicable to the Program and supersede all prior representations or understandings, whether written or oral. Indiana Michigan Power and Program Administrator shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind that is not set forth herein.

**Program incentive:** the Program offers incentives for the installation of eligible measures paid at \$0.07/kWh for the first year annual energy savings. The proposed project must be an energy efficiency capital investment project that reduces electric usage with a simple payback of more than one (1) year and does not qualify for incentives through the prescriptive program. Payment of a final incentive amount will be based on Indiana Michigan Power's review of the completed project and satisfaction of all eligibility and Program requirements, including without limitation, verified energy savings and project cost-effectiveness and may differ from the preapproved incentive amount. Any amount in excess of the preapproved incentive amount will be subject to availability of Program funds.