

# Energy Usage Release Form Instructions

## 1. Customer of Record and Authorization

- Name, Address: Please **print** the customer's name and address as it appears on their NorthWestern Energy bill.
- Title of Signatory: Print **the name and title** of the customer's authorized representative, whose signature appears on the next line. A customer is defined as a manager level employee of a business or the person, who is in charge of the customer's affairs, if the customer is residential.
- Signature: The customer's signature or the signature of the customer's authorized representative is mandatory. NorthWestern Energy will not release a customer's usage data and this form will be considered incomplete without the signature.
- Date Signed: The date on which the customer provides their signature. This date is also mandatory, as this release form will be valid for 6 months from the date of signature unless otherwise specified by the customer.

## 2. Provide Customer Historical Usage Data To

- Name, address, phone, fax, and e-mail: This is the information of the customer, supplier or organization to which the data should be sent. If you prefer the data to be e-mailed or faxed, rather than mailed, please indicate your preference. Please include the name of a contact person and their phone number that NorthWestern Energy may contact should the need arise.

## 3. Duration of Authorization

- The customer uses this space to indicate the length of time this release form is valid. The duration will be for 6 months unless specified otherwise.

## 4. Requested customer historical usage data

The customer may have one or multiple NorthWestern Energy accounts. For each account of interest, the following information is required:

- Meter Address, Account Number: Print or type the street and city of location and NWE customer account number as shown on bill.
- Usage Data: Twelve months of customer usage history (electric (kW/kWh), gas (mcf), or both) is available in monthly totals. Indicate whether you want electric and/or gas customer usage data by placing a "Y" for Yes, or an "N" for No in the appropriate column.

**Note: For some data there is a charge.**

- Interval Data: Some large customers have special recording meters that record their usage in 15-minute intervals. The data is typically reported for each 60-minute period in the month. Indicate whether you request this data by placing a "Y" for Yes, or a "N" for No in the appropriate column. If "Y", please supply the number of months you wish data for and the minute interval you wish the data in (15, 30 or 60-minute intervals). The 60-minute interval data will be supplied unless otherwise indicated. Please indicate the report type you wish the data in Load Data Report (LDP), Comma Separated File (CSF), or EXCEL Spreadsheet (EXCEL). Report format and possible charges are described in Customer Usage Data.

[Press the **Back** button on the browser to return to the form.]