

**Vermont Fuel Supplier Certification  
Office of Fuel & Utility Assistance  
Discount off Retail (DOR)  
Pricing Agreement**

Company Name (please print) \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

The following fuel type(s) are subject to the terms of this DOR Pricing Agreement:

Oil       Propane       Kerosene/ULSD

Does your company provide a discount off your daily posted retail price for cash or prompt payment?

Yes       No

**AGREEMENT:**

- A. The Supplier agrees to apply at the time of delivery a discount off retail (DOR), which is a fixed discount of **\$0.15 per gallon** off the Supplier's daily posted retail price, **in addition to** the Supplier's regular cash or prompt payment discount. Under a DOR agreement, any taxes associated with the Supplier's distribution of fuel may be included in the Supplier's daily-posted retail price or itemized, as long as those pricing practices are in accordance with Federal and State law, and the method chosen is applied consistently among all customers.
- B. The Supplier agrees to apply the DOR to all fuel purchased with Fuel Assistance funds, including Crisis Fuel Assistance. For deliveries authorized by the Crisis Fuel Program, the Supplier agrees to apply at the time of delivery, a fixed DOR of **\$0.15 per gallon** off the Supplier's daily posted retail price. **However**, the Supplier is **not** required to also apply the Supplier's regular cash or prompt payment discount to Crisis Fuel deliveries in addition to the \$0.15 DOR.
- C. The Supplier is not required to apply the DOR to pre-buys or other fuel purchase contracts that recipients execute on their own behalf **and** that fix or cap the fuel price per gallon, even if Seasonal Fuel Assistance benefits are used to pay for those plans. This paragraph applies only to recipient's pre-buy or other fuel purchase contracts that have been fully executed **prior** to the Supplier receiving a recipient's first seasonal or Crisis Fuel benefit. The Supplier agrees to provide a copy of the fixed or capped fuel purchase contract upon request from the Office of Fuel & Utility Assistance.
- D. The Supplier agrees to itemize on client account records the per gallon daily posted retail price and the applied discount for each fuel delivery.

- E. The Supplier agrees to maintain pricing sheets for the Supplier's daily posted retail price including the Supplier's cash or prompt payment discount and report that information to the Office of Fuel & Utility Assistance when requested.
- F. The Supplier agrees to maintain recipient account records of all deliveries and discounts and report that information to the Office of Fuel & Utility Assistance when requested.
- G. The Supplier agrees to permit representatives of the Agency of Human Services Audit Division to view pricing sheets for the Supplier's daily posted retail price, and audit account records of fuel assistance recipients and of non-fuel assistance clients, as permitted by law, in order to verify that fuel assistance clients were charged the same daily posted retail price as the Supplier's non-fuel assistance clients. The Office of Fuel & Utility Assistance agrees to maintain confidentiality of all account information viewed for fuel assistance and non-fuel assistance clients.
- H. Fuel benefits will be issued to the recipients' designated fuel supplier certified by the Office of Fuel & Utility Assistance. The Supplier agrees to accept the payment of benefits from the Office of Fuel & Utility Assistance that is made on behalf of recipients. To the extent that fuel purchases exceed the amount of benefits provided, the excess cost will be the responsibility of the recipient.

I attest that I am duly authorized to represent and execute this **“Discount off Retail (DOR) Pricing Agreement”**. All terms and conditions of the Fuel Supplier Certification Agreement apply. When accepted by the Office of Fuel & Utility Assistance, this Pricing Agreement will remain in effect until June 30, 2024, and may be renewed at the sole discretion of the Office of Fuel & Utility Assistance for one year ending June 30, 2025.

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Signature

Date

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Individual's name – please print clearly

**Submission:**

Please return a pdf file or scan of the completed form(s) to:

[ahs.dcfesdfuelmgmt@vermont.gov](mailto:ahs.dcfesdfuelmgmt@vermont.gov)

Or, please return the original completed form(s) by mail to:

DCF – Economic Services Division  
Office of Fuel and Utility Assistance  
280 State Drive, HC 1 South  
Waterbury, Vermont 05671-1020

Questions? Please email: [ahs.dcfesdfuelmgmt@vermont.gov](mailto:ahs.dcfesdfuelmgmt@vermont.gov)

**Suppliers should keep a copy of this signed/completed form as part of their Vermont Fuel & Utility Assistance Program Dealer Certification document records.**