



RICHMOND POWER & LIGHT

www.RP-L.com

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RICHMOND, IN 47375-0908
BUSINESS: 765.973.7200 FAX: 765.973.7418

Dear Customer,

In order to complete the “Name Change” or transfer of service, as requested, the completion of a service application is needed. This process can be completed by visiting our office, or by email or fax.

Please include a copy of your lease, including the property owner’s information, if you are renting or leasing the property. Please also include a copy of the owner’s photo identification.

Name of Business: _____

Owner’s Name: _____

Federal Tax Identification Number: _____

Contact person: _____ Telephone number: _____

Service address: _____

Mailing address (if different from service address): _____

If applicable, provide the address you are moving from and the date you request services be taken out of your name.

The effective date: _____

Signature of “responsible party”: _____

If you are tax exempt and have a blanket exemption on file, please check here: _____

If you are exempt but do not have an exemption on file, please provide ST-109 documentation.

Please return the completed form using our secure file transfer platform, SendSafely. Click the link or scan the QR code below to access the site. Forms submitted via fax are also accepted.

<https://rp-l.sendsafely.com/dropzone/customerservice>



RP&L reserves the right to use any data accessible to them in order to verify and validate residency at a specific location. We also reserve the right to run ID verification and/or credit checks on all customers or businesses who have signed the application for service.

Any owner or business signing the application takes financial responsibility for services rendered. If ownership or responsibility changes, the persons involved must contact RP&L and provide the necessary documentation to be removed from an account. The account balance must be current for removal of responsible parties or change in name.