



# Employee Appliance Discount and/or Loan Application

**Instructions:**

1. Complete form.
2. Attach copy of receipts in Section VI.
3. Click Submit and Send to send to HR Employee Services.
4. Alternatively, print the completed form to a PDF file and send with copies of receipts via email to [HREmpServicesInbox@DominionEnergy.com](mailto:HREmpServicesInbox@DominionEnergy.com), or fax to 1-888-616-7538. If no access to email, please mail via interoffice to Employee Services, OJRP-13, Richmond, VA.

**Section I - Applicant Information**

**Please note:** Applicant's primary work location must be a pre-merger CNG office located in: District of Columbia, Illinois, Louisiana, Ohio, New Mexico, New York, Pennsylvania, Texas, Utah, or West Virginia.

<b>Name</b> (Last, First, MI)		<b>Personnel Number</b>	<b>Company Name</b>
<b>Department</b>	<b>Work Location</b> (Building, City, State)		<b>E-mail Address</b>
<b>Home Mailing Address</b> (Street, City, State, Zip)			<b>Contact Telephone</b> (Include Area Code)
<b>Primary Installation Address</b> (Street, City, State, Zip)			<b>Home Telephone</b> (Include Area Code)

**Section II - Application Type**

Please select the appropriate option:

- I am applying for a 20% appliance discount only.
  I am applying for a 20% appliance discount and company loan.

**Section III - Appliance Information**

Please check the box next to the appliance(s) for which the discount and/or loan is being requested:

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|--|--|
| <input type="checkbox"/> Gas dryer or washer/gas dryer combination.  | <input type="checkbox"/> Gas outdoor cooking grill and associated equipment. |
| <input type="checkbox"/> Gas range and accessories.  | <input type="checkbox"/> Gas logs and gas fireplace.                         |
| <input type="checkbox"/> Gas water heater.   | <input type="checkbox"/> Gas outdoor light.                                  |
| <input type="checkbox"/> Vented or unvented gas space heater.  | <input type="checkbox"/> Gas heating system and associated equipment.        |
| <input type="checkbox"/> Unvented infrared garage gas heater.  | <input type="checkbox"/> Gas patio heater.                                   |
| <input type="checkbox"/> Gas heating system, electric air conditioning and associated equipment when purchased at the same time. |  |

Expected cost of appliance(s) including delivery, installation, and sales tax:

Requested length of loan in months: . (Payment amounts **must** be at least \$50 per month. Maximum length of loan is not to exceed 36 months except for furnaces and air conditioners which are for a maximum period of 60 months.)

**Section IV - Applicant Signature**

I understand that my signature below indicates that all information provided in this application is correct to the best of my knowledge. In addition, I certify that I have received or will be receiving the above gas appliance/equipment in my primary residence. I am aware that any appliance(s) purchased under this program is subject to being verified and inspected by a Dominion Energy representative. If I am applying for a company loan, I authorize the Lender to obtain consumer reports in connection with this application for a loan and for any update, renewal or extension of any loan. I understand that upon my request that I will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report.

I understand that my signature below also indicates that I have read and agree to the HR Gas Appliance Discounts and/or Loan Programs located at: <http://domnet.dominionnet.com/services/hr/polgdl/Pages/GasApplianceDiscountsandorLoanProgram.aspx>.

<b>Applicant</b> (Signature) (Note: Your signature, date and time sent will automatically populate when you send the form electronically.)	<b>Date</b>
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**Section V - Applicant Comments**

**Comments**

**Section VI - Attach Receipts**

No file attached

**Distribution List:** HREmpServicesInbox@dominionenergy.com