

Developer Reimbursement Submittal Checklist

Loudoun Water issues developer reimbursements once a year in March. The reimbursement package needs to be **approved** by Loudoun Water before December 31 to be eligible for processing of the next years' March reimbursement. Developers are encouraged to submit as soon as possible and not wait until the end of the year to submit. Allow a minimum of 3 months for Loudoun Water's process for review and approval. The Loudoun Water project number needs to have passed Beneficial Inspection before a reimbursement package can be submitted, and Final Inspection needs to be passed before reimbursement will be released. Include the following:

- Cover letter on company letter head with:
 - Current date
 - Project Name
 - Loudoun Water Project ID number
 - Total amount of reimbursement being requested, with brief explanation of what the requested amount includes
 - Payment preference:
 - Electronic payment - Provide the relevant financial information (bank routing number and account number information)

OR

- Physical check – Provide payment address and a contact person to where the payment should be sent and addressed to
- The entity name, address, city, state, zip code, and a contact person to whom will be receiving the reimbursement payment or if there is additional information needed for distribution of the payment

- Mandatory documents to accompany the cover letter:
 - Table summarizing and totaling all costs
 - Electronic Excel file (.xls) of the cost tabulations
 - Copies of back-up documentation (invoices, etc.) validating all requested costs
 - Completed IRS Form W-9
 - Copy of executed Loudoun Water Developer Reimbursement Agreement

- One (1) PDF file containing scans of all the above documents; please contact Loudoun Water (EngineeringAdmin@loudounwater.org) and request a ShareFile link for the PDF and Excel file to be uploaded to Loudoun Water