



# North Dakota customer information

## Other disconnections

Services may be disconnected for reasons other than nonpayment of electric service statements. Some examples of disconnections WITH NOTICE include:

- Failure to make application for service.
- Violation of the company's regulations, which are on file with the North Dakota Public Service Commission.
- Failure to provide Otter Tail Power Company with reasonable access to the Company's equipment and property.
- Breach of contract for service between Otter Tail Power Company and the customer.
- Unauthorized use of or tampering with Otter Tail Power Company's equipment.
- Conditions determined to be hazardous to the customer, to other customers, to Otter Tail Power Company's equipment, or to the public.

## Reconnection policy

When Otter Tail Power Company has disconnected a customer's service for a valid cause and the condition is corrected, the company may charge the customer a reconnection fee based on the cost of restoring service.

When service has been disconnected for nonpayment, the following conditions apply:

- The customer must make a payment toward the electric service bill, including late-payment charges.
- The customer must pay a reconnection charge of \$15, plus additional direct labor charges for overtime if the company made the reconnection outside of regular working hours.
- The customer may be required to pay a deposit or an increase to an existing deposit.

When service has been disconnected because of a hazardous condition, Otter Tail Power Company does not charge for reconnection.

Otter Tail Power Company is regulated by the North Dakota Public Service Commission. Customers may contact the Commission if differences occur that cannot be resolved. The North Dakota PSC can be reached at 1-877-245-6685.

## Otter Tail Power Company Customer Service Centers in North Dakota

Devils Lake  
524 Fifth Avenue South  
Devils Lake, ND 58301  
701-662-4021

Garrison  
171 North Main  
Garrison, ND 58540  
701-463-2285

Jamestown  
315 Second Street SE  
Jamestown, ND 58402  
701-252-0540

Oakes  
103 South Fifth  
Oakes, ND 58474  
701-742-5223

Wahpeton  
2111 15th Street North  
Wahpeton, ND 58074  
701-642-6684

## Customer service

Otter Tail Power Company's Customer Service Centers are open from 8 A.M. to 5 P.M. Monday through Friday (excluding limited holidays). Telephone customer service is available 24 hours a day, and limited services and rate schedules are available online at [www.otpco.com](http://www.otpco.com).

Otter Tail Power Company service representatives will respond to routine service requests during normal business hours from 8 A.M. to 5 P.M. Monday through Friday (excluding limited holidays).

Please notify your local Otter Tail Power Company office **two business days** before you require routine service. You can call your local Otter Tail Power Company office listed in your telephone directory or call **800-257-4044**. You also can request service by visiting our web site at [www.otpco.com](http://www.otpco.com).

## Emergency service

Immediately report outages or emergencies, such as those caused by storms or accidents. Otter Tail Power Company representatives will attend to service interruptions day or night and on weekends and holidays. We will restore service without charge if the outage is a result of Otter Tail Power Company's equipment failure.

Before calling to report an outage or regarding an appliance that is not working always **check your fuses or breakers** to be sure that the problem isn't with your own equipment.

To report outages or emergencies, call Otter Tail Power Company at 800-257-4044.

## Service connection

Otter Tail Power Company is obligated to supply service to new customers. If it appears that the expenditure for extending service may not be justified, however, the company may require the customer to sign a contract guaranteeing a minimum payment of no less than three year's use of electric service. The company also may require the customer to make an advance payment, as determined by the company, to guarantee this minimum amount of revenue.

To cover the costs associated with establishing a new account, we include a \$15 service connection fee on your first electric service statement.

## Ending service

Customers needing to transfer or end service with Otter Tail Power Company can contact Customer Service for assistance or use the self-service forms available on our web site.

## Deposits

When a deposit is required the amount shall not exceed the estimated charge for furnishing service to the customer for a 60-day period as authorized by the North Dakota Public Service Commission. Otter Tail Power Company pays annual interest on all deposits at a rate paid by the Bank of North Dakota for its smallest six-month certificate of deposit determined as of the first business day of each

year. Interest earned is applied as a credit on a customer's December bill. After 12 months of prompt payments, Otter Tail Power Company will refund the deposit plus any accrued interest.

The company may, in lieu of a cash deposit, accept an agreement signed by a guarantor, satisfactory to the company, whereby payment of a specified amount not exceeding the deposit requirement is guaranteed. The guarantee agreement shall automatically end when the earliest of the following events occur: (a) the customer gives the company notice of service discontinuance; (b) the customer gives the company notice about a change in location covered by the guarantee agreement; or (c) thirty days after a written request from the guarantor to terminate the guarantee agreement. However, no guarantee agreement shall be terminated without the customer first having made satisfactory settlement with the company for any balance that the customer owes the company. On termination of a guarantee agreement, a new guarantee agreement or deposit may be required by the company.

## Your electric meter

Electric meters are finely tuned precision instruments used to measure how much electricity you use. Otter Tail Power Company has a meter-testing program that exceeds governmental standards to help ensure continuous accurate measurement of electrical use. Otter Tail Power Company periodically tests all of its meters.

In addition to the computer-directed testing program, any customer may request a special meter test. The following rules govern special meter tests:

- If a customer makes a request within one year of a previous request, a charge will be added to the customer's bill if the metering equipment tests, accurate. (Meter error is plus or minus less than two percent.)
- The customer may be present or have a representative present when the meter test is conducted.
- Otter Tail Power Company will give its report to the customer within one week. The report will specify the test results as well as relevant metering information.

## Meter reading and estimates

Otter Tail Power Company reads meters every month unless the North Dakota Public Utilities Commission authorizes another meter-reading interval upon our company's petition. When your meter is not read, Otter Tail Power Company automatically reviews your consumption history and estimates your meter reading. Estimated readings are indicated on your statement. Customers in remote locations who are required to read their own meters may submit meter reading forms on our web site at [www.otpco.com](http://www.otpco.com) or by mailing back a completed meter-reading card, which we provide on a yearly basis to all self-read customers.

