



Water Utility Vendor Agreement (WUVA)

Water Utility Vendor Agreement (WUVA) – One signed form is required per Water Utility vendor. Do not complete multiple forms. A separate form is not required for each customer and may delay the processing of the water utility assistance. This form should be emailed directly to the Division of Energy, Housing, and Community Resources (DEHCR) Help Desk (heat@wisconsin.gov) and not sent to the customer.

Water Utility Vendor Name – Provide the name that the payment should be issued to.

Primary Contact – Person who can answer general questions including customer verification information.

Payment Contact – Payment is mailed to the attention of this person.

*NOTE: Electric Fund Transfer (ETF) payments and other direct deposits to banks are **not** available. Payments are mailed by check to the payment address provided on the WUVA*

Payment Contact Address – Address where payment is mailed.

Taxpayer Identification Number (TIN) – The TIN and TIN type is required. Processing the WUVA request will be delayed and ultimately denied if TIN info is not provided. There should only be one WUVA per TIN.

Counties/Tribes – Identify all counties/tribes where utility service is provided. Counties/Tribes table can be updated without completing a new WUVA.

Water Utility Vendor Statement: Must be initialed by the water utility vendor to indicate payment will be applied to the account of the eligible applicant.

Water Utility Vendor Signature: Must be signed by an individual. The company name for the signature is not acceptable.

Payment Process

- Water Utility assistance applications are processed every Wednesday night with payments issued the following Monday. This payment process is called an ‘extraction’. Summary payments are made each week and may include payment for multiple customers. Payments should be posted to the customer’s account within seven business days after receipt of the payment.
- Payment notices are mailed the next day following the extraction (Thursdays) and should arrive prior to receipt of the check. Information provided on the payment notice must be matched up to the associated check to ensure payment is applied to the correct customer(s). Persons opening mail should be made aware of this and direct these notices to the proper person.
- Payment notices include a summary of the payment issued and include the customer’s name and address. Note that summary payments list each customer and the amount of assistance that was issued for that customer/address. See sample of Payment Details on Page 2.



Utility Vendor Name and Vendor # payment details for 9/23/2020 Extract ← Extraction Date

The information contained in this report is confidential and may be used only for purposes of verifying eligibility for the Wisconsin Home Energy Assistance Program (WHEAP).

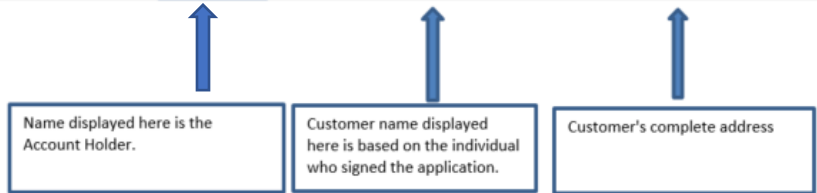
Payment Date: 9/28/2020
 Check/Payment Ref. #: 2774402
 Document Identification Number (DOCID): 11000055012



Check date is the following Monday. Check number is referenced here. The numbers match the actual check except the actual check number begins with a "p".

Report Run Date: 2/17/2021

Acct Number	Acct Name	Full Name	Address	Type	Territory	Benefit Paid
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	CRPAY	ADVOCAP	\$235.00



Inquiries

For questions regarding how to complete the WUVA, contact the Division of Energy, Housing, and Community Resources (DEHCR) Help Desk via heat@wisconsin.gov or (608) 267-3680. If contacting DEHCR via phone, follow the prompts and select 'Vendor'.

For questions regarding checks already issued, contact (DEHCR) Help Desk via heat@wisconsin.gov or (608) 267-3680.



**Water Utility
 Vendor Number
 (Department Use
 Only)**

Water Utility Vendor Agreement

Water Utility Vendor Name (payment is issued in this name)			
Primary Contact	Primary Contact Phone	Customer Service Phone*	
Primary Fax	Primary Contact E-mail		
Primary Contact Address	City	State	Zip
Payment/Check Contact	Payment/Check Contact Phone		
Payment/Check Fax	Payment/Check Contact E-mail		
Payment/Check Contact Address	City	State	Zip

*Appears on customer notices

Legal Name
Taxpayer Identification Number (TIN) _____ Identify the TIN type below <input type="checkbox"/> Employer ID Number (FEIN) <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN) <input type="checkbox"/> Social Security Number (SSN)
Type of Entity: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government Entity

Counties/Tribes served (Please check all that apply)				
<input type="checkbox"/> 1-Adams	<input type="checkbox"/> 2-Ashland	<input type="checkbox"/> 3-Barron	<input type="checkbox"/> 4-Bayfield	<input type="checkbox"/> 5-Brown
<input type="checkbox"/> 6-Buffalo	<input type="checkbox"/> 7-Burnett	<input type="checkbox"/> 8-Calumet	<input type="checkbox"/> 9-Chippewa	<input type="checkbox"/> 10-Clark
<input type="checkbox"/> 11-Columbia	<input type="checkbox"/> 12-Crawford	<input type="checkbox"/> 13-Dane	<input type="checkbox"/> 14-Dodge	<input type="checkbox"/> 15-Door
<input type="checkbox"/> 16-Douglas	<input type="checkbox"/> 17-Dunn	<input type="checkbox"/> 18-Eau Claire	<input type="checkbox"/> 19-Florence	<input type="checkbox"/> 20-Fond du Lac
<input type="checkbox"/> 21-Forest	<input type="checkbox"/> 22-Grant	<input type="checkbox"/> 23-Green	<input type="checkbox"/> 24-Green Lake	<input type="checkbox"/> 25-Iowa
<input type="checkbox"/> 26-Iron	<input type="checkbox"/> 27-Jackson	<input type="checkbox"/> 28-Jefferson	<input type="checkbox"/> 29-Juneau	<input type="checkbox"/> 30-Kenosha
<input type="checkbox"/> 31-Kewaunee	<input type="checkbox"/> 32-La Crosse	<input type="checkbox"/> 33-Lafayette	<input type="checkbox"/> 34-Langlade	<input type="checkbox"/> 35-Lincoln
<input type="checkbox"/> 36-Manitowoc	<input type="checkbox"/> 37-Marathon	<input type="checkbox"/> 38-Marinette	<input type="checkbox"/> 39-Marquette	<input type="checkbox"/> 40-Milwaukee
<input type="checkbox"/> 41-Monroe	<input type="checkbox"/> 42-Oconto	<input type="checkbox"/> 43-Oneida	<input type="checkbox"/> 44-Outagamie	<input type="checkbox"/> 45-Ozaukee
<input type="checkbox"/> 46-Pepin	<input type="checkbox"/> 47-Pierce	<input type="checkbox"/> 48-Polk	<input type="checkbox"/> 49-Portage	<input type="checkbox"/> 50-Price
<input type="checkbox"/> 51-Racine	<input type="checkbox"/> 52-Richland	<input type="checkbox"/> 53-Rock	<input type="checkbox"/> 54-Rusk	<input type="checkbox"/> 55-St. Croix
<input type="checkbox"/> 56-Sauk	<input type="checkbox"/> 57-Sawyer	<input type="checkbox"/> 58-Shawano	<input type="checkbox"/> 59-Sheboygan	<input type="checkbox"/> 60-Taylor
<input type="checkbox"/> 61-Trempealeau	<input type="checkbox"/> 62-Vernon	<input type="checkbox"/> 63-Vilas	<input type="checkbox"/> 64-Walworth	<input type="checkbox"/> 65-Washburn
<input type="checkbox"/> 66-Washington	<input type="checkbox"/> 67-Waukesha	<input type="checkbox"/> 68-Waupaca	<input type="checkbox"/> 69-Waushara	<input type="checkbox"/> 70-Winnebago
<input type="checkbox"/> 71-Wood	<input type="checkbox"/> 72-Menominee	<input type="checkbox"/> 85- Red Cliff Tribe	<input type="checkbox"/> 86-Stockbridge-Munsee Tribe	
<input type="checkbox"/> 88-Lac du Flambeau Tribe	<input type="checkbox"/> 89-Bad River Tribe	<input type="checkbox"/> 91-Mole Lake/ Sokaogon Tribe	<input type="checkbox"/> 92-Oneida Tribe	<input type="checkbox"/> 94 - Lac Courte Oreilles Tribe

By typing my name in the 'Water Utility Vendor Signature' field, I indicate that I am the person named, and this entry is the legal equivalent of a manual/handwritten signature. I further understand that I may print the document and sign by hand.

_____ I verify that I will apply the Water Utility assistance payment to the account of the eligible applicant.

 Water Utility Vendor Signature

 Date (mm/dd/ccyy)