



Fergus Falls, Minnesota

Section 1.05 CONTRACTS, AGREEMENTS AND SAMPLE FORMS

The following contracts, agreements and sample forms are listed in Section 1.05:

- Electric Service Agreement, Sheet No. 2
- Irrigation Electric Service Agreement, Sheet No. 3
- Outdoor Lighting and Municipal Services Agreement, Sheet No. 5
- Summary Billing Service Contract, Sheet No. 8
- Guarantee in Lieu of Deposit, Sheet No. 9
- Controlled Service Agreement Waiver, Sheet No. 10
- Standard Electric Service Statement, Sheet No. 11
- ~~Adjusted~~Commercial Electric Service Statement, Sheet No. 13
- Notice of Proposed Disconnection, Sheet No. 15
- Customer Deposit Refund Letter, Sheet No. 17
- Customer Deposit Receipt, Sheet No. 18
- Even Monthly Payment Brochure, Sheet No. 19
- Ready Check Brochure, Sheet No. 21

[Current contracts, agreements and sample forms can be found on our website at
otpc.com/SDForms.](http://otpc.com/SDForms)



Fergus Falls, Minnesota

South Dakota P.U.C. Volume II
General Rules and Regulations – Section 1.05
ELECTRIC RATE SCHEDULE
Contracts, Agreements and Sample Forms

~~SeventhSixth~~ Revised Sheet No. 11 Cancelling ~~SixthFifth~~ Revised Sheet No. 11

(Continued)

STANDARD ELECTRIC SERVICE STATEMENT

Page 1 of 1



Questions about your bill?
Call: 800-257-4044 or 218-739-8877
Write: PO Box 2002, Fergus Falls MN 56538-2002
Visit: otpc.com



PAY ONLINE
Scan the QR code or visit otpc.com.

PAY BY PHONE
Call 800-257-4044. You'll need your account number and service location zip code.

YOUR ACCOUNT SUMMARY	
Customer name	First and last name
Service location	123 Anywhere St Anywhere ST 12345
Account number	12345678
Due date	Monday, November 14, 2022
Billing date	Monday, October 17, 2022
Previous balance	\$150.00
Payments	(\$150.00)
Other billing activity	\$2.86
Current EMP amount	\$150.00
Total amount due	\$152.86

EVEN MONTHLY PAYMENT (EMP) STATUS

EMP balance forward	\$127.25
Current billing amount	\$222.09
Current EMP amount	\$150.00
8-month EMP balance after payment	\$199.34

CONSUMPTION HISTORY ACCOUNT 12345678



ENERGY USAGE INFORMATION

This month 2,250 kWh	Days in billing cycle 30
Avg kWh per day 75	Avg daily cost \$7.40

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

Check for mailing address change (see reverse side)

21824281 6 000015286 19

FIRST AND LAST NAME
1234 ELM ST E
ANYWHERE ST 56537-0496

243

Please make check payable and remit to:
Otter Tail Power Company
PO Box 2002
Fergus Falls, MN 56538-2002

Stock purchase \$ _____
Energy Share donation \$ _____

COPY - DO NOT PAY
This is a Ready Check account. The amount paid by your bank this month was \$152.86.

Total amount due	
November 14, 2022	\$152.86
Amount enclosed	
\$	

12345678-1 \$152.86 EMP

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
Date Filed: **June 21, 2019**
Approved by order dated: **July 9, 2019**
Docket No. EL23-18-021

Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after **August 1, 2019**, in South Dakota



Fergus Falls, Minnesota

South Dakota P.U.C. Volume II
General Rules and Regulations – Section 1.05
ELECTRIC RATE SCHEDULE
Contracts, Agreements and Sample Forms

Seventh~~Sixth~~ Revised Sheet No. 11 Cancelling Sixth~~Fifth~~ Revised Sheet No. 11

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Check for mailing address change (see reverse side)

Stock purch via Ready Check: \$30.00

Energy Share Donation \$



21824481 2 000021000 16

OTTER TAIL POWER COMPANY
PO BOX 2002
FERGUS FALLS MN 56538-2002

MARY CUSTOMER
1234 ELM ST W
ANYTOWN, SD 57252

14

Due Date: Sep 13, 2019
Amount Due: \$210.00

This is a Ready Check account. The amount paid by your bank this month was \$240.00 including stock purchase.

Your payment is recorded upon receipt. Please allow sufficient mailing time. COPY-DO NOT PAY 21824481-2 \$210.00 EMP

Status of Your Account



Account Number: 21824481

MARY CUSTOMER
1234 ELM ST W
ANYTOWN, SD 57252

Previous Payment: 02/11/19 240.00

We're here to answer any questions, concerns, or complaints you might have about your bill. Call us at 800-257-4044 or 218-739-8877.

Billing Date: Aug 16, 2019

Current EMP: 210.00
Amount Due: \$210.00

Write our office at:
PO BOX 2002
FERGUS FALLS MN 56538-2002

If payment is not credited to your account by Sept 18, 2019, a late payment charge of 1.5% (18% per year) plus \$2.00 will be charged.

Even Monthly Payment Status

www.otpco.com

Current EMP payment due: 210.00
Credit balance interest: 0.01 CR
Your month 12 EMP Balance after payment: 674.56 Credit

Account Detail (21824481)

01. Residential Serv Sum

Table with 4 columns: Reading, Date, Reading, Date. Rows include 08/14/19, 07/16/19, Kilowatt Hours Used, Customer Charge, Energy Adjustment, 239 kWh at .02348, 223 kWh at .02457.

02. Small Dual Fuel Sum

Table with 4 columns: Reading, Date, Reading, Date. Rows include 08/14/19, 07/16/19, Kilowatt Hours Used, Customer Charge, 29 Facilities Charge, Energy Adjustment, 604 kWh at .02348, 564 kWh at .02457.

03. Other Charges/Credits

Table with 2 columns: Description, Amount. Rows include Energy Efficiency Adj (2.53), Transmission Cost (3.85), Recovery (7.20), Sales Tax.

Total:(01) 49.50

Total:(02) 58.50

Total:(03) 13.58

Customer Charge and Fixed Facilities Charge are prorated based on Fixed Monthly Charge x 12/365 x days in billing period. For more information refer to www.otpco.com.

*P Indicates Prorated Billing

Current Billing: 121.67

More account information on back.

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Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after August 1, 2019, in South Dakota



Fergus Falls, Minnesota

South Dakota P.U.C. Volume II
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Contracts, Agreements and Sample Forms

SixthFifth Revised Sheet No. 12 Cancelling FifthFourth Revised Sheet No. 12

(Continued)

Table with columns for billing activity, residential services, controlled service, and other charges. Includes QR code and customer notices section.

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
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Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after February 1, 2019, in South Dakota



Fergus Falls, Minnesota

South Dakota P.U.C. Volume II
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~~Sixth/Fifth~~ Revised Sheet No. 12 Cancelling ~~Fifth/Fourth~~ Revised Sheet No. 12

(Continued)

Change of mailing address:

14-10-1001-21824481 \$210.00

PHONE # () _____

PAYING BY CREDIT CARD?

KUBRA processes our credit card and one-time payments. It has a payment limit of \$700 per transaction and charges a \$2.25 convenience fee per transaction. Our company does not profit from the convenience fee.

To pay by credit card call 800-257-4044 or 218-739-8877 or visit www.otppco.com. You'll need your Otter Tail Power Company account number and service location ZIP code.

We accept VISA, MasterCard, Discover cards.

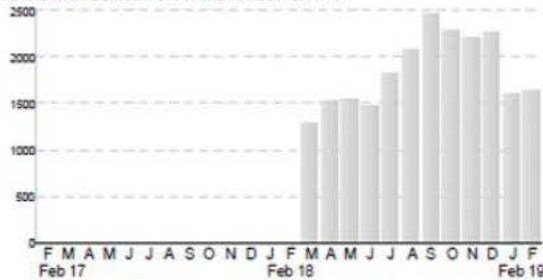
PLEASE DO NOT WRITE CREDIT CARD INFORMATION ON YOUR BILL STUB.

Sign up now to save on cooling costs next summer. With CoolSavings we cycle your central cooling system during peak periods.

You stay cool and receive a \$7-a-month credit June through September. Call 800-493-3700

Your KWH Usage at a Glance

TOTAL KWH USAGE FOR THE LAST 25 MONTHS



Average kwh per day: 16
Average daily cost: 1.81
Current billing days: 29

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
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Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after ~~February 1, 2019~~, in South Dakota



Fergus Falls, Minnesota

South Dakota P.U.C. Volume II
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~~Seventh, Sixth~~ Revised Sheet No. 14 Cancelling ~~Sixth, Fifth~~ Revised Sheet No.

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14

Check for mailing address change
(see reverse side)

Energy Share Donation \$ _____



21824521 5 000006197 14

OTTER TAIL POWER COMPANY
PO BOX 2002
FERGUS FALLS MN 56538-2002



JOHN CUSTOMER
1234 FIR AVE E
ANYTOWN, SD 57252

14

Due Date: Sept 16, 2019

Amount Due: \$54.22

Your payment is recorded upon receipt.
Please return this stub with your payment.

Please allow sufficient mailing time.

21824521-5 \$61.97

Status of Your Account

ADJUSTED BILL

Account Number: 21824521

JOHN CUSTOMER

1234 FIR AVE E
ANYTOWN, SD 57252

Previous Payment:
12/10/18 53.46

Current Billing: 61.97

Amount Due: \$61.97

We're here to answer any questions,
concerns, or complaints you might
have about your bill.
Call us at 800-257-4044 or 218-739-8877.

Billing Date: Aug 19, 2019

Write our office at:
PO BOX 2002
FERGUS FALLS MN 56538-2002

If payment is not credited to your account
by Sept 16, 2019, a late payment charge
of 1.5% (18% per year) plus
\$2.00 will be charged.

www.otpco.com

Account Detail (21824521)

01. Residential Serv Summer

PA 07/13/19 Reading	4963
08/15/19 Reading	4506
Kilowatt Hours Used	457
Customer Charge	
(10.00 x 12/365) x 28	9.21
457 kWh at .07594	34.70
Energy Adjustment 277	
kWh at .02556	7.09
180 kWh at .02314	4.15

02. Other Charges/Credits

Energy Efficiency Adj	0.71
Transmission Cost Recovery	2.80
Sales Tax	3.31

Total:(01) 55.15

Customer Charge and Fixed Facilities Charge
are prorated based on Fixed Monthly Charge x
12/365 x days in billing period. For more
information refer to www.otpco.com.

*P Indicates Prorated Billing
*A Indicates Adjusted Bill

Total:(02) 6.82

Current Billing: 61.97

More account information on back.

SOUTH DAKOTA PUBLIC
UTILITIES COMMISSION

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Docket No. EL23-18-021

Bruce G. Gerhardson
Vice President, Regulatory
Affairs

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SixthFifth Revised Sheet No. 14 Cancelling FifthFourth Revised Sheet No. 14

(Continued)

Table with columns for billing activity, calculations, and meter charges. Includes sections for 'PAYMENT AND OTHER BILLING ACTIVITY', 'HOW WE CALCULATED YOUR BILL', and 'CURRENT BILLING AMOUNT'. Also contains a QR code and a 'Customer Notices' placeholder.

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
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EFFECTIVE with bills rendered on and after February 1, 2019, in South Dakota



Fergus Falls, Minnesota

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~~Sixth/Fifth~~ Revised Sheet No. 14 Cancelling ~~Fifth/Fourth~~ Revised Sheet No. 14

(Continued)

Change of mailing address: _____

PHONE # () _____

14-10-1001-21824521 \$55.35

PAYING BY CREDIT CARD?

KUBRA processes our credit card and one-time payments. It has a payment limit of \$700 per transaction and charges a \$2.25 convenience fee per transaction. Our company does not profit from the convenience fee.

To pay by credit card call 800-257-4044 or 218-739-8877 or visit www.otpc.com. You'll need your Otter Tail Power Company account number and service location ZIP code.

We accept VISA, MasterCard, Discover cards.

PLEASE DO NOT WRITE CREDIT CARD INFORMATION ON YOUR BILL STUB.

Online bill payment not for you?
Signup for Ready Check automatic payments, pick your date, and we'll take care of the rest.

Schedule a furnace maintenance check and plan to change filters regularly.
You'll save energy!

Complete a Bill Analyzer home profile at www.otpc.com and receive a personal report showing you ways to save energy.

Your KWH Usage at a Glance

TOTAL KWH USAGE FOR THE LAST 25 MONTHS



Average kwh per day: 15
Average daily cost: 1.13
Current billing days: 31

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
Filed on: ~~December 26, 2018~~
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Bruce G. Gerhardson
Vice President, Regulatory Affairs




EFFECTIVE with bills rendered on and after ~~February 1, 2019~~, in South Dakota



Fergus Falls, Minnesota

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NOTICE OF PROPOSED DISCONNECTION

 <p>Questions about your bill? Call: 800-257-4044 or 218-739-8877 Write: PO Box 2002 Fergus Falls MN 56538-2002 Visit: otpc.com</p>		<h3>NOTICE OF PROPOSED DISCONNECT</h3> <p>First and last name</p> <p>Address subject to disconnect 1234 Anywhere St Anywhere ST 12345</p> <p>Account number 12345678</p> <p>Disconnect date Thursday, December 22, 2022</p> <p>Disconnect amount \$682.45</p> <p>Total amount due \$1,776.26</p>	
		<h3>DISCONNECT NOTICE</h3> <p>ACT IMMEDIATELY TO AVOID DISCONNECT.</p> <p>Your account is past due and subject to disconnect after 10 a.m. on Thursday, December 22, 2022.</p> <p>Please provide payment of \$682.45 online, by phone, or by mail to avoid disconnect.</p> <p>If your electric service is disconnected, you're responsible for payment of the disconnect amount, current amount, usage up to the date of disconnect, and any reconnection charges. A security deposit may also be required.</p> <p><i>Please note, if you have a pending disconnect in effect, it may be acted upon prior to the stated disconnect date on this notice.</i></p>	
<p>If you have questions or would like to discuss possible payment arrangements, call us at 1-800-257-4044 or 218-739-8877 between 8 a.m. and 5 p.m. Monday-Friday.</p> <p>We encourage you to also reach out to the South Dakota Energy Assistance Program at 800-233-8503 to ask about their programs if you expect to have financial challenges for the foreseeable future.</p> <p>Anyone with an unresolved dispute may request appeal and mediation from the South Dakota PUC, Capitol Bldg, Pierre, SD 57501 or call 605-773-3201 or 1-800-332-1782.</p>		<p>DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT</p> <p>Please make check payable and remit to: Otter Tail Power Company PO Box 2002 Fergus Falls, MN 56538-2002</p> <p><input type="checkbox"/> Check for mailing address change (see reverse side)</p> <p>12345678 1 000177626 19</p> <p>Disconnect amount due Thursday, December 22, 2022 \$682.45</p> <p>Total amount due \$1,776.26</p> <p>Amount enclosed \$</p> <p>12345678</p>	
 <p>215 S Cascade Fergus Falls, MN 56537</p>		<p>243</p> <p>FIRST AND LAST NAME 1234 ANYWHERE ST ANYWHERE ST 12345</p>	

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EFFECTIVE with bills rendered on and after ~~February 1, 2019~~, in South Dakota



Fergus Falls, Minnesota

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NOTICE OF PROPOSED DISCONNECTION



21824561 3 000025736 10

OTTER TAIL POWER COMPANY
PO BOX 2002
FERGUS FALLS MN 56538-2002

MARY CUSTOMER
1234 ELM ST W
ANYTOWN, SD 57252

Total Amount Due: \$257.36
Disconnect Amount: \$157.36
Disconnect Date: Oct 26, 2015
21824561 \$257.36

DISCONNECTION NOTICE



If you have already sent your payment, please accept our thanks and disregard this notice.

YOUR ELECTRIC SERVICE AT: 1234 ELM ST W ANYTOWN, SD 57252	Account Number: 21824561
WILL BE SUBJECT TO DISCONNECTION AFTER 10 AM Oct 26, 2015 BECAUSE YOUR ACCOUNT IS PAST DUE IN THE AMOUNT OF \$157.36	MARY CUSTOMER 1234 ELM ST W ANYTOWN, SD 57252

IF FULL PAYMENT OF \$157.36 IS NOT RECEIVED AT PO BOX 2002, FERGUS FALLS, MN BEFORE 10 AM Oct 26 YOUR ELECTRIC SERVICE WILL BE SUBJECT TO DISCONNECTION.

If you have any questions about the disconnect amount or need to make arrangements for payment, call Otter Tail at 1-800-257-4044 or 218-739-8877 between 8 a.m. and 5 p.m. Monday-Friday.

Anyone with an unresolved dispute may request appeal and mediation from the South Dakota PUC, Capitol Bldg, Pierre, SD 57501 or 605-773-3201 or 1-800-332-1782.

Total Amount Due: \$257.36

If your electric service has been disconnected, the disconnect amount plus a reconnection charge will be required.
If your electric service has been disconnected, a deposit may become due.
Dates and amounts due from prior notices remain in effect.



Fergus Falls, Minnesota

(Continued)

Change of mailing address
Need your bill mailed to a different address? You can provide that address below.
Please note that to change the name or service address, you'll need to contact us at 800-257-4044.

Phone: _____



Fergus Falls, Minnesota

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~~Sixth/Fifth~~ Revised Sheet No. 16 Cancelling ~~Fifth/Fourth~~ Revised Sheet No. 16

(Continued)

PAYING BY CREDIT CARD?

KUBRA processes our credit card and one-time payments. It has a payment limit of \$700 per transaction and charges a **\$2.25 convenience fee per transaction**. Our company does not profit from the convenience fee.

~~To pay by credit card call 800-257-4044 or 218-739-8877 or visit www.otpc.com. You'll need your Otter Tail Power Company account number and service location ZIP code.~~

We accept VISA, MasterCard, Discover cards.

PLEASE DO NOT WRITE CREDIT CARD INFORMATION ON YOUR BILL STUB.

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
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