

WIP Application

Form procedure

- 1) The WIP Application form is a fillable PDF, it will auto calculate as you enter your amounts, before submitting the application(s) for approval make sure ALL relevant fields are filled out/populated. Digital (electronic) signatures can be used and can go through an email chain from landowner to Forester. This form can also be printed, physically signed, scanned and emailed. **This form MUST be opened in Adobe format in order to be able to fill out all field and electronically sign.**
- 2) Make sure landowner address is correct. Please use one landowner name and Social Security number/Federal Employer Identification Number
- 3) Make sure that the SS/FEIN number is specific to said landowner, LLC or Trust
- 4) If using an individual's name in conjunction with an LLC or Trust and a Social Security number instead of an FEIN, put the LLC/Trust in the notes section. The application will be filed under the individual's name. Only when it is specifically an LLC or trust with a user specific FEIN is that used to file the application under *NOTE: When submitting the initial application, the Social Security or FEIN number does not have to be included*
- 5) When getting applications from Consulting Foresters, you as a DNR Forester must review and sign off on before submitting the application. Electronic signatures can be used, and can go through an email chain. The form may also be printed, physically signed, scanned and emailed.
- 6) Once you have checked the form for accuracy and that all relevant fields have been filled out submit to Headquarters via email at woodlandincentiveprogram.dnr@maryland.gov, and copy your Regional Forester.
- 7) Once received, the application will be assigned a number, entered into the system and emailed back to the Forester submitting the application for their records, and a letter with the copy of the application will be sent to the landowner.

Submitting Forms for Payment

- 1) When WIP practices have been completed and landowner gives paperwork for reimbursement, review all information on the application form for accuracy. This is a fillable PDF and will auto calculate as you enter your amounts. **In order to fill out all fields and electronically sign, this form MUST be opened in Adobe format.** Please make sure that all relevant fields for Accomplished acreage(s) are filled out and populated
- 2) When submitting WIP payment(s) please make sure that the Social Security or FEIN number is on the form and it is for the specific applicant. If this number is not on the form, FAS will not process for payment.
- 3) Make sure ALL relevant paperwork, bills and receipts are with the application to be submitted for payment. Once all paperwork is in hand, you can scan and send the package to Headquarters via email at **woodlandincentiveprogram.dnr@maryland.gov** and copy your Regional Forester. You will get a confirmation that it has been received and will be processed.