

Account No. \_\_\_\_\_  
Job No. \_\_\_\_\_  
Job Address \_\_\_\_\_  
\_\_\_\_\_



Northern States Power Company – Wisconsin

Thank you for choosing Xcel Energy to be your energy provider. We appreciate your business, and our goal is to deliver you reliable service at an affordable price.

**This letter contains important information about your requested service. Please read all details below as well as any accompanying information and respond accordingly to ensure your project is completed accurately and timely.**

This letter relates to your request for

Your portion of the cost of this project is \_\_\_\_\_. A hard copy invoice will be sent to you via U.S. Mail Postal Service in the coming days. **Please see the attached payment options document for more instructions.** Upon receipt of payment and other required documentation as noted below, your project will be scheduled and you will be notified of the scheduled date. If paying by check, please note the account number identified at the top of this letter on your check to ensure accurate and timely payment processing.

Below is a list of additional documentation that you will need to review, sign, and return to the Xcel Energy Design Operations Specialist by email at [NSPWDesignCIAC@xcelenergy.com](mailto:NSPWDesignCIAC@xcelenergy.com) or U.S. Postal Service to the address listed at the bottom right of the letter. Please retain a copy of all documentation for your records.

➤ **Documents to be returned to Xcel Energy:**

➤ **Additional enclosures:**

If you have any questions about the enclosures or about your specific job, please contact the design representative below and reference your account number and/or job number above.

We look forward to being your energy provider.

Sincerely,

Xcel Energy

**Mailing Address for Documents:**  
Xcel Energy  
ATTN Design Operations Specialist  
PO Box 8  
Eau Claire, WI 54702-0008



## Additional Information for Installing Facilities

Installation of the requested facilities will be added to our construction schedule as soon as the signed contracts and payment have been returned, and the construction site meets "site ready" requirements.

□ **Site Ready** - Prior to installation, the service route must be within 4-6" of final grade (new construction). Service route must be clear of all obstacles (i.e., vehicles, building supplies, trash receptacles, etc.) from the meter location to the distribution source. Failure to have the site ready may result in a delay of the installation of your service.

□ **Locating Underground Facilities** - Xcel Energy (and/or its contractor) will have existing underground utility owned facilities located prior to installation. These facilities will be marked with paint and /or flags.

If applicable, you must clearly mark all private underground facilities (i.e., underground tanks, electrical wiring, sewer, well, sprinkler system, water lines, drain fields, invisible fences, etc.) with paint, flags and/or stakes.

Xcel Energy (and/or its contractor) will not be liable for any damage to private underground facilities as a result of improper or lack of identification.

□ **Restoration** - Xcel Energy (and/or its contractor) will backfill the service trench on your property with existing soil. You are responsible for any final compacting and re-landscaping, including seeding/sod and watering, at your expense.

□ **Winter Construction Charges** – If winter conditions exist at the time of installation you may be subject to winter construction charges. To avoid these charges you need to apply for service and be Site Ready (see above) prior to October 1st.

Please feel free to contact Xcel Energy if you have any questions.



## Customer Payment Options

Xcel Energy offers seven payment options to pay for your construction project. Please select the payment options that work best for you.

### Payment options listed in order of quickest processing

#### **MyAccount/eBill™**

Register at [xcelenergy.com](http://xcelenergy.com) to make a payment from your checking account. You can also enroll in eBill and an email will let you know your bill is ready to view at the MyAccount site in place of receiving a mailed paper bill statement. MyAccount also provides a convenient list of your bill statement and payment history and retains your banking information for future use. Each additional account number will have to be added to your list of managed accounts within MyAccount.

#### **Pay by Phone**

Make payment from your checking or savings account at no charge by using our automated phone system. Please call us at 800.895.4999.

#### **Credit/Debit Card Payment**

All Xcel Energy residential and business customers are now eligible for payment via credit or debit card. Most major credit and debit cards accepted. Apple Pay or Google Pay is available to customers with a mobile device.

To pay by phone, call our payment processing partner, Kubra EZ Pay, at **833.660.1365**

To pay online, visit [www.xcelenergy.com/billing\\_and\\_payment](http://www.xcelenergy.com/billing_and_payment) and click on the **Pay with credit/debit card** link to make an online credit/debit card payment through Kubra EZ Pay.

*Please note the current fees along with payment information:*

- *Residential Customer Accounts*
  - *Payments accepted for up to \$1,000 in a single transaction*
    - *There is a \$1.80 fee per transaction*
    - *No fee for Wisconsin and Michigan residential customer accounts*
- *Non-Residential Customer Accounts*
  - *Payments accepted for up to \$100,000 in a single transaction*
    - *There is a 2.2% fee per transaction.*

*All credit/debit card types allow a maximum 25 credit/debit card payments in a 28-rolling-day period, per Xcel Energy account, per credit/debit card.*

\*If you receive this message: "The information provided does not match our records please try again," while trying to make a payment, please try again the following day after 8am CST.

### **Overnight Payment Delivery Options**

Send your payment and remittance stub including **account number (written on the memo line of your check)** via FedEx, UPS or USPS overnight delivery to:

Xcel Energy Attn: Remittance Processing  
414 Nicollet Mall, 3rd Floor  
Minneapolis, MN 55401-1993  
Overnight delivery contact phone number: 612.330.5593

The following alternate zip-codes are also valid:

Minneapolis, MN 55401-1927  
Minneapolis, MN 55401-4993

### **In-Person Pay Stations**

Pay in-person at a location near you by visiting [xcelenergy.com](http://xcelenergy.com) for pay station locations. **Please include the account number on the memo line of your check.**

*Please note:* A \$1.50 transaction fee applies. (\$1.45 for Western Union only in Colorado)

### **Pay by U.S Postal Service**

When sending payment by U.S. mail, **please include the account number on the memo line of your check.** Do not combine this payment with any other Xcel Energy bill payments. Mail check payments to:

Xcel Energy  
P.O. Box 9477  
Minneapolis, MN 55484-9477

### **Electronic Funds Transfer (EFT) (Only available to business)**

The Electronic Funds Transfer (EFT) payment process allows business customers to pay via Corporate Trade Exchange (CTX) formatted Automated Clearing House (ACH) (also referred to as EDI-820), the ability to electronically remit payment. The payments to Xcel Energy's bank accounts are initiated by the customer through a series of steps linked to the billing system. The CTX addenda records included with the funds transfer allow the posting of the payments to occur electronically to the account numbers provided by the customer. To obtain Xcel Energy's EFT bank account numbers and to provide transfer confirmation, please email [CustReceive@xcelenergy.com](mailto:CustReceive@xcelenergy.com).

### **Helpful hints to ensure accurate and timely processing of your payment:**

- For all payment options, please have your account number available and note on any payment documentation.
- The hard copy invoice will be sent to you via U.S mail in the coming days. If you would like an electronic copy of our invoice prior to receiving the hard copy, please contact your Designer who is identified in the attached letter.
- In order to apply payment to the correct account and avoid unnecessary delays, please make separate payments for each individual project or invoice.
- Please note that depending on payment selection, it may take up to a few days to process your payment.



Please Bill	Service Address								
Customer Name _____	Project Name _____								
Mailing Address _____	Street Address _____								
Mailing Address _____	City, St Zip _____								
Mailing Address _____	County _____								
Phone # _____									
Alt Phone # _____	Nearest Valid _____								
Paid by: If different _____	Address _____								
Designer _____									
Office Number _____									
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AGREEMENT, made this date, \_\_\_\_\_ by and between Northern States Power Company, a Wisconsin corporation and wholly owned subsidiary of Xcel Energy Inc., hereafter referred to as the "Company", and \_\_\_\_\_, hereinafter referred to as the "Customer".

The parties hereto, each in consideration of the agreements of the other, agree as follows:

Add'l description:

Said service shall be provided in accordance with the Company's rates, rules and regulations currently on file with the appropriate jurisdictional utilities commission, as hereafter supplemented, amended or modified.

**SPECIAL PROVISIONS:**

2. ESTIMATED CONTRIBUTIONS. The Customer agrees to pay the Company, as a contribution toward the cost of the extension, the estimated amount listed above. This amount represents an estimate of that portion of the total cost of the extension which the Company may charge to the Customer. The Customer, upon signing this agreement, accepts the terms and conditions attached.

3. RECALCULATION OF CONTRIBUTION. Upon completion of an extension which differs from the original design, the company will recalculate the amount of the Customer's contribution based upon the cost of the extension as built using the same formula as was used to determine the estimated Customer contribution. If, as a result of a design change, the "actual" Customer contribution exceeds the "estimated" Customer contribution by \$20.00 or more, the Customer shall pay the Company the difference, and/or, if the estimated Customer contribution exceeds the actual Customer contribution by \$20.00 or more, the Company will refund the difference to the Customer.

4. REFUND OF PORTION OF CUSTOMER CONTRIBUTION. If, at any time within 5 years of the date the extension is installed, additional Customers are provided electrical service from the extension, the Company may refund a portion of the Customer's refundable contribution. If additional customers are provided service, the refund, if any, shall be equal to the greater of: 1) The number of new customers connected (per type of service) times the embedded cost allowance for that type of service in effect at the time of this agreement, less the estimated cost of any additional distribution facilities required for the additional customer(s); or 2) The number of new customers connected (per type of service) times the embedded cost allowance (for that type of service) in effect at the time the new customers are connected, less the estimated cost of any additional distribution facilities required for the new customer. If the estimated cost of the required additional distribution facilities to service the new customers exceed the applicable allowance for that customer, no refund will be made. In no event shall the total refund exceed the total Customer contribution made pursuant to this Agreement. Refunds will be made to the Customer listed above unless a written assignment of such refund executed by such persons or entity has been delivered to the Company prior to the date of payment of the refund.

5. OWNERSHIP OF FACILITIES. The Company, at all times, shall own the facilities installed pursuant to this Agreement, notwithstanding any contribution or payment made by the Customer.

6. The Customer shall not assign this Agreement without written consent of Company. When assignment of this agreement occurs, such assignment will transfer financial liabilities documented within this contract to new assigned party. Company's consent will be conditioned upon the proposed assignee meeting the requirements of any applicable tariff provisions, and expressly assuming remaining liabilities of Customer hereunder, together with such other requirements as may be set forth by Company.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, and the same shall be binding upon the respective parties, and each of their successors and assigns.

XCEL ENERGY SIGNATURE	CUSTOMER SIGNATURE
Northern States Power Company	Legal Entity Name (if applicable):
By:	Authorized Signer (see signing options below*): <i>Signing Option 1</i> <input type="checkbox"/> AGREE <i>Signing Option 2</i> (Signature below)  By:
Printed Name:	Printed Name:
Title:	Title (if applicable):
Date:	Date:

\* **Signing Option 1 (just click to agree):** By clicking the AGREE checkbox above, you acknowledge that you are the customer or an authorized signer for the customer and have read, understand, and agree to the above-stated terms.  
**Signing Option 2:** Add Electronic Signature and return by e-mail **OR** print, sign, scan and return by e-mail **OR** print and sign and return by mail.

1. **SERVICE CONNECTIONS:** The Company shall connect its service piping to the service piping of Customer at a point, the location of which shall be designated by the Company. The customer shall grant to the Company right-of-way on his premises for the installation and maintenance of the necessary pipes, underground construction, and appurtenances, and shall without expense to the Company, provide and maintain on the premise, at locations satisfactory to the Company, proper space for the Company's piping, metering installations, regulators and appurtenances. The Customer shall provide for the safekeeping of the Company's meters and other equipment and shall reimburse the Company for the cost of any alterations to the Company's property necessitated by customer and for any loss of or damage is occasioned by Company's negligence or causes beyond the control of the Customer.

Where underground **service and distribution facilities** are to be installed, the Company may or may not require an easement. If, in the Company's sole judgment, the company needs an easement over the Customer's property in order to furnish service to the Customer, the Customer shall provide the Company with an easement at no expense to the Company. If, in the Company's sole judgment, the Customer needs an easement or easements over property not owned by the Customer in order to furnish service to the Customer, the Customer shall obtain the easement(s) at no expense to the Company. The installation area or "strip" shall be cleared of trees and other obstructions, graded to a level which shall not be above or more than four (4) inches below finished grade for a minimum width of 10 feet on either side of the proposed route prior to the time installation of underground facilities is commenced and at no expense to the Company.

A minimum width 5 feet on either side of the service facilities after installation must be maintained at all time and no structure or trees shall be placed on said right of way. However, right of way may be used for gardens and other purposes which will not interfere with maintenance and replacement of electric facilities. A minimum width of 10 feet on either side of the distribution facilities after installation must be maintained at all time and no structure or trees shall be placed on said right of way. However, right of way may be used for gardens and other purposes which will not interfere with maintenance and replacement of gas facilities. If the Customer does not maintain the said right of way, the Company shall relocate the facilities at no expense to the Company as defined in the gas tariff. The Company shall be notified in advance of any proposed grade changes after installation, and all costs incurred as a result of such changes will be the responsibility of the Customer.

The Customer shall provide for the safekeeping of the Company's meters and other equipment and shall reimburse the Company for the cost of any alterations to the Company's property necessitated by customer and for any loss of or damage is occasioned by Company's negligence or causes beyond the control of the Customer.

2. **METERS:** The Company will furnish, install as close as is practical to the service entrance on the Customer's premises, and maintain one set of metering equipment for each account under which service is supplied. Company will maintain and test its metering equipment in accordance with standard practice. In the event the Company's test shows meter error in excess of tolerance prescribed by the Public Service Commission, the Company shall recalculate the bills for service during the period of inaccuracy and make adjustments of bills in accordance with the rules prescribed by such Commission. When metering equipment fails to register, the Company will estimate the quantity of energy consumed based on available data.

3. **CUSTOMER'S PIPING AND EQUIPMENT:** All piping and equipment on the Customer's side of the point of equipment, shall be furnished, installed, and maintained at the Customer's expense in a manner approved by the public authorities having jurisdiction over the same and in accordance with the Company's requirements.

Any inspection of the Customer's piping and equipment by the Company is for the purpose of avoiding unnecessary interruptions of service to its Customers or damage to its property and for no other purpose, and shall not be construed to impose any liability upon the Company, to the Customer, or any other person by reason thereof, and the Company shall not be liable or responsible for any loss, injury, or damage which may result from the use of, or defects in , the Customer's wiring or equipment.

The Company may, however, at any time require the Customer to make such changes in his equipment or use thereof, as may be necessary to eliminate any hazardous condition or any injurious effect which the operation of Customer's equipment may have on the Company's employees, equipment or service.

The piping, meters and appurtenances used in furnishing gas service to the Customer have a definite capacity, and therefore no material increase in load or equipment shall be made without first making arrangements with the Company for the additional gas supply.

4. ACCESS TO CUSTOMER'S PREMISES: The company representatives, when properly identified shall have access to the Customer's premises at all reasonable times for the purpose of reading meters, making repairs, making inspections, removing the Company's property or for any other purpose incident to the service.

5. USE OF SERVICE: Gas service may be used only for the purposes set forth in the rate schedule. Gas service is furnished for the use of the Customer only and the Customer shall not resell it to other persons.

6. CONTINUITY OF SERVICE: The Company will use all reasonable care to provide continuous service but does not assume responsibility for a regular and uninterrupted supply of gas service and shall not be liable for any loss, injury or damage resulting from the use of service, or arising from or caused by the interruption or curtailment of the same.

7. COMPANY'S RIGHT TO DISCONTINUE OR CURTAIL SUPPLY: The Company shall have the right to refuse, discontinue, or curtail utility service for any of the following reasons:

For failure by the Customer to pay amounts payable when due, or to establish credit when requested: to prevent fraud or abuse; when evidence is found of diversion of gas service, or tampering with gas piping, meters, or appurtenances on the Customer's premises; when necessary to make repairs, replacements, or changes in the Company's equipment, when the Company is prevented from furnishing gas service to the Customer because of want of supply, lack of permits or necessary right of way privileges; when necessary to comply with any order or request of any government authority having jurisdiction; or for failure of the Customer to comply with any of the other provisions of this Agreement.

Any discontinuance or curtailment of supply shall not relieve the Customer from this obligation to the Company."

8. WAIVER OF RIGHTS OR DEFAULTS: No delay by the Company in enforcing any of its rights shall be deemed a waiver of such rights, nor shall a waiver by the Company of any of the Customer's defaults be deemed waiver of any other or subsequent defaults.

9. DELAYS: Neither party hereto shall be liable for delays not reasonably within its control, including delays caused by inability to secure or replace materials or supplies necessary to perform the work contemplated herein, nor shall any such delays be deemed a breach of any obligation under this Agreement.