



EV Charging Infrastructure Claims Documentation Checklist

All claims documentation must be submitted via the DAQ Grants Management System, [GMS Portal Login](#)

Required Documents for Claims Reimbursement	
	Claim Request on Company Letterhead (download template)
	New updated NC Substitute W9 (download form) *non-state agencies only
	Copies of paid invoices
	Copies of proof of payment
	Completed NCDAQ Form 002 EV Infrastructure Certificate of Installation
	Photo – EV Charger(s) screen – powered on
	Photo – EV Charger(s) serial number(s)
	Photo – On-site EV Signage
	Photo – Overall Charging site
	Completed Duke Energy Make Ready Credit Certification Form
	Final Report (clickable link to template)
	Complete project success story survey.

Charging infrastructure must be installed and operational prior to any claim reimbursement request.

Please reduce photos to 8.5”x11” in size.

For questions regarding your claim documentation contact your program manager:

DC Fast & Community and Destination Programs

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