



Active Solar Garden Billing/Mailing Address – Change of Ownership Request Form

Purpose: to update the mailing address and ownership details (when the entity name and Tax ID are changing) for an active solar garden within Xcel Energy’s billing system that both of the following will be sent to:

1. All ongoing and standard monthly Xcel Energy bills for house power at the garden site
2. Final interconnection cost true-up invoice or check (if outstanding)

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, SRCMN@xcelenergy.com and upload to portal.
4. Xcel Energy’s Business Solutions Center will update mailing address in our billing system for you.

Garden Operator to complete:

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		BSC will determine a new Account Number
Premise Number		
Tax ID		
Entity Name (Payee) Limit 1 line (NO Care Of)		
Mailing Street Address		
Mailing City, State, Zip		

*A \$7 processing fee will automatically be assigned to the new account and billed through the standard monthly bill.

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