

HBO® STANDARD PROPERTY REBATE

2025 DIGITAL SUBMISSION INSTRUCTIONS

HBO Launches/Activations & Renewals with a minimum 3-year commitment

Effective January 1 - December 31, 2025

CLAIMING YOUR REBATE IS EASIER THAN EVER!

1. Visit HBOBulk.com and click on the respective sales vertical to access forms and information.
2. Locate the rebate offer your property qualifies for and click the Submit button for the intended rebate to complete the digital Property Rebate form for electronic submission.
3. Complete the form for each property submission, upload attachments and follow all steps/instructions.
4. You will receive an email from HBO.VM@wbd.com requesting your property's W9/ACH information for payment disbursement. Be sure to add to your safe list/check your spam folder if email is not received.
5. **You're all set!** Please allow 6-8 weeks for review and payment processing.

STEP-BY-STEP INSTRUCTIONS

STEP 1

Click on the qualifying Property Rebate form to submit electronically.

The screenshot shows the top portion of the 'HBO STANDARD PROPERTY REBATE 2025 REBATE REQUEST FOR A LAUNCH OR RENEWAL' form. It includes two boxes for rebate amounts: '\$9 PER HBO® ROOM for Hotels' and '\$7 PER HBO® ROOM for All Other Properties'. Below these are fields for Property Name, Property Street Address, City, State, ZIP, Property Phone, Number of HBO Units Being, Contact Name, Title, and Contact Email. A large black button with white text says 'CLAIM HBO REBATE!' with a hand cursor icon pointing to it. Below the button are radio buttons for 'Is the Property Seasonal?' and 'Property Type (Select One)' with options: 'Hotel/Hotel', 'Bulk-Billed Apartment Building', 'Co-Op/Condo', and 'Hospital'. At the bottom, there's a 'CONTRACT INFORMATION' section with a 'Distributor Rep Email' field and a 'Distributor Rep Name' field.

STEP 2

Complete the form in its entirety and digitally e-sign at the bottom of the form.

This screenshot shows the middle portion of the form. It includes the same header and fields as Step 1. Below the 'CLAIM HBO REBATE!' button, there's a section titled 'I AM REQUIRING INFORMATION REQUIRED' with a sub-header 'Email will be sent from HBO.VM@wbd.com requesting property's W-9 form and ACH banking information to issue rebate.' Below this is a 'Total Rebate Request \$' field. The 'REBATE CHANGES' section contains several bullet points: 'HBO must be distributed in all guest rooms in the property at the time of submission to qualify HBO linear service must also be distributed within a 30-day rate', 'To receive your rebate a copy of your fully executed sales distribution agreement, contract including property name, address and date must be received by HBO by January 1, 2025 and December 31, 2025. No prior contracts will be accepted.', 'A copy of a W-9 form is required for payment and must be latest version, signed and information must match IRS records.', 'This is applicable to independent and licensed properties only.' Below this is a 'SIGNATURE' section with a line for 'Signature' and a line for 'Date'. At the bottom, there's a 'VISIT OUR WEBSITE FOR INFORMATION ABOUT HBO PROPERTY REBATES AND MORE' section with the URL 'HBOBULK.COM'.

STEP 3

Attach the required documents: fully executed agreement signed by the property and distributor, billing statement, and additional documents if applicable (i.e., addendum).

The screenshot shows the bottom portion of the form. It includes the same header and fields as Step 1. Below the 'CLAIM HBO REBATE!' button, there's a section titled 'Upload supporting documents confirming HBO service below:'. It lists three attachments: 'Attachment 1: Fully signed & executed agreement', 'Attachment 2: Billing Statement including HBO is active & being billed at property', and 'Attachment 3: Additional supporting documents, if any.'

IMPORTANT

File size limit is 5MB, either reduce the file size OR split the agreement and attach as an additional file if size exceeds 5MB. If PDF files within the size limit are rejected, save the file as a PDF and try again; reach out to our processing team at HBOBulkSubmissions@wbd.com if you have any issues.



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STEP-BY-STEP INSTRUCTIONS (CONT.)

STEP 4

E-sign the rebate form and provide your email address once all required fields have been completed. All required steps must be completed to arrive at this step.

1. Select “Click to Sign”



2. Enter your email address once prompted

IMPORTANT

Make sure you are using a valid email address and it is the same as what was entered on the rebate form. You will be required to validate the submission through Adobe Sign for the forms to be submitted to HBO for payment review and processing.

STEP 5

Check your inbox for an email from Adobe Sign to CONFIRM YOUR SIGNATURE within a couple of minutes. Once received, click on “Confirm my email address” – **if you do not complete this step, your submission will NOT be received by HBO.**

IMPORTANT

Check your spam folder if you have not received the email from echosign@echosign.com and add it to your safe list for future submissions.

STEP 6

Once email address is confirmed, you will receive a final confirmation indicating your submission has been received by HBO. The email will include a copy of the submitted rebate form and attachments, please keep for your records.

Property Rebates for your customers are available for digital submission at HBOBULK.COM.

If you have any questions or issues with the submission process, please contact our processing team at HBOBulkSubmissions@wbd.com.