

Columbia Gas of Virginia
Gas Transportation and Sales Support

Successful Completion Form of Service Agreement

The Form of Service Agreement for Gas Transportation Service is an essential agreement between the customer and Columbia Gas of Virginia (CVA). The agreement is required by the tariff and acknowledges the customer understands of the switch from sales to transportation service. A correctly executed Form of Service Agreement for Gas Transportation contains information which is critical to transportation service. Original documents must be submitted to Columbia for processing.

Documents required by CVA for Gas Transportation Service for New Customers*

- *Form of Service Agreement for Gas Transportation, Attachment A (Customer Emergency Contact Information and Invoice Billing Address), Contract Data Addendum of Service Agreement for TS1 and TS2, Appointment of Agent and Acknowledgement of Service Form for Rate Schedules TS1, TS2, and LVTS (total of 6 pages).*

Documents required by CVA if Customer is Changing Agents

- *Appointment of Agent and Acknowledgement of Service Form. In order to only submit this form, the customer must already have the **Form of Service Agreement 6 pages** on file that was effective February 1, 2016.*

Documents required by CVA if Customer is Changing Rates, Service Selections, or Alternate Fuel Data

- *Contract Data Addendum to Service Agreement for TS1 and TS2 by April 1 in order for change to be effective preceding November billing cycle. In order to only submit this form, the customer must already have the **Form of Service Agreement (6 pages)** on file that was effective February 1, 2016.*

Due date – 1st of each month

- All materials must be received by CVA in completed, legible form with all appropriate signatures by the 1st of each month for gas flow to begin the following month. Faxed or scanned copies will be accepted. No exceptions to this date will be made. 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 for the current flow month, and it will be returned to the Marketer.

**Effective with the CVA Tariff approved on February 1, 2016, any new gas transportation customer must have an EFC installed and operational before the customer can be enrolled in Gas Transportation Service.*

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New service agreement is required when (but not limited to)...

- Legal Entity/Business owner changes
- Legal business name changes
- A new agreement is necessary to comply with the tariff

Availability of Forms

Form of Service Agreement, Attachment A, Contract Data Addendum, and Appointment of Agent and Acknowledgement of Service forms are available on the CVA marketer web site (www.columbiasuppliers.com). Forms can also be obtained by contacting your Gas Transportation Analyst.

**Checklist for Completing
“Form of Service Agreement for Gas Transportation”
for Columbia Gas of Virginia**

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

(Check off the items as each is completed)

Data in text of the agreement

_____ Customer's legal or corporate name
_____ Customer's signature
_____ Customer's title

**DO NOT COMPLETE:
Date of the contract**

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**Checklist for Completing
“Attachment A Form of Service Agreement TS1/TS2 for Gas Transportation Service”
for Columbia Gas of Virginia**

_____ Business name
_____ Facility Address
_____ PCID

Emergency Contact Names (Please list TWO names)

	Contact 1	Contact 2
Contact Name	_____	_____
Home Phone	_____	_____
Business Phone	_____	_____
24-hr/Cellular Phone	_____	_____
Fax Number	_____	_____
E-Mail Address	_____	_____

Invoice Billing Address

(This section should be filled out using the facility’s accounts payable information)

_____ Attention
_____ Address (where invoice to be sent to)
_____ Telephone (including area code)
_____ Fax number
_____ E-Mail

Signature section

_____ Customers Signature
_____ Printed Name
_____ Title

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**Checklist for Completing
“Contract Data Addendum to Service Agreement” form**

Beginning at the top of the “Contract Data Addendum” form, the following are required action items to be completed before submitting to Columbia Gas of Virginia:

Section A.

_____ Other Point(s) of Receipt (TCO and or TRANSCO)

Section B.

_____ Facility address (street, city, state, zip code)
_____ PCID from customer bill
_____ PSID from tariff bill or Aviator

Section C.

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

Section D.

_____ Rate Selection
_____ Alternate fuel type and percentage
_____ Firm banking and balancing option (Yes or No) (Subject to approval by company)
_____ Daily cash-out option (Yes or No)
_____ Monthly bank tolerance percentage
_____ Standby service quantity in DTH if applicable (Subject to approval by company)
_____ Demand polling service election (Yes or No)

Customer Notices

_____ Company name (including DBA if applicable), mailing address, telephone and fax numbers, and e-mail address. Third party information will not be accepted in this selection,

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Signature section

_____ Customer name
_____ Customer signature, printed name, title

**Checklist for Completing
*Appointment of Agent and Acknowledgement of Service Form***

Beginning at the top of the *Appointment of Agent and Acknowledgement of Service form*, the following are required action items to be completed before submitting to Columbia Gas of Virginia:

Completed	Action Item
_____	Customer corporate name
_____	Marketer corporate name
_____	Type of gas transportation service (choose Aggregation or Non-Aggregation Service)
_____	Customer initials for type of service
_____	PCID numbers for each customer account to be served by the agent Customer's authorized employee's signature, printed name, title, telephone and fax numbers, address, e-mail address and date of customer signatory
_____	Agent's authorized employee's signature, printed name, title, telephone and fax numbers, address, e-mail address and date.