



## Bike Shop Instructions

Peninsula Clean Energy's [E-Bikes for Everyone](#) program provides incentives of up to \$1,000 to San Mateo County and the City of Los Banos residents for the purchase of an electric bike (e-bike). Customers approved for the rebate will need to purchase their e-bike through Peninsula Clean Energy's bike shop network. Customers will get the rebate instantly at a participating bike shop.

### Steps to Join

1. Email [cmoreno@peninsulacleanenergy.com](mailto:cmoreno@peninsulacleanenergy.com) with the following documents:
  - a. Bike shop information form (see page 2)
  - b. Business license
  - c. Seller's permit
  - d. W-9
2. Our team will review your documents and if approved, email you a contract between your bike shop and Peninsula Clean Energy to sign electronically via Box Sign.
3. Once the contract is signed, complete online training with us. Training takes approximately 30 minutes.
4. Officially be added to the Peninsula Clean Energy participating bike shop network. Approved customers will now be able redeem their rebate at your bike shop!

### How does the bike shop point-of-sale process work?

Peninsula Clean Energy requires that San Mateo County residents apply and be approved for a rebate **prior** to buying their e-bike. This means that only approved customers will be able to redeem the rebate at your bike shop. You can help approved customers redeem the rebate and be reimbursed for it in 5 simple steps:

1. **Verify rebate letter** –access the Peninsula Clean Energy online portal (login info will be provided) to verify the customer's approval.
2. **Verify the e-bike** – to be eligible for the rebate, vehicles must abide by the vehicle eligibility requirements.
3. **Apply the appropriate rebate amount at the point-of-sale.** The exact rebate will vary based on the price of the e-bike. The Peninsula Clean Energy rebate cannot exceed the balance of the e-bike. If the customer is stacking with other incentives, apply those first.
4. **Submit purchase details** and copy of the receipt via online portal.
5. **Receive rebate reimbursement payment** via direct deposit (preferred) or check.



## Bike Shop Information Form

Please provide the information requested below. For questions and/or clarifications, please contact Carlos Moreno at [cmoreno@peninsulacleanenergy.com](mailto:cmoreno@peninsulacleanenergy.com)

<b>Business name</b>	
<b>Point of contact<sup>1</sup></b>	
<b>Point of contact email address</b>	
<b>Point of contact phone number</b>	
<b>Return policy for e-bikes</b>	
<b>Email address of contact who will sign the contract electronically via Box Sign<sup>2</sup></b>	
<b>Notes/Comments</b>	

---

<sup>1</sup> If your bike shop would like to list more than one point of contact, please provide additional names and contact information. Point of contact would be the person who would answer day-to-day questions we may have or can refer us to someone in case we have billing or other types of questions.

<sup>2</sup> Signatory must be Senior level staff or owner.