



bgeSM

AN EXELON COMPANY

Excess Generation Accrual Election Form - Customer Guidelines

1. When a customer applies for Community Solar and/or Net Metering Interconnection and is provided Permission to Operate (PTO), the default pay-out method for any excess generation is automatically set to the 12-Month Accrual method.
 - a. **12-month Accrual:** Annual pay-out option. Excess generation is paid out based on the account balance after the April meter reading.
 - b. **Indefinite Accrual:** No annual pay-out option. Excess generation is paid out only upon closure of customer account.
2. If the customer chooses to change their accrual method election, an Excess Generation Accrual Election Form can be filled out. The form must be completed entirely and emailed to GPCteam@bge.com
 - a. For Net Metering, customers can submit the Excess Generation Accrual Election Form in the beginning of their submission of Interconnection Application documents or after Permission to Operate (PTO) has been granted.
3. BGE will confirm receipt of Excess Generation Accrual Election Form submissions to email address(es) provided on the form.
 - a. **IMPORTANT:** Email addresses provided on the form will be used to communicate any missing or incorrect information
4. BGE will update the customer's account to reflect the customer's accrual election.
 - a. BGE will use the choice in effect on March 1 for the annual pay-out that is done in April.
 - b. Changes made on or after March 1 will go into effect the following year.
 - c. Once a customer elects Indefinite Accrual, the customer must wait 12 months before being able to switch to 12-Month Accrual.
 - d. Under both methods, excess generation will offset future usage until pay-out is triggered based on the method selected on this form.
 - e. Excess generation is paid out to the customer at the rate charged for the electricity commodity only, exclusive of distribution, transmission, or other non-commodity charges.

Form Completion Instructions

Account Holder:

- A valid form needs to be **completely filled** out and include the customer's name, account number, electric choice ID, election(s), and signature.
 - The Account Holder First Name and Last Name on the form needs to match the name of the main customer or financially responsible party linked to the account in BGE's billing system.
 - Account Holder Email is optional and will be used for clarification and/or confirmation.
 - If the form is not valid e.g., invalid First and/or Last Name, invalid Account Number, invalid Electric Choice ID, or missing signature, an email will be sent back to the submitter requesting a valid form.
- The Account Holder must sign the form regardless of the entity submitting the form.
 - Hand-Written (i.e., Wet) or electronic signatures are acceptable.

- Electronic signatures need to be done using electronic signature software like Adobe Sign, DocuSign, or Sertifi.

Accrual Method:

- There are separate Accrual Method Elections for Community Solar and Net Metering.
 - An Account Holder can utilize this form for making an Accrual Method selection for Community Solar, Net Metering or both.
 - The selections can be for different or the same Accrual Methods.

Third-Party Representative:

- Authorization box **MUST** be checked if the customer elects to have a third-party representative make changes to their excess generation accrual method.

Submitting Accrual Form:

- Accrual forms are required for each customer who wants to change their accrual method.
- For Subscriber Organizations who will have changes for multiple subscribers, the Bulk Form spreadsheet is required along with each subscriber's accrual form.
- Any Bulk Form submissions for more than 10 customers will require submitting via zipped file and/or OneDrive.
- All accrual forms and bulk spreadsheets should be emailed to GPCteam@bge.com.