

# 2021-2024 Fuel Supplier (Supplier) Certification Agreement

**Fuel & Utility Office Use Only**

Certified \_\_\_\_\_ Date \_\_\_\_\_

Decertified \_\_\_\_\_ Date \_\_\_\_\_

Company's name – please print clearly \_\_\_\_\_

Address (please print): \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Federal tax I.D. No.: \_\_\_\_\_

Email for Primary Company Contact: \_\_\_\_\_

Fuel suppliers participate voluntarily in the Low-Income Home Energy Assistance Program (LIHEAP aka the Fuel Program). Only certified dealers may participate in the Fuel Program. Participation is certified by the Department for Children and Families Office of Fuel & Utility Assistance. Please check all fuel types that you would like to be certified to supply to the Fuel Program recipients.

Supplier's fuel type(s):     Oil                     Propane                     Kerosene/ULSD                     Coal  
 Check All that Apply  
                                   Electricity                     Natural gas

**Direct Deposit to Supplier** (see Clause 11 of the Terms and Conditions) **Please Print.**

Bank name: \_\_\_\_\_

Bank address: \_\_\_\_\_

\_\_\_\_\_

Bank transit no.: \_\_\_\_\_

Supplier's bank account no.: \_\_\_\_\_ Type of account: \_\_\_\_\_

**For all Suppliers:**

Suppliers must sign this agreement in order to participate in the Fuel Program. This Certification Agreement replaces all prior agreements.

The Supplier agrees that the Certification Agreement will remain in effect for a term not to exceed 3 years, unless the Office of Fuel and Utility Assistance expressly grants a one-year extension of the agreement.

The Certification Agreement may be cancelled by either the Supplier or the Deputy Commissioner or her or his designee with 30 days written notice. The Commissioner or her or his designee may decide not to renew, or may decide to cancel, the Certification Agreement if a Supplier violates one or more terms of the Certification Agreement.

Fuel suppliers who are certified and wish to decertify from the Fuel Program at any time or make a once-a-year change between MOR and DOR pricing agreements at any time, including during the winter heating season, must

provide the Fuel & Utility Office with 30 days written notice of their intent to decertify from the Fuel Program or make a one-time pricing agreement change. A pdf file or scan of the written notice by email is acceptable.

The decertified fuel Supplier will work with the Office of Fuel & Utility Assistance to reconcile all fuel assistance customer accounts.

Fuel suppliers who do not want their certification automatically renewed in future years should also provide the Fuel & Utility Office with written notice. A pdf file or scan of the written notice by email is acceptable.

By signing the Agreement, I attest that I am duly authorized to represent and execute this “Fuel Supplier Certification Agreement” on behalf of the company named. In return for receiving payments from the Office of Fuel & Utility Assistance Fuel Program recipients (Title 33 V.S.A. Chapter 26 as amended), I agree to abide by the certification terms and conditions. If I am a fuel supplier of oil, propane or kerosene/ULSD, I also agree to execute a Pricing Agreement for each fuel type supplied and also abide by those terms and conditions.

Signature

Date

Individual’s name – **please print clearly**

**INSTRUCTIONS: Make and Keep a Copy for Your Files**

Please note, **ONLY** a pdf file **OR** a scan of the completed forms sent from the fuel suppliers email account, **OR** signed originals mailed to the Fuel & Utility Office will be accepted. Faxed forms will not be accepted.

**E-Mail Completed Forms to:**

[AHS.DCFESDFUELMGMT@vermont.gov](mailto:AHS.DCFESDFUELMGMT@vermont.gov)

**Mail Completed Forms to:**

**DCF- Economic Services Division  
Office of Fuel & Utility Assistance  
280 State Drive, HC 1 South  
Waterbury, VT 05671-1020**