



Checklist to initiate the Net Metering Application Process:

You can download the **Red** forms from our website at www.mason-pud1.org.
You can download the **Blue** forms from the Dept. of Revenue web links provided.

First:

- Review PUD Doc 1 titled **“Intro to Net Metering”** document (FYI only; don’t send copy to PUD).
- Complete and return PUD Doc 2** titled **“Net Energy Metering Interconnection Agreement”**
- Complete and return PUD Doc 3** titled **“Application for Net Metering Interconnecting Agreement- Appendix A”**
- Review PUD Doc 4 titled **“Interconnection Standards- Appendix B”** (FYI only; don’t send copy to PUD).

Next Steps:

- Make sure you **CAREFULLY REVIEW** the entire State Doc 1 titled **“In-State Incentives Overview”**. This document will explain what incentive rates you are eligible to receive and what your responsibilities are in order to receive the incentives. (FYI only; don’t send copy to PUD).
- Complete and return State Doc 2** titled **“In-State Production Incentives for Renewable Energy Development Program Agreement”**
- Complete and return State Doc 3** titled **“In-State Production Incentives for Renewable Energy Development Initial Program Application”**

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>
 - o If the State approves your certification request, you will then receive a letter of qualification. **Keep your original qualification letter from the Department of Revenue.**
- Send the PUD a copy of the qualification letter** with your initial application packet. **Each year** you must send:
 - 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 1st. This form is located online at: <http://dor.wa.gov/docs/forms/misc/renewenersystcustcstrecincpmtappl.pdf>
- Mail the above forms, applications and all required documents, **including a one-line diagram of your solar system** to: Mason County PUD No. 1, Attn: Net Metering Program, 21971 N. Hwy 101, Shelton, WA 98584
- HIGHLY RECOMMENDED:** Schedule a meeting with PUD No. 1 staff to discuss the contract terms in person, fully execute the contract, and review next steps for installing meters and reporting net metering.
- Once your service installation is approved by L&I, contact the District. We will invoice you for the cost of the bi-directional meter. Once paid, a PUD employee will install the meter.
- It is **your responsibility** to read your meter by July 1st, not the PUD’s. It is **your responsibility** to submit the read to the PUD by August 1st to receive incentive payments. The PUD will certify that their records agree with your reading submittal and process your paperwork for payment.