

Exhibit A

Marked-up Sample Forms

- Standard Bill
- Commercial Bill
- Disconnection Notice



Questions about your bill?

Call: **800-257-4044** or
218-739-8877
Write: PO Box 2002
Fergus Falls, MN 56538-2002
Visit: **otpco.com**



PAY ONLINE
Scan the QR code or
visit **otpco.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

MORE PAYMENT AND BILLING INFORMATION ON BACK.

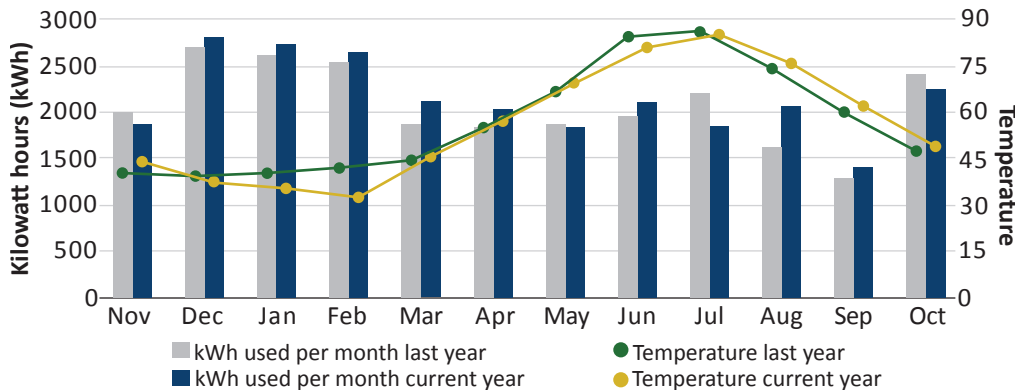
If payment is not credited to your account by Nov 14, 2022, a late payment charge of 1.5% (18% per year) plus \$2.00 will be charged.

Late payment language corrected.

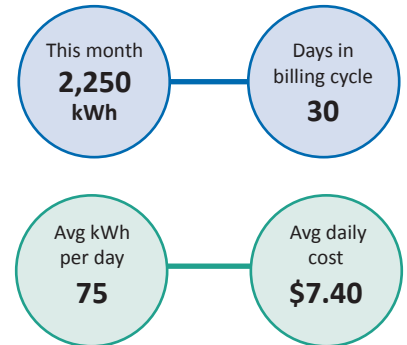
811 Call before you dig.

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

CONSUMPTION HISTORY ACCOUNT 12345678



ENERGY USAGE INFORMATION



DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT



215 South Cascade Street
Fergus Falls, MN 56537



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

PAYMENT AND OTHER BILLING ACTIVITY

Previous balance	\$150.00
Payment 09/25/22	(\$150.00)
Late charge 10/17/22	\$2.86
Current EMP amount	<u>\$150.00</u>
TOTAL AMOUNT DUE	\$152.86

HOW WE CALCULATED YOUR BILL

1. Residential Services - S101

Meter 12345678	\Remove "s"
10/15/22 Reading estimated	56789
09/15/22 Reading	56039
375 kWh @ .06252 Winter	\$23.45
375 kWh @ .07594 Summer	\$28.48
Customer Charge prorated	\$9.86
Energy Adjustment	
375 kWh @ .03189	\$11.96
375 kWh @ .02895	\$10.86
Energy Efficiency Adjustment	\$1.46
Transmission Cost Recovery	\$6.39
Phase-In Recovery Rider	\$7.41
Sales Tax	\$4.49
Total Meter Charges	\$104.36

2. Controlled Service - Interrupt - No Penalty - S190

Meter 78787878	
10/15/22 Reading estimated	15560
09/15/22 Reading	14060
750 kWh @ .01024 Winter	\$7.68
750 kWh @ .01222 Summer	\$9.17
Customer Charge prorated	\$9.86
Facilities Charge prorated	\$9.37
Fuel and Purchased Power	
750 kWh @ .03154	\$23.66
750 kWh @ .02864	\$21.48
Energy Efficiency Adjustment	\$2.93
Transmission Cost Recovery	\$12.78
Phase-In Recovery Rider	\$6.52
Sales Tax	\$4.66
Total Meter Charges	\$108.11

3. Other Charges and Credits

Outdoor Lighting 16 kWh	\$7.86
Energy Adjustment	
8 kWh @ .02516	\$0.20
8 kWh @ .02284	\$0.18
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



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

Change of mailing address /Converted into one paragraph.

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Phone: _____

Customer Notices



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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	\$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.

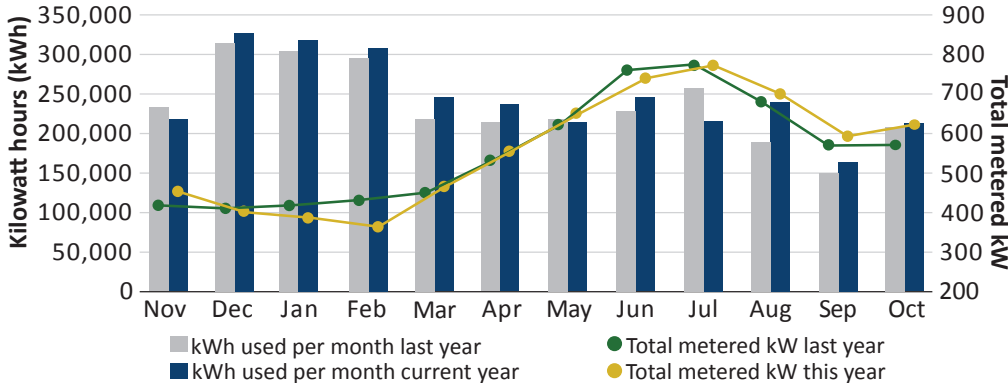
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CONSUMPTION HISTORY ACCOUNT 12345678



ENERGY USAGE INFORMATION

This month 229,700 kWh	Days in billing cycle 30
Total metered kW 627.3	Avg daily cost \$688.65

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 Fergus Falls, MN 56537



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Fergus Falls, MN 56538-2002

Stock purchase \$ _____
 Energy Share donation \$ _____

12345678 1 002065957 19



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

243

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

12345678-1 \$20,659.57

PAYMENT AND OTHER BILLING ACTIVITY

Previous balance	\$17,265.10
Payment 09/25/22	(\$17,265.10)
Current billing amount	<u>\$20,659.57</u>
TOTAL AMOUNT DUE	\$20,659.57

HOW WE CALCULATED YOUR BILL

1. Lg Gen Serv - Prim Svc - S602

Meter 12345678	
10/15/22 Reading	91596
09/15/22 Reading	91273
Meter Multiplier	700
113,050 kWh @ .02187 Winter	\$2,472.40
113,050 kWh @ .02219 Summer	\$2,508.58
Customer Charge prorated	\$278.14
kVar	429.8
Metered Demand	604.1
kW Reactive Demand	12.0
Max Demand	845.4
kW Total Demand	\$5,153.68
Facilities Charge	\$414.25
Energy Adjustment	
113,050 kWh @ .03055	\$3,453.68
113,050 kWh @ .02773	\$3,134.88
Energy Efficiency Adjustment	\$440.90
Transmission Cost Recovery	\$558.19
Phase-In Cost Recovery	\$1,149.53
Sales Tax	\$880.39
Total Meter Charges	\$20,444.62

2. Cont Service- Interr Load CT Met w/Pen - S170P

Meter 78787878	
10/15/22 Reading -Removed Indent	15520
09/15/22 Reading -Removed Indent	15508
Meter Multiplier	300
1,800 kWh @ .00999 Winter	\$17.98
1,800 kWh @ .01192 Summer	\$21.46
Customer Charge prorated	\$14.79
Metered Demand	23.2
Max Demand	25.0
Facilities Charge	\$12.50
Fuel and Purchased Power	
1,800 kWh @ .03154	\$56.77
1,800 kWh @ .02864	\$51.55
Energy Efficiency Adjustment	\$7.02
Transmission Cost Recovery	\$5.15
Phase-In Cost Recovery	\$18.47
Sales Tax	\$9.26
Total Meter Charges	\$214.95

3. Controlled Service - Interrupt Load Pnlty - S170P

Meter 78787878	
10/15/22 Reading -Removed Indent	13520
09/15/22 Reading -Removed Indent	13520
Meter Multiplier	300
0 kWh Winter	\$0.00
0 kWh Summer	\$0.00
Metered Demand	0
Total Meter Charges	\$0.00

CURRENT BILLING AMOUNT \$20,659.57

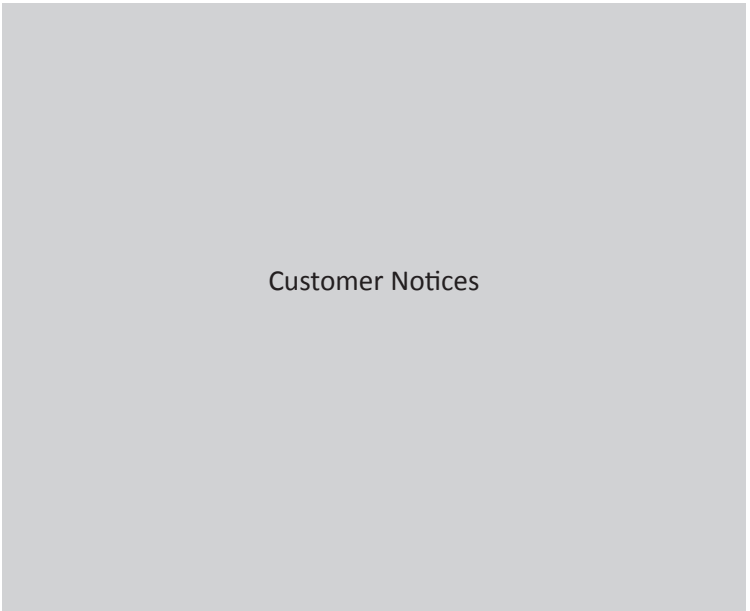


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NOTICE OF PROPOSED DISCONNECT

Table with account details: First and last name, Address subject to disconnect (1234 Anywhere St), 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, Pierre, SD 57501 or call 605-773-3201 or 1-800-332-1782.

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT



215 S Cascade
Fergus Falls, MN 56537



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

12345678 1 000177626 19

FIRST AND LAST NAME
1234 ANYWHERE ST
ANYWHERE ST 12345

243

Disconnect amount due
Thursday, December 22, 2022
\$682.45

Total amount due
\$1,776.26

Amount enclosed
\$

12345678

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