

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)
COMPLETING THE BENEFIT RETURN FORM

If Vendor is returning funds without a request from MaineHousing or the CAA, they will need to complete and submit a Benefit Return Form to MaineHousing. The following steps will help the Vendor fill out this form when one has not been provided by MaineHousing or the CAA:

1. Upper left – enter name of CAA (if known)
2. Upper right – enter date of request
3. Vendor Name – enter the Vendor who will be returning the funds
4. Return funds by – 15 calendar (not working) days from date of request
5. Program Year – year(s) the Benefit was issued. i.e. 2015-2016, 2016-2017
6. Amount to be returned – record the amount being returned
7. Customer/Client Name- enter the name of the customer/client you are returning funds for
8. Address – enter the delivery address for the customer/client you are returning funds for
9. Phone number – contact number for the customer/client you are returning funds for
10. Account number – enter the customer/client's account number
11. Reason for return – check the appropriate reason
12. Vendor – Person Processing Benefit Return – print the name of the person completing the form
13. Telephone Number – contact number for the person completing the form

The lower portion of the form is for CAA or MaineHousing use only. Mail the completed form, detailed transaction report, and refund check to MaineHousing at 353 Water Street, Augusta, ME 04330.

A vendor who is no longer participating and is returning funds as part of a Close-out audit, does not need to complete a Benefit Return Form.