

Columbia Gas of Maryland Transportation Service

Successful Completion of a Transportation Service Application & Agreement

The "Transportation Service Application & Agreement (TSAA)" is an essential agreement between the customer and Columbia Gas of Maryland (CMD). The TSAA is an agreement required by CMD that indicates the customer's understanding of the switch from Sales Service to Transportation Service. A correctly executed TSAA contains information, which is critical to Transportation Service.

Documents required by CMD for Transportation Service

- "Transportation Service Application & Agreement (TSAA) " (5 pages)

Documents required by CMD for specific Transportation situations

- "Multiple facilities/meters" form is required if the customer is adding more than one facility or meter. Only one Transportation Service Addendum is required to be completed if a customer is adding more than one meter or facility and listing the facilities/meters on the multiple meter form.

Due date – 1st of each month

All forms must be received by CMD in completed, legible form via fax or .pdf file by email. All forms are due by the 1st of each month for gas flow to begin the following month. If the 1st falls on a holiday or weekend, the deadline is the business day PRIOR to the 1st. If a contract is not completed properly, it will not be processed and it will be returned to the Agent.

Updating information

New TSAA is required when (but not limited to):

- Legal Entity/Business Owner, Business Name, Customer Notices section changes
- Change of agents
- A new agreement is necessary to comply with the tariff
- Addition of a new customer facility
- Change in type of Transportation Service (ex. Aggregation to Stand Alone or Stand Alone to Aggregation) (no change in agent)

Availability of Forms

The "Transportation Service Application & Agreement", and the "Multiple facilities/meters" forms are available on the CMD agent web site (www.nisourcesuppliers.com). Forms can also be obtained by contacting your Transportation Analyst.

Checklist for Completing "Transportation Service Application & Agreement"

Beginning at the top of the agreement form, the following are required action items to be completed before submitting to Columbia Gas of Maryland:

(Check off the items as each is completed)

Data at top of the page

<u>Completed</u>	<u>Action item</u>
_____	Nom Group number (if applicable)
_____	Customer's legal entity or corporate name
_____	Customer's dba (if applicable)
_____	Customer's billing address
_____	Customer's billing contact name
_____	Customer's e-mail address and
_____	Phone/Fax number (with area code)

(This section should be filled out using the Customer's accounts payable information. If invoices are to be mailed to an Agent/3rd Party, a "Request for Mailing Address Change" form must also be completed.)

Data in text of the agreement

_____ Customer's legal or corporate name

DO NOT COMPLETE

Contract number
Date of the contract

**Checklist for Completing
"Transportation Service Application & Agreement" (page 2)**

Beginning at the top of the form, the following are required action items to be completed before submitting to Columbia Gas of Maryland:

Customer contact section

Please note that this section must contain complete information for two contacts, with one contact at the facility itself.

_____	Contact name
_____	Telephone number at work
_____	24-hour contact telephone number (cell, pager or home telephone number)

Signature

_____	Customer signature and title
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Checklist for Completing "Transportation Service Addendum" form

Beginning at the top of the "General Transportation Addendum" form, the following are required action items to be completed before submitting to Columbia Gas of Maryland:

Completed

Action item

Section B.

Facility address (street, city, state, zip code)
PCID from the customer's bill unless a "Multiple Facility/Meter"
form is being completed

Section C.

Type of Business
(This information will help to determine if the account is
human needs.)

Section D.

Human Needs Facility, Alternate Fuel Type and Percentage,
January Max Day (if grain dryer, asphalt plant, or power
generator), Maximum Daily Quantity (MDQ), Annual Quantity,
and Standby Service Daily and Annual.
(This information also should be included on multiple
facilities/meters form, if applicable)

Customer Notices box

Customer Notices mailing address for contract, including DBA
(if applicable), contact name, title, telephone and fax numbers,
and e-mail address

(This section should contain the Customer's mailing address,
no Agent or 3rd Party information will be accepted.)

Signature section

Customer signature, printed name, title

**Checklist for Completing
"Appointment of Agent" form (Page 1)**

Beginning at the top of the "Appointment of Agent" form, the following are required action items to be completed before submitting to Columbia Gas of Maryland:

Completed	Action item
_____	Customer - Corporate Name
_____	Natural Gas Supplier (NGS) - Corporate Name
_____	Type of Transportation Service (check one only)
_____	Customer initials for type of service (initial one only)

"Appointment of Agent" form (Page 2)

Beginning at the top of 2nd page of the "Appointment of Agent" form, the following are required action items to be completed before submitting to Columbia Gas of Maryland:

Completed	Action item
_____	PCID numbers for each customer account to be served by the agent Customer (Authorized Employee Information). Customer's authorized employee's signature, printed name, title, telephone and fax numbers, address, e-mail address and date of Customer's signature.

_____	Agent (Authorized Employee Information). Agent's authorized employee's signature, printed name, title, telephone and fax numbers, address, e-mail address and date of Agent's signature.