

## Procedure for reimbursement

After you finish the installation, you must submit an invoice to the Sacramento AQMD so the Sacramento AQMD can reimburse you for the discount given for each voucher. You may submit an invoice for more than one voucher. The following paperwork must be submitted for each installation:

1. Completed original voucher signed by both the applicant and the retailer.
2. Retailer invoice showing the discount as a separate line item. The invoice must be signed by the customer acknowledging that they received the discount.
3. [Recycler Certification Form](#) (PDF) completed by the retailer and stamped by the recycling facility. This form is only required if you are removing an existing wood or pellet device.
4. Color pictures: One before picture for existing fireplace, wood, or pellet device and one after picture for the new installed device. A before picture is not required for a gas log set installation.
5. An invoice to the Sacramento AQMD that list the voucher numbers, voucher discount and total discount given.

**Important:** The Sacramento AQMD will not reimburse the retailer for any voucher discount if the retailer submits incomplete paperwork.