



Accabonac Harbor
August 2018

Town of East Hampton Septic Incentive Program

Upgrade Your Septic System to Help Improve Local Water Quality

The Issue:
Septic Systems and Nitrogen Pollution of our Bays, Lakes, Harbors and Ponds.

The Solution:
Upgrading Substandard Septic Systems with Low-Nitrogen Sanitary Systems

FOR MORE INFORMATION:

Town of East Hampton
Department of Natural Resources

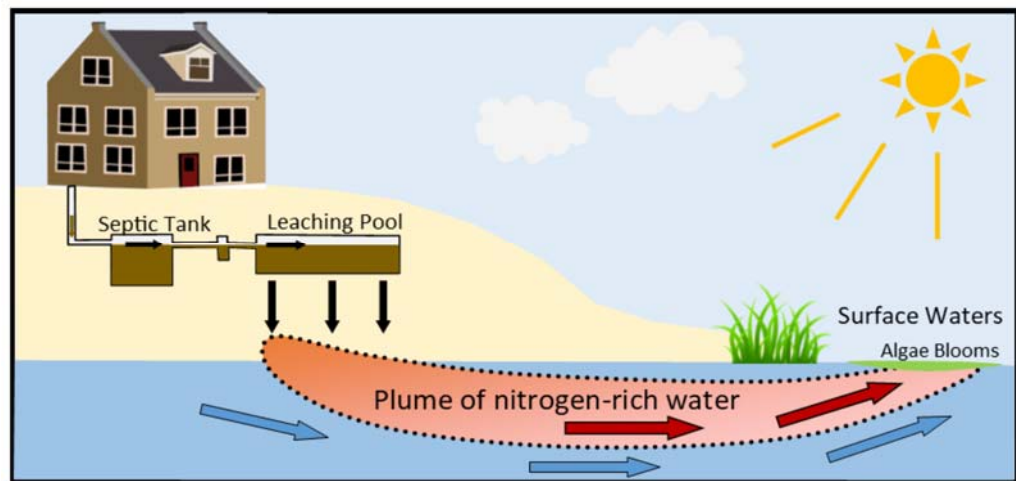
Phone: 631-324-0496
Fax: 631-324-1476
Email: NaturalResources@EHamptonNY.gov



What is the problem?

- ◆ Nitrogen pollution is the greatest threat to the health of our lakes, ponds, and harbors here in East Hampton
- ◆ Issues include harmful algal blooms (HABs), low dissolved oxygen, and bacterial contamination leading to shellfish and bathing beach closures
- ◆ The largest source of nitrogen is from substandard septic systems discharging bacteria and nutrients directly into the groundwater

What does your current system look like?



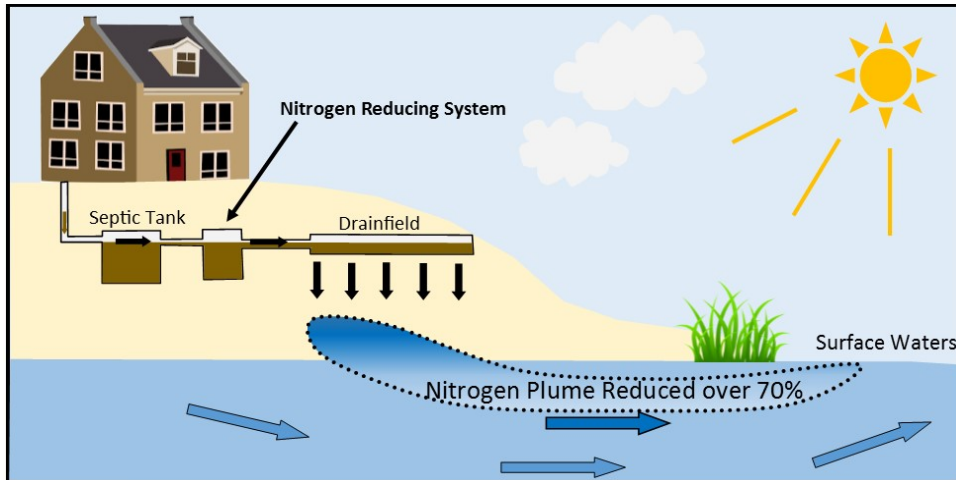
Why should you upgrade your current system?

- ◆ Traditional septic systems do not treat nitrogen. This means that the majority of existing systems in the Town are sources of nitrogen and contribute pollutants to waterbodies
- ◆ Upgrade to a low-nitrogen system and you can reduce nitrogen and help improve local water quality
- ◆ Improved water quality means better fishing and shellfishing, swimming and boating and a healthy ecosystem
- ◆ Clean water can protect real estate values; installing a new septic system is a significant positive investment in the value of your home

Town of East Hampton Septic Incentive Program

There has never been a better time to upgrade your system!

What do the new systems look like?



There is funding available for you to upgrade your sanitary system! Up to \$50,000!

What is the incentive program being offered by the Town of East Hampton?

- ◆ East Hampton Property Owners are eligible for an incentive to install a low-nitrogen sanitary system on their property:
 - ◆ Up to \$20,000 if your property is located within the Water Protection District or you qualify for affordable housing
 - ◆ Up to \$15,000 if your property is outside of the Water Protection District
- ◆ The incentive can now directly pay the septic vendors for your installation!
- ◆ Remaining funds can be reimbursed to the homeowner as a rebate for additional costs
- ◆ Residential and commercial owners are eligible for the incentive

*Under IRS guidelines, your septic rebate will be considered personal income and the Town will be issuing you a Form 1099. Please consult your accountant or financial advisor to discuss tax implications.

What else is available for low-income homeowners?

- ◆ Low-income homeowners with failing systems can get extra help to pay for up-front costs through the Consortium Home Improvement Program (CHIP)
- ◆ Contact the Town of East Hampton Housing and Community Development Office for more information: 631-267-7896

What other programs are being offered?

- ◆ Up to \$30,000 is available in grants from the County and State!
 - ◆ Suffolk County's Septic Improvement Program grant is available for up to \$20,000 (\$10,000 for upgrading to a low-nitrogen septic system, \$5,000 for a shallow drainfield, and an additional \$5,000 for low-moderate income households.)
 - ◆ New York State Septic Replacement Fund offers a grant of \$10,000
- ◆ In addition, homeowners may be eligible to participate in a loan program to finance remaining costs through CDCLI; 15 Year 3% fixed rate gap funding up to \$10,000.

FOR MORE INFORMATION ON LOW NITROGEN SYSTEMS AND THE GRANT FUNDING AVAILABLE VISIT
WWW.RECLAIMOURWATER.INFO



TOWN OF EAST HAMPTON
300 Pantigo Road
East Hampton, NY 11937
(631) 324-0496 Fax: (631) 324-1476



Septic System Upgrade Process:

Before you install your system:

1. Fill out the *Eligibility Verification Form* with the Town of East Hampton to find out if you are eligible for the Septic Upgrade Incentive Program and how much you may receive. The forms can be picked up from the Natural Resources Department or found online on the Town's website: <http://ehamptonny.gov/587/Details-and-Forms>
 - a. You will need to fill out the *Eligibility Verification Form (Form 1)*
 - b. Supply proof of ownership of the property
 - c. Complete a W-9 Form
 - d. Select if you would like to have your incentive paid in full or part directly to the Septic Vendor/Installer – the remainder that is not paid to the vendor can be used to reimburse the homeowner for other eligible costs as a rebate.
Please Note: Under IRS guidelines, your septic rebate will be considered personal income and the Town will be issuing you a Form 1099. Please consult your accountant or financial advisor to discuss tax implications.
2. Consider applying for the Suffolk County Septic Improvement Program and NYS Septic Replacement Fund Grants.
 - a. Visit <http://www.reclaimourwater.info/Home.aspx> to fill out the paperwork or call Suffolk County Department of Health Services at 631-852-5811
 - b. You apply for both grants (NYS and Suffolk County) simultaneously online
 - c. The forms can be printed and mailed in to the Suffolk County Health Department if needed.
3. Consider applying for the Loan program provided by Suffolk County to finance the rest of the costs for your system; Up to \$10,000 can be financed, paid off in 15 Years with 3% interest.
 - a. Visit <http://www.reclaimourwater.info/Home.aspx> to fill out the paperwork or call Suffolk County Department of Health Services at 631-852-5811
4. Do your research on the new low-nitrogen septic treatment systems and talk to an engineer or designer to figure out what is best for you.

Install an approved low-nitrogen septic system:

5. With the assistance of an engineer/architect, design a low-nitrogen system
6. Select a vendor/installer off of the Town of East Hampton approved vendor list
Notice: The Town of East Hampton cannot provide payment for sales tax. It is the responsibility of the homeowner to provide the vendor with the appropriate tax exemption forms.
7. Report back to the Town of East Hampton Natural Resources Department which vendor you chose to work with and provide an estimate/invoice for the work
8. Follow the Suffolk County Department of Health Services procedure for installing a low-nitrogen septic system. Once approved by SCDHS, either;
 - a. Apply for the *Town of East Hampton Limited Septic Registry* if no additional work is being completed on the property; or
 - b. Apply for a *Town of East Hampton Building Permit* if you are doing an expansion or any other construction in conjunction with the septic installation; or
 - c. Apply for a *Limited Work Permit* if your property is located within the *Village of East Hampton or the Village of Sag Harbor*.



TOWN OF EAST HAMPTON
300 Pantigo Road
East Hampton, NY 11937
(631) 324-0496 Fax: (631) 324-1476



After you install your low-nitrogen septic system:

9. Following the completion of the septic upgrade installation;
 - a. Ensure that the Natural Resources Department has completed an inspection of the installation
 - b. Submit the following paperwork for the direct payment and/or reimbursement:
 - i. Form 2 - Septic Upgrade Incentive Application
 - ii. Provide proof of all grants and loans received
 - iii. Indicate amount to be paid to vendor
 1. Must include an itemized invoice
 - iv. Indicate remaining amount to be paid to the homeowner
 1. Must include all invoices
 2. Must include all proof of payments. Acceptable forms include;
 - a. Credit Card receipt
 - b. Cancelled checks
 - c. Cash payments require a signed/notarized affidavit from contractor/installer attesting the work was performed, the cost and the payment
10. Once the Form 2 is completed and submitted to the department, the final approval will be issued and payment requested for the direct payment for the installer and/or rebate check to the homeowner.



Town of East Hampton
 300 Pantigo Place, Suite 107
 East Hampton, NY 11937
 Phone: 631-324-0496 Fax: 631-324-1476

Application #: _____
 Office Use Only

Form 1: Septic Upgrade Eligibility Verification Form

Date: _____

Contact Information:

Owner Name (titled owner of property): _____

Home Address: _____

Mailing Address: _____

Telephone #: _____ E-mail: _____

Contact Person (if different from owner): _____

Telephone #: _____ E-mail: _____

Site Location:

Site Address: _____

Suffolk County Tax Map #: District _____ Section _____ Block _____ Lot _____
 (Example. 300-162-10-5.002)

Single-Family Home (*Required for residential*) (Y/N) _____

Proof of Ownership Supplied to Department (*Required*) (Y/N) _____

Required documentation includes:

1. *Property Deed; AND*
2. *Property Survey; AND*
3. *Valid Certificate of Occupancy (CO)*

If you believe you meet the requirements for **Low to Moderate Income**, please submit your income tax returns, to qualify for the higher rebate amount.

Do you want your installer to be paid directly? (Y/N) _____

***Under IRS guidelines, your septic rebate will be considered personal income and the Town will be issuing you a Form 1099. Please consult your accountant or financial advisor to discuss tax implications.*

Completed and attached W-9 Form (*Required*) (Y/N) _____

Applied for and Received Certificate for Suffolk County and NYS Grant? (Y/N) _____

Is your System Upgrade; **Required** or **Voluntary**? _____

Department to Fill in Below:

Installation must be completed by (Date): _____

Eligibility Verification:

Property is located in the Water Protection District (Y/N) _____

Property owner meets Low to Moderate income criteria (Y/N) _____

Property owner supplied proof of ownership/W9 Form (Y/N) _____

System install not associated with new development/substantial expansion (Y/N) _____

Expected Rebate Amount: Max up to \$15,000 / Max up to \$20,000

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Requester's name and address (optional)
 TOWN OF EAST HAMPTON
 159 PANTIGO ROAD
 EAST HAMPTON NY 11937

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.