



# Checklist to initiate the Net Metering Application Process:

You can download the **Red** forms from our website at [www.masonpud1.org](http://www.masonpud1.org).  
You can download the **Blue** forms from the Dept. of Revenue web links provided.

## First:

- Review the **"Intro to Net Metering"** document (PUD Doc 1)
- Complete and return the **"Net Energy Metering Interconnection Agreement"** form (PUD Doc 2)
- Complete and return **"Application for Net Metering Interconnecting Agreement- Appendix A"** (PUD Doc 3)
- Review **"Interconnection Standards- Appendix B"** (PUD Doc 4)

## Next Steps:

- Make sure you **CAREFULLY** review the entire **"In-State Incentives Overview"** document (State Doc 1). This document will explain what incentive rates you are eligible to receive and what your responsibilities are in order to receive the incentives.
- Complete and return the **"In-State Production Incentives for Renewable Energy Development Program Agreement"** (State Doc 2)
- Complete and return the **"In-State Production Incentives for Renewable Energy Development Initial Program Application"** (State Doc 3)

## Then:

- Complete the Washington State Department of Revenue **"Renewable Energy System Cost Recovery Certification 82.16 RCW"** form located online at: <http://dor.wa.gov/Docs/forms/ExcsTx/DffrlFrm/CommSolProj.pdf>
- If the State approves your certification request, you will then receive a letter of qualification. **Keep your original letter from the Department of Revenue.**
- Send the PUD a **copy** of the qualification letter with your initial application packet and then again each year with your:
  - o **"In-State Production Incentives for Renewable Energy Development Program Annual Renewal Form"** (State Doc 4)
  - o And your Dept. of Revenue **"Annual Incentive Payment Application Form"** by August 1<sup>st</sup>. This form is located online at: <http://dor.wa.gov/docs/forms/misc/renewenersystcustcstrecincpmtappl.pdf>
- Mail the above forms, applications and all required documents listed in the applications to:  
**Mason County PUD No. 1, Attn: Net Metering Program, 21971 N. Hwy 101, Shelton, WA 98584**
- Once your meter is installed, contact the Director of Operations-Electric to have a PUD employee come out to inspect your meter.
- Schedule a meeting with PUD No. 1 staff to discuss the contract terms in person, fully execute the contract, and review next steps for reporting net metering.
- It is your responsibility to read your meter by July 1<sup>st</sup>, not the PUD's. It is your responsibility to submit the read to the PUD by August 1<sup>st</sup> to receive incentive payments. The PUD will certify that their records agree with your reading submittal and process your paperwork for payment.