

Item	Deadline				Billing Starts
	Customer Sends Request to Consumers Energy	Energy Sends to Customer for Signature	Final Signatures Received from Customer		
New Gas Transportation Contract (10 Accounts or Less) & Related Documents	45 Days Prior to Beginning of Contract	30 Days Prior to Start of Contract	20 Days Prior to start of Contract	Effective Date of Contract (1st day of the month)	
New Gas Transportation Contract (11 Accounts or more) & Related Documents	Please call to discuss			Effective Date of Contract (1st day of the month)	
Amendment Changes (add or remove accounts, ACQ/MDQ/ATL updates or any other change to original contract)	45 Days Prior to Beginning of Contract	30 Days Prior to Start of Contract	20 Days Prior to start of Contract	Effective Date of Contract (1st day of the month)	
Customer elects new Gas Supplier	N/A	N/A	20 days prior to effective date (1st day of the month)	N/A	
New Gas Transport Supplier Enrollment	Please call to discuss	N/A	N/A	N/A	
Current Month Balance Transfer	request prior to 12:30 pm Est One Business Day prior to the last business day of the month the transfer is to take place.	N/A	N/A	Effective Month of request.	
Forward Month Balance Transfer	Must receive signed request Prior to start of business on the first business day of the month the transfer is to take place.	N/A	N/A	Effective Month of request.	
Terminations	12 Months Prior to Termination Date	30 Days After notification of Termination	15 Days After receipt of termination	Effective Date of Termination (Last day of month)	