



Developer Reimbursement Checklist

NOTE:

Loudoun Water issues developer reimbursements once a year in March. The following items are to be received by Loudoun Water no later than September 30 and approved by December 31 of the previous year to be eligible for processing 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 with brief 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 (for physical checks) OR if requesting electronic payment please provide the preferred method to relay to Loudoun Water the bank routing number and account number
- Mandatory documents to accompany the cover letter:
 - Table summarizing all costs (also include the electronic file of the spreadsheet)
 - Copies of back-up documentation validating all requested costs
 - Completed IRS Form W-9
 - Copy of executed Loudoun Water Developer Reimbursement Agreement
- PDF of scans of all the above documents; please contact Loudoun Water to request a ShareFile link to be sent to you so the file can be uploaded to Loudoun Water