

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

HEAP BENEFIT RETURN FORM

Agency Name (CAA): \_\_\_\_\_ Date \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Location: \_\_\_\_\_

INSTRUCTIONS: Please return unused HEAP and/or TANF Supplemental Benefit funds and void TANF credits for the following customer and provide a detailed transaction report (history) showing deliveries and payment activity from the May 1st preceding the Program Year(s) for which benefit funds are being returned through the date of the return.
If no HEAP funds remain, vendors must submit the Benefit Return Form with a transaction report (as described above) showing that the funds have been exhausted. The requested funds, if applicable, and transaction report 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 to: MaineHousing
Attention: Energy and Housing Services
26 Edison Drive
Augusta, Maine 04330
Email: liheap@mainehousing.org
Fax: (207) 624-5780

Return for Program Year(s): \_\_\_\_\_

HEAP TANF SUPP HEAP SUPP

Return by: \_\_\_\_\_

Amount to be returned: \$ \_\_\_\_\_

All remaining HEAP, TANF and/or Supplemental Benefit funds on account

Customer/Client Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Account #: \_\_\_\_\_

Reason for Return (please check):

- Moved (in state) Moved (out of state) Incorrect vendor Vendor change
Deceased Inactive account (12 months) Over-payment Expired Funds
Other (specify reason)

Empty rectangular box for additional information.

CAA or MaineHousing - Person Initiating Request (print name)

Phone Number

Vendor - Person Processing Benefit Return (print name)

Phone Number

CAA OR MAINEHOUSING USE ONLY

Form section for CAA or MaineHousing use only, containing fields for New Address, Fuel Type, New Vendor, Location, Account #, Effective Date, Residency Type, Tank Location, Subsidized, Tank Size, Heat is now included, and Electricity is now included.