### **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.



### STEP 2

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

| 2025 REBATE REQUEST FOR A LAUNCH OR RENEWAL  PRESENTED THE PRESENCE OF THE PRE  |   |   |  |
|---|---|---|--|
| PROPERTY INFORMATION  |   |   |  |
| Property Name:  |   |   |  |
| Property Street Address:  |   |   |  |
| City:<br>Property Phone:  | State   | ZIP:<br>SO Units Billed:  |  |
| Contact Name:   |   | the   |  |
| Contact Name:   |   | ontact Email:   |  |
| Is the Property Seasonal? (Select C   |   | If Yes, Months of Operation:  |  |
|   |   | -Billed Apartment Building () Co-Op/Condo () F  |  |
|   | Other - Please specify  | -blied Apartment suitaing () Co-opy Cordo () F  |  |
| CONTRACT INFORMATION  | y Olimi - Prease specily.   |   |  |
| HBO Distributor:  |   | stributor Rep Name:   |  |
| Distributor Rep Email:  | Di  | Rep Phone:  |  |
| Launch/Denessal Date:   | Expiration D  |   |  |
| Total Rebate Request: \$ REGATE GUIDELINES  1) Please keep a copy for your records a  | and allow 6-8 weeks for<br>event to the address on  | HBO must be distributed in all guest norms in the property at<br>time of submission to qualify HBO linear service must also be  |  |
|   |   | associated with an a is carte rate.   |  |
| your W-9 form or issued via ACH/din   | ct deposit (if applicable).   |   |  |
| your W-9 form or issued via ACH/diri<br>Upon completion of rebate submission<br>sent to the e-mail address indicated of<br>HBO/M ij wbd.com requesting tax in<br>eligible properties will be processed or   | nct deposit (if applicable).  In, an e-mail will be  In rebate form from  formation. Payment for  apon receipt  | associated with an a si cutto rate.  To redeem your rebate, a copy of your fully executed video distribution services contract including property name, addresdly, state, zip code and minimum 7-year term clearly stating it as a premium offering must be provided.   |  |
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| your W-0 from or issued via ACM-direct Mono completion of relate submission Mono completion of relate submission sent to the e-mail address indicated of MOUNITY just document of the mail and allogible properties will be processed of fair reporting information and com- any of the reporting information and com- any of the reporting information and com- any of the reporting information and com- mat be submitted by January 16, 20  Per questions or inspulse, contact:  | ict deposit (if applicable).  r, an e-mail will be an rebate form from formation. Payment for ppon receipt paper work.  trive and that have cember 31, 2025 1946.   | <ul> <li>To redeem your rebate, a copy of your fully executed video<br/>distribution services context including properly rame, adder<br/>oby, tates, if you code and miniman 3-year term classify stating is<br/>as a premium offering must be provided.</li> <li>Carriage of HeAD for full commitment term is an eligibility<br/>requirement for rebate. Contracts must be for service<br/>commencion between insurant J. 2005 and December 31, 200</li> </ul>   |  |
| your W-9 form or leased via ACH (dir<br>Upon completion of rebate submissis<br>sent to the e-mail address indicated of<br>HBC/VH) who compared the control of<br>eligible properties will be processed of<br>tax reporting information and com<br>2. All rebate requests for contracts of<br>begun billing between January 1 - De<br>must be submitted by January 16, 20  | ict deposit (if applicable).  r, an e-mail will be an rebate form from formation. Payment for ppon receipt paper work.  trive and that have cember 31, 2025 1946.   | <ul> <li>To indivern your relation, a copy of your fully sectional video<br/>distribution america content of charging properly reare and<br/>othy, state, also code and minimum 7-year term (seelly stating if<br/>an a persion in offering must be provided.</li> <li>Carriage of HAD for full commitment term is an eligibility<br/>requirement for voltate. Contention and be for service and<br/>the provided of the commitment of the committee in 20<br/>No prior contracts will be accepted.</li> </ul>  |  |
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### 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).

| HBØ STANDARD PROPERTY REBATE       |                         |               |  |  |
|------------------------------------|-------------------------|---------------|--|--|
| HDG SIANDARD PROPERTI REBATE       |                         |               |  |  |
| 2025 REBATE REQUEST F              | OR A LAUNCH OR RENEWAL  |               |  |  |
|                                    |                         |               |  |  |
|                                    |                         |               |  |  |
|                                    |                         |               |  |  |
| Upload supporting documents confir | ming HBO service below: |               |  |  |
| Upload supporting documents confir | ming HBO service below: | Attachment 3: |  |  |

#### **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.

# **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"

| . Enter your email address | once prompted |
|----------------------------|---------------|
| Enter Your Information     | ×             |
|                            |               |

### **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**.