



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
- AdjustedCommercial 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

~~Eighth~~^{Seventh} Revised Sheet No. 11 Cancelling ~~Seventh~~^{Sixth} 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	
Service location	First and last name 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

MORE PAYMENT AND BILLING INFORMATION ON BACK.

If payment is not credited to your account by Nov 14, 2022, a late payment charge of 1.5% (18% per year) plus \$2.00 will be charged.

811 Call before you dig.
Call 811 or your state's One Call office before you dig.

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



215 South Cascade Street
Fergus Falls, MN 56537

21824281 6 000015286 19

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

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

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: ~~August 18, 2023~~^{September 8, 2023}
Approved by order dated: ~~December 7, 2023~~
Docket No. EL23-0217

Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after ~~January~~^{May} 1, 2024, in South Dakota

Page 11 of 23



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

~~Eighth~~^{Seventh} Revised Sheet No. 11 Cancelling ~~Seventh~~^{Sixth} Revised Sheet No. 11

(Continued)

14

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

Current EMP: 210.00

Amount Due: \$210.00

Billing Date: **Aug 16, 2019**

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

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

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.

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

www.otpc.com

Account Detail (21824481)

01. Residential Serv Sum				02. Small Dual Fuel Sum				03. Other Charges/Credits					
P	08/14/19	Reading	11824	P	08/14/19	Reading	10349						
	07/16/19	Reading	11362		07/16/19	Reading	9181	Energy Efficiency Adj		2.53			
		Kilowatt Hours Used	462			Kilowatt Hours Used	1168	Transmission Cost					
		Customer Charge (10.00 x 12/365) x 29	9.53			Customer Charge (10.00 x 12/365) x 29	9.53	Recovery		3.85			
		462 kWh at .06252	28.88			29 Facilities Charge (9.50 x 12/365) x 29	9.06	Phase-In Recovery Rider		0.00			
		Energy Adjustment	5.61			1168 kWh at .01024	11.96	Sales Tax		7.20			
		239 kWh at .02348	5.48			Energy Adjustment							
		223 kWh at .02457				604 kWh at .02348	14.19						
						564 kWh at .02457	13.85						
Total:(01)			49.50	Total:(02)			58.59	Total:(03)		13.58			
								Current Billing:		121.67			

*P Indicates Prorated Billing

More account information on back.

Customers with a new advanced meter will receive bills displaying the billing period.

Account Detail (21824481)
01. Residential Serv Sum
P Billing Period: 07/16/19 - 08/14/19

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
Date Filed: ~~August 18, 2023~~^{September 8, 2023}

Approved by order dated: ~~December 7, 2023~~
Docket No. EL23-0217

Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after ~~January~~^{May} 1, 2024, 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


~~Sixth~~^{Fifth} Revised Sheet No. 12 Cancelling ~~Fifth~~^{Fourth} Revised Sheet No. 12

(Continued)

PAYMENT AND OTHER BILLING ACTIVITY		2. Controlled Service - Interrupt - No Penalty - \$190	
Previous balance	\$150.00	Meter 78787878	
Payment 09/25/22	(\$150.00)	10/15/22 Reading estimated	15560
Late charge 10/17/22	\$2.86	09/15/22 Reading	14060
Current EMP amount	\$150.00	750 kWh @ .01024 Winter	\$7.68
TOTAL AMOUNT DUE	\$152.86	750 kWh @ .01222 Summer	\$9.17
HOW WE CALCULATED YOUR BILL		Customer Charge prorated	\$9.86
1. Residential Service - \$101		Facilities Charge prorated	\$9.37
Meter 12345678		Fuel and Purchased Power	
10/15/22 Reading estimated	56789	750 kWh @ .03154	\$23.66
09/15/22 Reading	56039	750 kWh @ .02864	\$21.48
375 kWh @ .06252 Winter	\$23.45	Energy Efficiency Adjustment	\$2.93
375 kWh @ .07594 Summer	\$28.48	Transmission Cost Recovery	\$12.78
Customer Charge prorated	\$9.86	Phase-In Recovery Rider	\$6.52
Energy Adjustment		Sales Tax	\$4.66
375 kWh @ .03189	\$11.96	Total Meter Charges	\$108.11
375 kWh @ .02895	\$10.86	3. Other Charges and Credits	
Energy Efficiency Adjustment	\$1.46	Outdoor Lighting 16 kWh	\$7.86
Transmission Cost Recovery	\$6.39	Energy Adjustment	
Phase-In Recovery Rider	\$7.41	8 kWh @ .02516	\$0.20
Sales Tax	\$4.49	8 kWh @ .02284	\$0.18
Total Meter Charges	\$104.36	Energy Efficiency Adjustment	\$0.03
		Transmission Cost Recovery	\$0.14
		Phase-In Recovery Rider	\$0.80
		Sales Tax	\$0.41
		Total Other Charges and Credits	\$9.62
		CURRENT BILLING AMOUNT	\$222.09

1. Residential Service - \$101
Meter 12345678
Billing Period:
09/15/22 - 10/15/22

Customers with a new advanced meter will receive bills displaying the billing period.



Please scan the code or visit otpc.com/mybill for an explanation of your billing terms and rates.

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: _____

Customer Notices

12345678-1




Fergus Falls, Minnesota

~~Seventh~~^{Sixth} Revised Sheet No. 14 Cancelling ~~Sixth~~^{Fifth} Revised Sheet No. 13


(Continued)



ADJUSTED COMMERCIAL ELECTRIC SERVICE STATEMENT

Page 3 of 4
12345-6789 1011 1213 1415 1617 1819 2021 2223 2425 2627 2829 3031



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


Service location	First and last name 123 Anywhere St Anywhere, ST 12345
Account number	12345678
Due date	Monday, November 14, 2022
Billing date	Monday, October 17, 2022
Previous balance	\$17,265.10
Payments	(\$17,265.10)
Other billing activity	\$0.00
Current billing amount	\$20,659.57
Total amount due	\$20,659.57

MORE PAYMENT AND BILLING INFORMATION ON BACK.

If payment is not credited to your account by Nov 14, 2022, a late payment charge of 1.5% (18% per year) plus \$2.00 will be charged.

811 Call before you dig.
Call 811 or your state's One Call office before you dig.

CONSUMPTION HISTORY ACCOUNT 12345678



ENERGY USAGE INFORMATION

This month

229,700
kwh

Days in
billing cycle

30


Total
metered kW

627.3

Avg daily
cost

\$688.65

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT



215 South Cascade Street
Fergus Falls, MN 56537

12345678 1 002065957 19

FIRST AND LAST NAME
1234 ELM ST E
ANYWHERE ST 56537-0498

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

Stock purchase \$ _____

Energy Share donation \$ _____

Total amount due	November 14, 2022	\$20,659.57
Amount enclosed		
\$		

12345678-1 \$20,659.57

SOUTH DAKOTA PUBLIC
UTILITIES COMMISSION
Filed on: ~~August 18, 2023~~^{June 21, 2019}
Approved by order dated: ~~July 9, 2019~~
Docket No. EL~~23-02148-021~~

Bruce G. Gerhardson
Vice President, Regulatory
Affairs

EFFECTIVE with bills
rendered on and after
~~May 1, 2024~~^{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. 14 Cancelling ~~Sixth/Fifth~~ Revised Sheet No. 13

(Continued)

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.

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

www.otpco.com

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.

Billing Date: Aug 19, 2019

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
Filed on: ~~August 18, 2023~~ ~~June 21, 2019~~
Approved by order dated: ~~July 9, 2019~~
Docket No. EL~~23-021~~ ~~18-021~~

Bruce G. Gerhardson
Vice President, Regulatory
Affairs

EFFECTIVE with bills
rendered on and after
~~May 1, 2024~~ ~~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

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

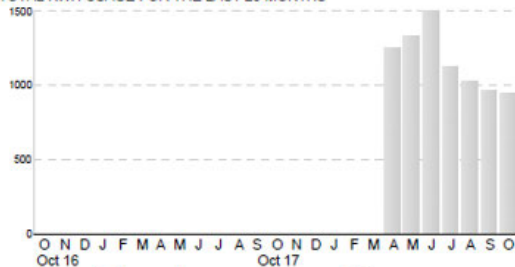
Online bill payment not for you?
Signup for Ready Check automatic payments, pick your date, and we'll take care of the rest.

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

Complete a Bill Analyzer home profile at www.otpco.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: ~~August 18, 2023~~ ~~December 26, 2018~~
Approved by order dated: ~~Dec. 28, 2018~~
Docket No. EL~~23-02148-031~~

Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after ~~May 1, 2024~~ ~~February 1, 2019~~, in South Dakota




Fergus Falls, Minnesota


(Continued)

NOTICE OF PROPOSED DISCONNECTION

Page 3 of 4 9 10 11 12345-PPR155 US



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.

NOTICE OF PROPOSED DISCONNECT

First and last name	
Address subject to disconnect	
1234 Anywhere St Anywhere, ST 12345	
Account number	12345678
Disconnect date	
Thursday, December 22, 2022	
Disconnect amount	\$682.45
Total amount due	\$1,776.26

DISCONNECT NOTICE
ACT IMMEDIATELY TO AVOID DISCONNECT.

Your account is past due and subject to disconnect after 10 a.m. on Thursday, December 22, 2022.

Please provide payment of \$682.45 online, by phone, or by mail to avoid disconnect.

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.

Please note, if you have a pending disconnect in effect, it may be acted upon prior to the stated disconnect date on this notice.

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.

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.

Anyone with an unresolved dispute may request appeal and mediation from the South Dakota PUC, Capitol Bldg, 500 E. Capitol Ave., Pierre, SD 57501 or call 605-773-3201 or 1-800-332-1782.

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

OTTER TAIL POWER COMPANY
215 S Cascade
Fergus Falls, MN 56537

Check for mailing address change (see reverse side)

12345678 1 000177626 19

FIRST AND LAST NAME
1234 ANYWHERE ST
ANYWHERE ST 12345

243

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

Disconnect amount due
Thursday, December 22, 2022
\$682.45
Total amount due
\$1,776.26
Amount enclosed
\$

12345678

SOUTH DAKOTA PUBLIC UTILITIES COMMISSION
Filed on: ~~August 18, 2023~~~~December 26, 2018~~
Approved by order dated: ~~Dec. 28, 2018~~
Docket No. EL~~23-02148-031~~

Bruce G. Gerhardson
Vice President, Regulatory Affairs

EFFECTIVE with bills rendered on and after ~~May 1, 2024~~~~February 1, 2019~~, in South Dakota



Fergus Falls, Minnesota

(Continued)

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

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

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

(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: _____

SOUTH DAKOTA PUBLIC
UTILITIES COMMISSION
Filed on: ~~August 18, 2023~~ ~~December 26, 2018~~
Approved by order dated: ~~Dec. 28, 2018~~
Docket No. EL~~23-02148-031~~

Bruce G. Gerhardson
Vice President, Regulatory
Affairs

EFFECTIVE with bills
rendered on and after
~~May 1, 2024~~ ~~February 1, 2019~~,
in South Dakota



Fergus Falls, Minnesota

(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.