



A  Sempra Energy utility®

CORPORATE COMMUNICATIONS

REIMBURSEMENT FOR DRAPERY CLEANING

SoCalGas® will only process drapery dry cleaning reimbursement requests for those residents who received the interior home cleaning service offered by SoCalGas and who also declined steam cleaning of their drapery. Requests that exceed published industry average costs are subject to partial reimbursement.

Reimbursement requests for drapery dry cleaning must be submitted via email, fax, or U.S. Mail by **July 15, 2016** and will be reviewed on a case-by-case basis.

To ensure that reimbursement requests are processed in a timely manner, eligible residents seeking drapery dry cleaning reimbursement must submit supporting documentation as indicated below.

SUPPORTING DOCUMENTATION FOR REIMBURSEMENT SUBMISSION

1. Itemized invoice(s) or receipt(s) that include(s):

- Resident's primary address
- Service type (drapery dry cleaning only)
- Quantity, size, and drapery material

2. Proof of payment with business name and charge/debit amount must be clearly itemized. Acceptable methods of payment include:

- Copy of processed personal check (i.e. cancelled check)
- Itemized receipt (showing "PAID" and zero balance due)
- Credit card payment receipt (must match information on itemized receipt - refer to section above)
- Credit card statement
- Bank statement

3. Proof of ownership:

- Photos of room(s), showcasing the drapery that was cleaned
- Home insurance inventory form
- Dry cleaning quote and walkthrough materials, e.g. work order checklist listing drape information by room, provided by drape dry cleaning company

REIMBURSEMENT SUBMISSION METHODS*

Email:
claimsreceipts@semprautilities.com

Fax:
818-701-3917

U.S. Mail:
SoCalGas®
Claims Department, GT14A3
P.O. Box 60980
Los Angeles, CA 90060

*If you are submitting sensitive information, such as your social security number, please use our secure fax number 818-701-3917 or send via U.S. Mail.