

Subject	Number	Revision	Effective Date	Approved / Date:
Membership, Deposits and Connection Fees	2.02	4	3/16/2010	March 31, 2009

Formerly Memo #: 7

Membership Application

Any person, firm, association or corporation may become a member of the Cooperative by signing and submitting an application for service in the form attached hereto. There is no membership fee. Pursuant to the Fair and Accurate Credit Transactions Act (FACTA), the Cooperative requires applicants for membership to provide the following information as proof of identity:

- Full legal name, including middle initial
- Contact phone numbers
- Current street address, if different than mailing address
- Social security number or taxpayer identification number
- Drivers license number and state, or state ID number
- Persons applying for membership on behalf of a corporation, limited liability company, trust or other entity shall additionally provide a copy of a corporate resolution, order or instrument appointing trustee, or other written evidence of authority to act on behalf of the entity.

If an individual applicant is unable or unwilling to provide a social security number, or if return of attempted validation indicates that the social security number is non-issued, belongs to a person who is deceased or other than the applicant, or is fraudulent, the applicant will be required to present in person some form of current government-issued photo identification. The Cooperative reserves the right to refuse membership to an applicant who fails to provide minimum proof of identity with a government-issued photo ID.

Each completed application shall be reviewed by the Board of Directors, which shall either accept or reject said Application. The Board’s decision shall be reflected in the minutes of the Board meeting at which the application is considered.

Consumer Deposit

The Cooperative will verify the identity of applicants for membership and perform a credit risk assessment through Online Utilities Exchange (OUE), using personally identifiable information provided by the applicant.

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- The Cooperative shall charge a deposit for residential service according to the following schedule:

Per meter, applicants with valid social security number and a satisfactory OUE credit risk assessment	\$0
Per meter, applicants with an unsatisfactory OUE credit risk assessment, or no established credit history	\$300.00
Per meter, applicants failing or refusing to provide a valid social security number	\$500.00
Per meter, former member applying for service having amounts owed the Cooperative and written off as uncollectible	\$600.00

- The Cooperative shall charge a deposit for commercial, farm and industrial service in an amount calculated as the highest estimated gross bill for any two (2) consecutive billing periods selected by the Cooperative.
- A security deposit in an amount to be determined by the President/CEO or Manager, Finance and Administration may be charged to an existing member whose electric bill remains outstanding and unpaid for more than two billing cycles.
- Interest shall be paid on all deposits greater than \$100.00 at a rate equal to the rate established annually by the Wisconsin Public Service Commission. Interest on deposits shall be compounded semi-annually. Upon a member establishing a satisfactory payment record at the end of one year, the deposit will be refunded.

New Service Charge/Connection Fees

A non-refundable service charge/connection fee of \$400.00 shall be charged with each new service application. This charge shall cover staking, membership records, computer records, easement recording, capital credit records, by-law manuals, all labor, supplies, overhead, and the installation of the meter.

In addition, the Cooperative shall bill to the member any additional fees incurred for installing a new service. The additional fees shall be billed at actual cost and may include road crossing permits, easement fees, or any other fees incurred, and as deemed applicable under this section by the President/CEO.

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Meter Reconnect and Transfer Fees

A \$40.00 fee shall be assessed against any reconnect of idle or disconnected service requested during regular business hours of 8:00 AM to 3:00 PM. **There shall be no reconnection of service after business hours.** Prior to reconnection, the following must be paid; any outstanding amount due, the applicable reconnect fee, plus a consumer deposit when deemed necessary.

A service charge of \$25.00 shall be charged to each transfer or change of ownership on existing members. This shall cover computer records, supplies, postage and meter reading if deemed necessary.

Meter Sockets

The meter pedestal or meter socket shall be furnished by the member. The socket installation shall be completed by the member's electrician. An affidavit certifying that all wiring has been completed according to the National Electric Safety Code (NESC) shall be signed by the electrician and submitted to the Cooperative prior to installation of a meter.

Compliance

In the event a location served by the Cooperative is occupied by a non-member, said non-member shall receive service no longer than five (5) working days after being so notified of membership requirements.

Revised March 16, 2010