

Reimbursement Form

This form is to be used if your Contractor does not provide official receipts for services. Throughout the winter months, use this Reimbursement Form to track dates and the cost of each service. For each service occurrence, you must obtain a signature from your service provider and/or attach receipts. Sign, date and return your Reimbursement Form as soon as you have paid out your maximum allowance. Incomplete forms will be returned.

Important Reminders:

- Your receipts or reimbursement form are due in February 2027 and again in April 2027. You must submit the receipts or completed Reimbursement Form to receive your payments.
- You will receive an email reminder before the due dates with instructions for how to submit the form and/or receipts.

Name of Participant: _____

Address: _____

Telephone Number: _____ Email Address: _____

Track costs below (attach additional pages if necessary)

Date of Service	Cost Incurred	Signature of Service Provider

I hereby certify the above information is accurate.

Signature of Participant:

Date

The personal information on this form is collected under authority of Section 8 of the Municipal Act, S.O. 2001, c.25. The information will only be used for the purpose of administering the Windrow Pilot Snow Removal Program. Questions about the collection of personal information should be directed to Service Peterborough, 500 George St N, Peterborough, ON K9H 3R9. Phone: 705-742-7777

Please keep a copy for your records.