



## ESCO Checklist for Approved Supplier Application

Central Hudson's (CH) Electric Retail Access Operating Procedures and Gas Transportation Operating Procedures Manual may be downloaded from the CH website at

[http://inet.cenhud.com/ic\\_esco/general\\_information/generalinfo.htm](http://inet.cenhud.com/ic_esco/general_information/generalinfo.htm)

The list below of items to be submitted to CH apply to both Electric and Gas applicants, except where noted.

- The Retail Supplier Operating Agreement (found in each of the Operating Procedures documents). This document is to be signed by an authorized representative of the ESCO, typically an officer or owner.
- The ESCO Information Sheet(s) (immediately following the Operator Agreement in each document).
- Data Security Agreement
- Financial Security Information
  - If using consolidated billing:
    1. Written confirmation that you are not operating under any chapter of the bankruptcy laws and are not subject to liquidation or debt reduction procedures.
    2. Written confirmation that you are not aware of any change in business conditions which would cause a substantial deterioration in your financial status.
    3. Written confirmation that no significant collection lawsuits or judgments are outstanding.
  - If using dual billing:
    1. Most current financial statements, annual reports, 10-K reports or other filings that discuss your financial status.
    2. A list of all corporate subsidiaries, parent companies and/or subsidiaries.

3. One bank reference.
4. Three (unaffiliated) trade references (include complete names, addresses and telephone numbers).
5. Written confirmation that you are not operating under any chapter of the bankruptcy laws and are not subject to liquidation or debt reduction procedures.
6. Written confirmation that you are not aware of any change in business conditions which would cause a substantial deterioration in your financial status.
7. Written confirmation that no significant collection lawsuits or judgments are outstanding.

**Copies of NYPSC and NYISO approval letters.**

Please provide copies of your notices from the Public Service Commission and from the New York Independent System Operator (electric only) that grant you approval to operate within New York. Note that the customer classes that you check in the Operating Agreements (residential, commercial, industrial) must match with those included in your NYPSC approval letter.

**Tax and Business Documents**

Please submit:

1. A New York State Resale Certificate (Form ST-120)
2. A Certificate of Authority issued by the NYS Department of Taxation & Finance, along with a copy of your Filing Receipt issued by the New York Department of State.
3. A completed IRS Form W-9.

**ESCOs Serving Gas Only**

Please provide a “best estimate” of your expected load during the first year of service on the Central Hudson system. We realize this may be difficult at the early stages of your business development, but it’s important in our planning.

Also, it is necessary to establish an account for your organization in our Gas Tracking system, and to set up capacity release. To do this, you must contact our Supply department at [GasSupplyGroup@CenHud.com](mailto:GasSupplyGroup@CenHud.com) You will not be permitted to enroll accounts until you have made this contact.

**ESCOs Planning to Use the CH Consolidated Billing Service**

All ESCOs wishing to make use of the consolidated billing (single bill) service must execute and submit the Billing Services Agreement (BSA) and appendices.

1. Complete the affidavit granting first priority interest in the customer receivables to CH. It must be notarized and included with the initial application package.

2. Complete the form used to provide the ESCO's banking information for the purpose of making payments to the ESCO. It must be included with the initial application package.

Please mail all completed documents to:

Rosalia Saverino  
Central Hudson Gas & Electric Corp.  
284 South Avenue  
Poughkeepsie, NY 12601

rbythewoodsaverino@cenhud.com  
845-486-5257