

business

CONSUMER REFERENCE GUIDE
2015–2016



An Exelon Company

BGE.COM

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CUSTOMER SERVICE

As an energy delivery company, BGE wants to provide customers with helpful information on services and programs. This guide has been prepared in compliance with the Code of Maryland Regulations (COMAR) 20.30.04. All programs and charges listed in this guide are in effect at the time of printing. For updates, visit BGE.COM.

Hours of Operation

BGE's Customer Contact Center hours are Monday through Friday from 7 a.m. to 7 p.m. Customers should call 800.685.0123 for all business matters.

How to Contact Us

Phone: Important phone numbers are listed on the back cover.
Online: BGE.COM
Mail: P.O. Box 1475, Baltimore, MD 21203-1475
Power Outages: 877.778.2222 or BGE.COM

Emergencies

To report fallen power lines or for assistance with electric or natural gas emergencies, customers should call 800.685.0123 immediately, as emergency service is available 24 hours a day, every day of the year.

Customers should continue to report outages as soon as possible by calling 877.778.2222 or through the mobile-enabled BGE.COM.

Holiday Schedule

BGE business offices will be closed for the following 2015/2016 holidays:

- November 26, 2015, November 27, 2015, December 24, 2015 and December 25, 2015
- January 1, 2016, January 18, 2016, May 30, 2016, July 4, 2016, September 5, 2016, November 24, 2016, November 25, 2016, December 24, 2016 and December 25, 2016

If a customer has a gas or electric emergency on these days, call BGE at the emergency number listed previously.

Foreign-Language Customer Relations:

Foreign-language interpreters are available to assist customers. Please call one of the phone numbers listed on the back cover. Hay intérpretes en idiomas extranjeros disponibles para atender a clientes. Por favor llame a uno de los números telefónicos que se encuentran al dorso.

BGE.COM

Many of BGE's account services, as well as an outage map, helpful information and tips are available on the mobile-enabled BGE.COM.

Customer Newsletter

Throughout the year BGE will provide customers with more information on our services and programs through *Connections*, the customer newsletter, and through other informative inserts included with the bill.

ACCOUNT INFORMATION

Starting or Stopping Gas and Electric Service

To Start or Stop Utility Service – Contact BGE at least three business days prior to the move date. In some cases, BGE may require a customer to provide a lease or settlement documentation, corporate/business papers, and proof of identification.

To Transfer or Discontinue Service – Remember, customers are responsible and will be billed for all service used at the present address until BGE is notified to transfer or discontinue utility service. To ensure billing is stopped at the appropriate time, please notify BGE at least three business days prior to the move. Customers will need to provide BGE access to the meters on the premises.

Submitting Requests – BGE will accept either a written or verbal request to start, stop, or transfer gas and/or electric service. Service requests are accepted via phone, mail or through BGE.

COM. See back cover for contact information or download the appropriate form at BGE.COM.

Security Deposit

BGE may require a deposit to open or maintain an account. Non-residential deposits are based on the maximum estimated usage for service for two consecutive billing periods or 90 days, and may be paid in two installments, if requested. Deposits, whether the account had any returned checks within the last 2 years plus earned interest, are reviewed for refund after four years from the date paid in full.

Consideration for refund includes a customer's payment history, current status of accounts, plus information that may be obtained from business credit reporting agencies. Deposits not refunded are reviewed annually, thereafter. Refunds are applied first against any balances owing for that account, then against any other delinquent or final charges open for any other account in that customer's name, with any excess monies then refunded. BGE will refund deposits within a reasonable time frame. If a material change from the basis upon which service and credit were originally established occurs, BGE may require the establishment of a new deposit or payment of any deposit deficiency. If service was denied for non-payment during the last 12 months that service was provided, payment of a security deposit will be required in order to re-establish service.

Service Application Charge

Your service application charge is a non-refundable fee that covers initial administrative start-up costs. The amount of this charge is determined by your particular rate schedule.

BILLING

Understanding the Bill

The BGE bill provides detailed information to help customers understand how they are billed for the energy used to power their business. An overview of electric and/or gas charges are shown on the front of the bill. The details (an explanation of the charges) are shown on the back of the bill. The bill also provides *BGE Electric Supply Comparison Information* to use when shopping for electricity.

The Electric portion of the BGE bill consists of three parts:

1. Customer Charge – the fixed monthly fee for metering, billing and other services.
2. Electric Supply – “supply” is the actual electric commodity consumed. *Note: This is the deregulated part of the electric service that is open to competition. See Energy Choice on page 7 for details.*
3. Electric Delivery Service – “delivery,” also called distribution, is the process of delivering electricity along a network of power lines called the “local distribution system.”

The Gas portion (if applicable) of the BGE bill consists of three parts:

1. Customer Charge – the fixed monthly fee for metering, billing and other services.
2. Gas Supply – “supply” is the actual gas commodity consumed. *Note: This is the deregulated part of your gas service that is open to competition. See Energy Choice on page 7 for details.*
3. Gas Delivery Service – “delivery,” also called distribution, represents BGE's costs to deliver the gas to the business.

Seasonal Rate Difference

BGE's small commercial electric supply rates (Type I) change twice each year on June 1 and October 1. BGE's large commercial electric supply rates change quarterly. BGE's gas supply rates change monthly. BGE does not charge seasonal rates for the delivery of energy.

Questions About Your Bill

If a customer has questions or concerns about their bill (accuracy, billing dates, how to save energy, etc.) please call 800.265.6177 or visit BGE.COM to view a sample bill and review additional helpful information.

METER READING AND BILLING ACCURACY

BGE gas and electric meters are precision instruments that measure how much energy is used. Each year BGE inspects a random sample of each of the types of meters used on our system to ensure that the meters are registering accurately. BGE also tests meters upon customer request. *Note: Bills are occasionally based on estimated meter reads when BGE is unable to obtain an actual meter reading.*

PAYING THE BILL

Payment Due Date

Payments are due by the date shown on the bill. Payments postmarked on the due date, but received at the payment center after the due date, will be assessed a late charge.

Late Payment

Late payment charges apply to bills not paid by the current due date. The total late payment charges do not exceed five percent of the original unpaid amount.

Returned Check Fee

BGE charges a \$15 fee for a returned check. A cash payment, certified check, or money order for the amount of the returned check is required.

Disconnection of Service

Service may be disconnected for a number of reasons, such as nonpayment of utility bills or security deposit; failure to allow BGE access to our equipment; safety issues and violation of the Code of Maryland Regulations or BGE Electric or Gas Service Tariff Provisions. The amount of advance notice also varies based on the reason for disconnection.

Reconnection of Service

To have service reconnected, customers must pay the amount of the current and past-due bills in full. Applicable reconnection fees and any required deposit will be billed on the following statement. If a check used for payment of a turn-off notice or for service restoration is returned by the bank, the service is subject to denial without further notification.

Right to Appeal/Resolving Complaints

Customers have the right to appeal a proposed utility service disconnection and other issues. BGE will review each case, make a decision and inform customers promptly of the findings. If a question or problem has not been resolved satisfactorily, call 800.265.6177 and ask to speak with a BGE supervisor. If the concern persists, contact the Maryland Public Service Commission (Monday through Friday, 8 a.m. to 5 p.m., except holidays) with questions or to file an appeal:

Maryland Public Service Commission
Office of External Relations
6 St. Paul Street, Baltimore, MD 21202
410.767.8028 or 800.492.0474 toll free
Fax: 410.333.6844 Online: psc.state.md.us

PAYMENT OPTIONS

Partial bill payments are applied to deposits and gas and electric services first, and then to any other services or purchases.

Online

- **BGE.COM** – Receive and pay bills online at BGE.COM. It's convenient, easy and free.
- **Check Free** – Pay BGE bills and many other bills at mycheckfree.com, or for a convenience fee, SpeedPay.com can be used.
- **Bank** – Many banks offer bill payment service where bills can be viewed and paid online.

Phone

Call Western Union SpeedPay at 888.232.0088 to pay BGE bills from a checking account, debit card, American Express, Discover, MasterCard or Visa credit cards. A convenience fee will be charged for this service.

Mail

Mail the bottom portion of the bill and a check or money order (DO NOT SEND CASH) in the self-addressed envelope included with each month's bill. Send payments to: BGE, P.O. Box 13070, Philadelphia, PA 19101-3070. Please do not include other correspondence with payments.

Alternate Payment Centers

Payments are accepted on all BGE bills including turn-off notices. Payments can be made with or without bills if the account number is provided. Same-day restoration service is available if a payment is made prior to 3 p.m. (Extended daily and weekend service hours may be available.)

- **America's Cash Express** locations require a \$1.50 processing fee except at the following fee locations: 407 W. Baltimore St., 21201 and 1312 Eastern Blvd., 21221. For the closest payment location, call 877.223.2274.
- **Global Express** locations require a \$1.50 processing fee. For the closest payment location, call 800.989.6669.

BGEasy

BGE bills can be automatically paid each month through direct debit from a checking or savings account. To apply, please call BGE at 800.685.0123 or visit BGE.COM.

Budget Billing

Budget Billing smoothes utility payments by spreading them evenly throughout the year, so customers will know what to expect each month. Under this payment plan, BGE calculates the budget bill amount by averaging the 12 most recent gas and electric bills plus any accumulated imbalance amount. BGE will still continue to read the customer's meter each month and the bill will always show details of the actual charges and consumption for the billing period, as well as the account balance.

To prevent any large deficits or overpayments, BGE will review the account throughout the year. If the Budget Billing amount needs to be adjusted higher or lower than current monthly payments to reflect your actual usage, BGE will notify the customer one month prior to the change with the new Budget Billing payment amount.

Interest at the rate of one half of one percent per month is applied to any credit balance in the Budget Billing account. Interest will be credited annually to all customers in the month of June.

If a customer has selected an alternate gas or electric supplier, BGE will still deliver the energy. However, the customer's Budget Billing amount will only include the gas and/or electric delivery service charges from BGE. The charges from the supplier will be listed as a separate item on the bill. To enroll in Budget Billing, call 800.685.0123.

ENERGY CHOICE

Energy Choice allows customers to decide which energy supplier best fits their needs. Choose to purchase your gas and/or electricity from any energy supplier that is licensed by the Maryland PSC and registered with BGE.

- For electricity supply, use the *BGE Electric Supply Comparison Information*, which appears in the *Important Information About Your Bill* section on the BGE bill, to compare BGE to other suppliers' offers. BGE's historic gas prices and BGE's electric supply price information can be found at BGE.COM/EnergyChoice.
- For a list of suppliers and contact information, visit BGE.COM/EnergyChoice or visit psc.state.md.us.
- Customers who decide to select a supplier should contact them directly. Suppliers will request the Choice ID number when customers sign up for or change their electric or gas plan. Refer to the Electric and Gas Choice ID numbers on the back of the BGE bill. After the supplier is authorized to enroll you, they will contact BGE.

Choosing an energy supplier is not required. If a customer decides to stay with or return to BGE's gas and/or electricity supply, they will be charged the same price as those in the same rate class who are purchasing supply from BGE. Even when customers choose other energy suppliers, BGE will deliver their gas and electricity, maintain pipes and wires, restore power after an outage and provide emergency service.

SAVING ENERGY

The BGE Smart Energy Savers Program®

This program offers a variety of options to save energy, money and help the environment. Plus, these programs support the EmPOWER Maryland Energy Efficiency Act. For more energy and money saving tips, tools and programs visit BGESmartEnergy.com.

Your business is equipped with a smart meter, an advanced meter that allows wireless communications between your business and BGE.

My Account

My Account allows smart meter customers to view their own detailed and timely usage information to better manage energy and save on bills. For more information, visit BGE.COM/MyAccount.

To learn more about smart meters and programs that help customers save energy and money, visit BGE.COM/SmartEnergy.

ENERGY SAFETY

Electric Safety

Fallen Wires – During storms, wind and trees can damage utility equipment. If you see downed electrical wires, stay away and warn others. Immediately call BGE, and we'll send a crew to fix the problem. If a wire falls across your car while you are in it, do not get out of the car until emergency help arrives and it is safe to exit.

Overhead Lines – When working outside stay at least 10 feet away from overhead power lines. If you need to work within the 10 foot safety zone, call BGE first and we will work with you to make the area safe. Also, use a professional to trim trees near overhead power lines.

Natural Gas Safety

BGE strives to provide all customers with safe, reliable natural gas service while ensuring that gas piping owned by the company is properly maintained to avoid the potentially damaging effects of leaks and corrosion.

Detecting Gas Leaks

For your protection, we add mercaptan, a safety scent that gives gas a "rotten egg odor" so you will be able to smell leaks. Some leaks are also detectable by sight or sound. Outside, look for dirt being blown into the air, dead vegetation in an otherwise green area, or a dry spot in an otherwise moist area. You may also see fire coming from the ground. In waterways, look for water bubbling or being blown into the air. Listen for roaring, blowing or hissing sounds.

If you detect a gas leak:

- Leave the premises immediately and go to a safe place where you can call BGE at 800.685.0123.
- Extinguish all open flames. Do not use matches or lighters and do not attempt to light an appliance.
- Do not use any phones, electric switches, thermostats or appliance controls. All of these devices, including battery operated equipment, can cause sparks and ignite natural gas.
- Do not start or turn off any motorized equipment. Abandon any motorized equipment you may be operating.
- Do not attempt to find the source of the leak or to repair a leak.

When you call, BGE will respond promptly to survey the area, perform safety measures, and repair BGE's equipment. There is no charge to investigate a gas leak.

Carbon Monoxide Safety

Carbon monoxide poisoning is usually caused by incomplete combustion and inadequate ventilation. Signs of buildup of this colorless, odorless gas include:

- Stuffy, stale or smelly air
- High humidity
- Soot from fireplaces or furnaces

The best treatment for overexposure is to get lots of fresh air and immediate medical attention. To reduce risk of carbon monoxide poisoning, gas and oil appliance manufacturers recommend a yearly safety check-up. A qualified heating contractor can perform this service.

Tampering

Theft of gas or electricity is dangerous and a crime. Tampering with utility lines, meters, or other BGE equipment or installing illegal connections creates dangerous conditions for building occupants and neighbors. If you suspect a gas or electric theft, call our BGE Energy Theft Hotline at 800.417.0294. Information can be given anonymously and will be kept confidential.

Damage Prevention

Always call 811 at least two full business days before you dig. By having your utility lines marked and following Maryland's Miss Utility Law, you can help prevent disruptions of critical services while avoiding penalties, repair costs, injuries or worse. For more information, visit BGE.COM/DigSmart.

Pipeline Locations

BGE marks underground pipelines with line markers. These indicate pipeline locations, particularly where they intersect streets, railroads and congested areas. Never rely on the presence or absence of pipeline markers to determine the existence or exact location of buried utilities. For more information on pipeline locations, visit the National Pipeline Mapping System at nmps.phmsa.dot.gov.

Meter Safety

- To ensure meter safety, keep outside meters and attached equipment clear of ice buildup and snow.
- Don't allow children to play on or vandalize meters.
- Confine pets away from meters.
- Maintain a clear pathway to the meter and a minimum of three feet of clear space around meters. Ensure that underground service lines leading to meters are unobstructed.

BGE owns and maintains all natural gas piping up to and including the gas meter. Each gas customer is responsible for the maintenance and monitoring of all above-ground and buried pipes after the meter. If such piping is not maintained, it may corrode and leak. You should periodically inspect buried gas piping located

after the meter for leaks and corrosion, and repair it if any unsafe condition is discovered. Plumbers who are state certified to work on gas piping can perform maintenance and repairs of gas fuel piping after the meter.

RELIABILITY

Power Out? Report it to BGE's toll-free number 877.778.2222 or through BGE.COM

BGE has an exclusive toll-free number for reporting electric outages. The number connects you to an automated phone system that helps BGE pinpoint your location by matching it with your phone number. If your power goes out, notify us immediately – any day, any hour.

Emergency Preparedness

Power outages can last from minutes to hours, even days, depending on the severity of the event. If a storm or other event causes widespread damage to our system, it can take days to assess the problem and additional time to restore power to all customers. Being prepared is a great way to weather outages. Visit bge.com for specific safety and emergency preparation tips.

Storm Restoration

BGE has a detailed and balanced plan for restoring electrical service after a power outage. Our first priority is the safety of personnel and the public. While the goal is to always restore power to the greatest number of customers in the shortest amount of time, medical and emergency services receive first priority. Then we repair main power lines and equipment that will restore the most power to the largest number of customers at once, and finally, we restore individual transformers and smaller lines to individual homes and businesses. Check BGE's mobile-enabled outage map available at BGE.COM for restoration progress and updates.

Streetlight Repair

Streetlight out? Report it online at BGE.COM or call 800.685.0123.

Gas and Electric Investments

BGE monitors the performance of the gas and electric system in order to assure service reliability. Each year BGE must file a report with the Public Service Commission that includes certain measures of reliability based on the number of interruptions experienced by customers as well as the length of time that customers are interrupted. The report also describes what steps BGE is taking to improve reliability. If you are interested in information about your electric service reliability, please contact BGE.

IMPORTANT PHONE NUMBERS

For Gas or Electric Emergencies800.685.0123
(For example, gas odor or downed electric wires)

Report a Power Outage877.778.2222
(BGE customers can also report outages through BGE.COM.
Check BGE's mobile-enabled outage map for restoration
progress and updates.)

BGE General Questions800.685.0123
Hearing-Impaired Customers–
TTY/TDD (Maryland Relay Service)800.735.2258

Collection Questions800.685.2210

Energy Theft Hotline800.417.0294

Energy Choice Line877.746.6243

MISS UTILITY811

Natural Gas Installation and Conversion800.685.0123

Phone-in Meter Readings800.685.0123
(Monday through Saturday 8:00 a.m. – 5:00 p.m.)



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