



Solar Garden Billing/Mailing Address – Change Request Form

Purpose: To update the mailing address for a solar garden within Xcel Energy's companywide billing system that both of the following will be sent to:

1. Final interconnection costs: true-up invoice or check
2. All ongoing and standard monthly Xcel Energy bills for house power at the garden site

Instructions:

1. Provide all below information to complete form. If address is not changing, please repeat the correct address so we can ensure your mail will reach you.
2. Save the PDF – leave "Billing/Mailing" in the title, this is how we locate this form!
3. Email completed form to BSC@xcelenergy.com, SolarRewardsCommMN@xcelenergy.com and upload to portal.
4. Xcel Energy's Business Solutions Center will update mailing address in our billing system for you

SRC#: _____ Garden Name: _____

*Each SRC# has its own account in our billing system and requires a separate Request Form.

Please provide the following:	Previously	New
Account Number		(Will not change)
Premise Number		(Will not change)
Tax ID		(Will not change)
Entity Name (Payee) Limit 1 line (NO Care Of)		
Mailing Street Address		
Mailing City, State, Zip		

Primary Application Manager: _____

Printed Name: _____ Date: _____

Internal use only:

BSC representative to update CRS customer inquiry page overview tab with information in "New" column:

1. Entity Name (Payee) = Consumer
 2. Mailing Street Address, City, State Zip = Postal address
- Premise # and physical site address/location WILL NOT CHANGE