

Invoice Group Billing Request Form

Northwestern Rural Electric Co-operative Association, Inc. (Northwestern REC) has an Invoice Group Billing Program available to members that have three or more accounts under the same name and billing address. Members that participate in the Invoice Group Billing Program receive one invoice and payments for all accounts are due on the same day at one time.

Requirements:

1. Participation in the Invoice Group Billing Program is at the discretion of the Cooperative. The Cooperative reserves the right to terminate or change the Invoice Group Program at any time.
2. Invoice Group Billing Program participants must be an active member of the Cooperative and have completed Membership Application and Right – of – Way Agreement on file.
3. Members must be considered low risk with the Cooperative as determined by the designated lookback period with the Cooperative or as determined by the Cooperative conducted risk assessment. Members that do not have a 12 – month history must obtain proof of favorable credit from a previous utility. The Cooperative reserves the right to run a risk assessment to determine a member’s program eligibility.
4. A member must complete and return this request form to the Cooperative prior to participating in the Invoice Group Billing Program. The form should designate each account number that is to be included on their future group billing invoice. All of a member’s participating accounts shall be consolidated to the same billing cycle. One account will be designated as the primary account.
5. Participation in the Invoice Group Billing Program is voluntary. This agreement automatically renews annually on the anniversary date, unless otherwise terminated by the Cooperative or the member.
6. Budget billing accounts are not eligible for the program.
7. Landlords may qualify for the program if the referenced accounts always remain in their name. Landlords that agree to participate, must give the Cooperative consent to release information to tenants.
8. The member must pay each bill in full by the designated due date. If no payment is issued or a payment is issued for an amount less than the total amount due, the member will be contacted. If the group bill is not paid in full by the next due date, the Cooperative reserves the right to remove all the member’s accounts from the Invoice Group Bill Program.
9. Members can call the Cooperative office at 800-352-0014 to discuss all matters concerning the Invoice Group Billing Program or bill.
10. Payments must be made by check, recurring bank draft, credit card, ACH or IVR.
11. The Invoice Group Billing Program will adhere to the rules, regulations and billing practices of the Cooperative.

12. A member may add a new or existing service to their invoice group bill as long as the additional service meets the Invoice Group Billing Program requirements.

13. If all debit balances are satisfied and a credit balance remains, the credit balance will transfer to the primary account of the invoice group bill.

14. Invoice Group Billing accounts are not eligible for payment arrangements.

15. A member may terminate their participation in the Invoice Group Billing Program at any time. If the Invoice Group Billing is terminated, the member's accounts shall return to standard billing practices under the policies, rules and regulations of the Cooperative.

Member: _____
First Name Last Name

Address: _____
Street City State Zip Code

Billing Address: _____
Street City State Zip Code

Home Phone: _____ Alternate Phone: _____

E-mail Address: _____

Northwestern REC Account Numbers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read the above and understand the requirements to participate in Northwestern REC's Group Invoice Billing Program with the Cooperative. I hereby authorize Northwestern REC to consolidate the above listed accounts into one monthly invoice.

_____ mm/dd/yyyy
Print Name Signature

_____ mm/dd/yyyy
Print Name Signature