



CHOICE® Program C&I Contract Assignment Form

CHOICE® Program C&I Contract Assignment is the assignment of an existing Customer CHOICE® contract of a specific Commercial or Industrial (C&I) customer at specified location (premise) to a new C&I owner or business entity.

By signing this CHOICE® C&I Contract Assignment (form) the Natural Gas Supplier has secured the C&I customer's consent for the purpose of enrolling the customer in their contract. The C&I customer has read and agreed to accept the terms of the transfer of service by the Natural Gas Supplier. The form must include the signatures of authorized representatives from the company (e.g. form cannot be executed by a Third Party vendor/Energy Consultant).

Service Address	City	State	Zip	Transfer Date	Rate Code	Premise (PSID)

Executed by C&I Customer:

(Must be signed by Authorized Employee of Company)

(Please Print Authorized Employee Name)

Legal Name: _____

D.B.A _____

Title: _____

Address: _____

Phone No.: _____

Cell No.: _____

E-Mail Address: _____

Date: _____

Executed by Natural Gas Supplier:

(Must be signed by Authorized Representative of Company)

(Please Print Authorized Employee Name)

Legal Name: _____

D.B.A _____

Title: _____

Address: _____

Phone No.: _____

Cell No.: _____

E-Mail Address: _____

Date: _____

Executed by Columbia:

Name: _____ Date: _____



CHOICE® Program C&I Contract Assignment Terms

The Natural Gas Supplier actively participating in the Customer CHOICE® Program provides the Choice Team with the form executed by the new C&I customer prior to the connect order being placed. Requests will not be processed if form is received after connect/disconnect orders have been executed. The Choice Team will not perform any transfers of service requests (connects/disconnects) in lieu of the C&I customer contacting call center.

Forms must be emailed to Choice@NiSource.com. A confirmation will be sent back upon receipt. If the Natural Gas Supplier does not receive email confirmation, they should reach out directly to their Choice Specialist.

The Choice Team will monitor each premise in the billing system. Once the connect order is executed the Choice Team will enroll the new customer's account in the Customer CHOICE® Program using the rate code(s) provided on the form so that the first bill will reflect the Customer CHOICE® contract. The Choice Team will not perform any adjustments for transfer of service requests placed at an incorrect address or after the transfer of service has occurred and the account has billed. If the new C&I customer agrees to Immediate CHOICE® enrollment at the time the connect order was placed the Choice Team will notify the Natural Gas Supplier accordingly (*this manual process does not prevent another enrollment request from another Natural Gas Supplier*). This process will not trigger the welcome post card; C&I customer will see the Natural Gas Supplier referenced on their first bill.

If the initial form is received by Columbia and either the Natural Gas Supplier or C&I customer elects to cancel the request, cancellations must be received prior to execution of connect order otherwise the first bill will reflect rate provided on the form. To cancel the request, the Natural Gas Supplier would submit drop transaction (code 2) through the existing enrollment process and address any difference between the billed charges and what should have been billed (*as applicable*).

If the Natural Gas Supplier provides incorrect rate code on the initial form and requests to change, cancellations must be received prior to the execution of connect order, otherwise the first bill will reflect the rate provided on the form. To update/change the rate, the Natural Gas Supplier would submit change transaction (code 5) through the existing enrollment process and address any difference between the billed charges and what should have been billed (*as applicable*).

The Natural Gas Supplier agrees to pay Columbia Gas the sum of \$34.50 per premise/PSID. The charges for this service will be applied to the Natural Gas Suppliers' monthly invoice. There is a maximum amount of transactions that will be performed per month; five premise PSID(s) per month (1st come 1st served). Transactions will not roll over from month to month.

The Natural Gas Supplier will receive enrollment confirmation in their Response (RSP) file; customer tax exemption will follow the same process once the enrollment occurs.