

Columbia Gas of Pennsylvania Distribution Service

Successful Completion of a General Distribution Application & Agreement

The "General Distribution Application & Agreement (GDAA)" is an essential agreement between the customer and Columbia Gas of Pennsylvania (CPA). The GDAA is an agreement required by CPA that indicates the customer's understanding of the switch from sales service to distribution service. A correctly executed GDAA contains information, which is critical to Distribution Service.

Documents required by CPA for Distribution Service

- "General Distribution Application & Agreement (GDAA) " (5 pages)

Document required by CPA if an existing customer is changing agents

- "General Distribution Addendum to Appoint Agent" (2 pages)

Documents required by CPA for specific distribution situations

- "Multiple facilities/meters" form is required if the customer is adding more than one facility or meter. Only one General Distribution 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.

Additional forms for Transportation Service

- If the customer is electing Direct Payment (Checkfree).
- If the customer is requesting their invoices be mailed to a 3rd party, please complete the [Request for Mailing Address Change](#) form.

Due date – 1st of each month

- All pages of the agreement must be received by Columbia in a completed, legible form with all authorized signatures by the 1st of each month (3rd party signatures will not be accepted) 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 Supplier. Columbia utilizes DocuSign when possible and the use of DocuSign is encouraged. We will also accept, e-mailed, scanned, or faxed copies.

Updating information on the Transportation Distribution Agreement:

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

- Legal Entity/Business Owner, Business Name, Customer Notices section changes
- Significant increase/decrease in customer load
- Addition of a new customer facility

New Appointment of Agent form is required when:

- Change of Agents

Availability of forms

- The "General Distribution Application & Agreement", "General Distribution Addendum to Appoint Agent" and the "Multiple facilities/meters" forms are available on the Supplier web site (www.nisourcesuppliers.com). Forms can also be obtained by contacting your Gas Distribution Account Specialist.

Steps for completing the Transportation Service Agreement:

Beginning on page 1 of the agreement, the following are required items to be completed before submitting to Columbia Gas of Pennsylvania:

(Check off the items as each is completed)

Page 1:

<u>Completed</u>	<u>Action item</u>
_____	Effective Billing Month/Year
_____	Nom group number (if applicable)
_____	Legal Entity/Corporation name (Customer)
_____	Customer's DBA (if applicable)
_____	Customer's billing address
_____	Customer's billing contact name
_____	Customer's e-mail address name 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

_____	Flow day, month, and year
_____	Legal Entity/Corporation name (Customer)

DO NOT COMPLETE

Contract number

Page 2:

Completed

Action item

Effective Billing Month/Year
Nomination Group

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

Contact name, Email Address
Telephone number at home, 24-hour telephone number (cell, home, pager)

Signature

Customer signature and title

Page 3:

Completed

Action item

Section A.

Other Point(s) of Receipt, if applicable

Section B.

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

Section C.

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

Section D.

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

Completed

Action item

“Customer Notices” box

Customer Notices mailing address for contract, Company Name, including DBA (if applicable), address with city, state and zip, attention 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

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 Pennsylvania:

<u>Completed</u>	<u>Action item</u>
_____	Effective Billing Month/Year
_____	Nomination Group
_____	Customer – Corporate/Legal Entity Name
_____	Natural Gas Supplier (NGS) – Agent
_____	Type of Gas Distribution Service (Stand Alone or Agg – Check one)
_____	Customer initials for type of service (initial one only)
_____	Elective Balancing Service (EBS) Election. Option 1 for Full
_____	Balancing Service (FBS) or Option 2 for Monthly Cash Out (MCO).

Appointment of Agent" form (Page 2)

Beginning at the top of page 5 of the "Appointment of Agent" form, the following are required action items to be completed before submitting to Columbia Gas of Pennsylvania:

<u>Completed</u>	<u>Action item</u>
<hr/>	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 (no 3 rd party signatures)
<hr/>	
<hr/>	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.