



## Utility Release Form Instructions

**Step 1 - Complete all blank fields in this form.**

**Business Name** \_\_\_\_\_

**Property Street Address** \_\_\_\_\_ **Suite/Unit** \_\_\_\_\_

**Property City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

*If multiple Accounts Numbers exist for this property, please use only the one most directly impacted by the project for which the Boulder County rebate is being requested.*

**Gas Utility Provider** \_\_\_\_\_

**Account Number** \_\_\_\_\_ **Premise ID (Xcel only)** \_\_\_\_\_

Is your electric utility provider different than gas utility provider? **Yes** **No**

**Electric Utility Provider** \_\_\_\_\_

**Account Number** \_\_\_\_\_ **Premise ID (Xcel only)** \_\_\_\_\_

**Step 2 - Print this form. Sign on Page 2 and Page 4 (if you have two utility providers).**

*These forms must be signed by the authorized individual who is listed on each utility account. If you are unsure who is listed or need to change it, call your utility. For Xcel Energy, call 1-800-895-4999. For Longmont Power & Communications, call 303-651-8386.*

**Step 3 - Mail or fax to:**

**Cypress Customer Service Center, 380 N. San Jacinto Street, Suite 202, Hemet, CA 92543**

**Toll free: 877.811.8700 | Fax: 877.349.3870 | support@cyp-res.com**

*The following pages 1-3 contain the Public Utilities Commission requirements and content, effective February 14, 2012. Please read through the following pages to understand to whom utility data will be shared. This will help Boulder County and its partners evaluate the effectiveness of its programs and services.*

# Consent to Disclose Utility Customer Data

*Please provide the following information.*

*All requested information must be provided for the consent to be valid.*

## TO BE COMPLETED BY RECIPIENT OF CUSTOMER DATA:

### Authorized Recipient of Customer Data ("Company"):

Company Name (including Trade Name, if applicable) \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company business structure (see below) \_\_\_\_\_

Name & Title of Customer Data Custodian: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Company's Colorado agent for service of process: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Provide to the utility service provider and the customer prior to disclosure the following documents and information:

- A statement describing Company's business structure (corporation, limited liability company, partnership, sole proprietorship, etc.)
- If Company is a corporation: the name of the state in which Company is incorporated; the location of its principal office, if any, in Colorado; the names of its directors and officers; and a certified copy of its certificate of good standing authorizing it to do business in Colorado, certified within 6 months prior to the submission of this Consent Form
- If Company is a limited liability company: the name of the state in which Company is organized; the complete mailing address and physical address of its principal office; the name of its managers; and a certified copy of its certificate of good standing authorizing it to do business in Colorado, certified within 6 months prior to the submission of this Consent Form
- If Company is a partnership: the names, titles, and addresses of all general and limited partners; and a copy of the partnership agreement establishing the partnership and all subsequent amendments

### Data To Be Released and Description of Use (Please be specific and fill in all blanks):

Instructions: Company should describe the customer data to be provided in a detailed and clear enough manner to inform the customer and the utility of (1) the specific types of data requested, and (2) the purposes for which the data will be used. (Example—"We seek monthly electricity usage data for the household, in order to show the net gain in efficiency resulting from our energy efficiency upgrades, and we will use this data, aggregated with other customers, to display the results in print and television marketing.")

Company's description, **in detail**, of the specific type of customer data requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company's business purpose(s) for, and uses of, customer data: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of disclosure (to/from): \_\_\_\_\_  
\_\_\_\_\_

This Consent to Disclose Utility Customer Data will be effective until terminated by the customer shown below. The customer must notify the utility service provider in writing of the customer's desire to terminate the consent for release of customer data.

**TO BE COMPLETED BY CUSTOMER:**

*I agree that I am the customer of record for my utility account. I understand that I have an expectation of privacy in my customer data except if disclosure is required by law as provided in 4 C.C.R 723-3 Section 3026(b) (available at the Colorado Public Utilities Commission's website) or if I authorize its disclosure.*

*I agree to allow my utility service provider ("Utility") to release to Company the types of energy usage data described above for the purpose(s) described above. I understand and agree that such data may reveal information about the way I use energy at my premises. If my electric meter is one that is capable of measuring my energy usage in intervals of an hour or less, such data can be used to gain personal information, such as what appliances I use and when I use them as well as when I am at home and when I am away.*

*I understand that once customer data has been provided to Company, Utility will have no control over and no responsibility for the Company's use of the data. The Utility shall not be responsible for monitoring or taking any steps to ensure that Company to whom the data is disclosed is maintaining the confidentiality of the data or using the data as intended by customer.*

*If I refuse to agree to these terms of use consenting to release the data to Company, my utility services will not be affected.*

*I may terminate my consent to the release of additional data by the Utility to Company at any time by sending a written request with my name and service address to Utility at the mailing and/or electronic mail address listed below.*

By my signature, I affirm that I am customer of record and that everything in this document is true and correct. The undersigned and the Company agree that the Company may make agreements with me by electronic means. I agree that this consent, whether in paper or electronic form, has the same legal effect and is authentic and valid. Furthermore, if signing electronically, I agree to receiving information and other communications relating to my consent in electronic form. By applying a signature below, I agree to the above terms and conditions governing my consent.

\_\_\_\_\_  
Customer Account Number

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Signature of Customer of Record

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

**TO BE COMPLETED BY RECIPIENT OF CUSTOMER DATA:**

You have the option to receive a copy of this document in paper or other nonelectronic form.

To obtain a paper copy of this electronic record, contact \_\_\_\_\_ [INSERT COMPANY NAME] at \_\_\_\_\_ [INSERT APPROPRIATE CONTACT INFORMATION].

You can terminate your consent electronically or through nonelectronic means.

To terminate your consent you may submit a written request to: \_\_\_\_\_ [INSERT UTILITY NAME] at \_\_\_\_\_ [INSERT APPROPRIATE CONTACT INFORMATION].

You may also submit a written request electronically to \_\_\_\_\_ [INSERT UTILITY NAME] at \_\_\_\_\_ [INSERT APPROPRIATE WEB OR EMAIL INFORMATION].

In order to view this Agreement and receive electronic communications from \_\_\_\_\_ [INSERT COMPANY NAME], you must have a valid email address and a computer equipped as described below. If your e-mail address changes, you will need to update it.

Hardware/Software\*:

Workstation: Must be able to run Adobe Acrobat Reader.

Windows®: Intel® Pentium® II 450MHz, AMD Athlon™ 600MHz or faster processor (or equivalent), 128MB of RAM

Macintosh: PowerPC® G3 500MHz or faster processor, Intel Core™ Duo 1.33GHz or faster processor, 128MB of RAM

Internet connection: recommend broadband

Screen size: recommend minimum resolution 1024x768

Web browser: supports Flash Player and 128-bit encryption (e.g. Internet Explorer 6+, Firefox 1.5+, Safari, Google Chrome)

Adobe Acrobat Reader: recommend v7+ (download at <http://get.adobe.com/reader/>)

If you have a printer, you may also print a copy of this Agreement by simply selecting print from the file menu.

By electronically signing this document, you confirm that you have computer hardware and software that meets the requirements above.