

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance/ECIP)

HEAP BENEFIT RETURN FORM

COMMUNITY ACTION AGENCY (CAA): _____ **Date** _____

VENDOR NAME: _____

INSTRUCTIONS: Please return unused HEAP funds for the following customer and **provide a detailed transaction report showing deliveries** and payment activity from May 1st forward for the benefit year(s) being returned. The requested funds and account summary must be submitted to MaineHousing within 15 calendar days (no later than the date specified below). **Failure to comply may result in suspension and/or termination of your Vendor Agreement.**

Return funds to: Maine State Housing Authority
Attention: Energy and Housing Services
353 Water Street
Augusta, Maine 04330

Return funds by: _____ **Program Year** Oct 1, _____ through Sept 30, _____

Amount to be returned: \$ _____ All remaining HEAP benefits on account

Customer/Client Name: _____

Client Address: _____

Phone Number: _____ **Account #:** _____

Reason for Return (please check):

- | | | |
|---|---|---|
| <input type="checkbox"/> Moved (in state) | <input type="checkbox"/> Moved (out of state) | <input type="checkbox"/> Incorrect vendor |
| <input type="checkbox"/> Vendor change | <input type="checkbox"/> Deceased | <input type="checkbox"/> Inactive account (12 months) |
| <input type="checkbox"/> Over-payment | <input type="checkbox"/> Expired Funds | <input type="checkbox"/> Other (specify reason) |

CAA or MaineHousing - Person Initiating Request (print name)

Telephone Number

Vendor - Person Processing Benefit Return (print name)

Telephone Number

CAA OR MAINEHOUSING USE ONLY

New Address _____ Fuel Type _____

New Vendor _____ Account # _____

Residency Type	<input type="checkbox"/> Rent	<input type="checkbox"/> Own	Subsidized	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Rental/Lease Agreement in file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Electricity is now included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Written request from client in file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Heat is now included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tank Location	<input type="checkbox"/> Inside	<input type="checkbox"/> Outside/Unheated Space	Tank Size	_____	