



## Developer Reimbursement Checklist

**NOTE:**

Loudoun Water issues developer reimbursements once a year, around March. The following items are to be submitted no later than December 31 of the previous year in order to be eligible to be processed by the March reimbursement timeframe.

- Cover letter on company letterhead with:
  - Current date
  - Project Name
  - Loudoun Water Project ID number
  - Total amount of reimbursement being requested and explanation of how the requested amount was derived
  - The entity name, address, city, state, zip code, and a contact person the payment should be sent to
- Mandatory documents accompanying the cover letter:
  - Spreadsheet or table summarizing all costs
  - Back-up documentation validating all requested costs
  - Completed IRS Form W-9
  - Copy of executed Loudoun Water Developer Agreement
- One (1) hardcopy in a 3-ring binder containing all the above information
- Scanned/electronic version of all the above documents on CD or flash drive