New Mexico Gas Company (NMGC) is excited to provide natural gas service to your area!

NMGC would like to provide you with information and instructions in three parts A., B., and C., to help guide you in converting your home to natural gas and establishing an account.

**PART A.** Requesting a “Service Line”.

**PART B.** Setting up an Account.

**PART C.** Request Meter and Connection.

**PART A.** The following 3 steps will assist you in requesting a “Service Line” (the pipeline which runs from the main gas line to the gas meter at your home) for natural gas service to your home:

- **Step 1:** Contact the Acoma Utility Authority at (505) 552-5131. They will provide you with information on plumbers in the area who can perform the required work at your home.

- **Step 2:** Once you receive the information from the Acoma Utility Authority, contact a plumber of your choice and request an estimate for converting your home’s appliances to natural gas.
  - Some appliances can be converted by changing the burner orifices others will have to be replaced. Your plumber will be able to tell you which appliances can be converted, and which must be replaced.
  - As part of the estimate request from your plumber the required BTU load (the amount of gas the appliances in your home can use per hour) and required pipe size for your home. **You will need to provide NMGC with this information at the time of the Service Line request.**
  - Advise your plumber that you **do not** need them to install a “Yard Line” (the pipeline from the meter to the entry point to your house). The Pueblo Utility Authority will install the Yard Line for your home.

- **Step 3:** Request a Service Line NMGC’s contractor will install the main line in each area. Once the work in your area begins, contact NMGC to request the service line to your property.
  - To request the Service Line, contact Mike Potts with NMGC, at (505) 697-3138 or through email at, michael.potts@nmgco.com to schedule an appointment. **You will need to provide the BTU load information and required pipe size provided by your plumber at that time.**

**PART B.** Once you have scheduled the installation of the Service Line, you will need to establish an Account to become a NMGC customer.

The person responsible for the account must contact NMGC’s local office by telephone, (505) 258-6419 or in person at 990 Sakelares Blvd., Grants, NM.

**Please be prepared to provide:**
- Your name, date of birth, social security number, contact phone number, physical (emergency) address and mailing address.
**Deposits**- When establishing an account, NMGC may require a deposit. Deposit requirements are determined as follows:

- New Customers- NMGC will perform a soft credit check to determine whether a deposit will be required.
- Existing or previous customers- Deposit requirement may be based on the soft credit check, payment history and outstanding balances if any.
  - Any outstanding balances owed to NMGC will need to be paid prior to service.
- If a deposit is required, payment of such deposit will be required before the meter is set and service turned on.

**Native American Tax Exemption**- Customers who are members of a Native American Pueblo, Tribe or Nation, or the spouse of a member, and are living on their Pueblo or reservation are eligible to be exempt from gross receipts taxes assessed on their natural gas bill. To apply for this exemption, please fill out the Native American Exemption Form which is included in this packet and submit to NMGC.

**PART C. Below are the final steps to convert your home to natural gas.**

*Before proceeding please ensure that you have established an account, paid deposit (if required) and any outstanding balances owed to NMGC.*

**Step 1.** A plumber’s affidavit certifying the work performed at your home must be on file with NMGC.

- The plumber will be required to complete and submit a plumber’s affidavit certifying the work performed at your home (conversion of appliances, install of new appliances, etc.).
  - If your plumber does not have an affidavit of their own, they may use the one included in this packet
  - The affidavit must be completed and signed by the plumber who performed the work at your home.
  - The affidavit must contain the BTU load and require pipe size. If elevated pressure is required it must be noted on the affidavit.
- The plumber can submit the affidavit by fax to (505) 287-2934, via email at sonya.palacios@nmgco.com and sonya.marquez@nmgco.com, or in person at the local office, 990 Sakelares Blvd., Grants NM.

**Step 2.** Contact the Grants office at (505) 258-6419 or in person at 990 Sakelares Blvd. to request and schedule a new meter set. NMGC will schedule a date for the meter installation and turn on.

- Please contact NMGC at least 2 business days prior to the preferred installation date.
- Someone over the age of 18 must be present at the time of the meter installation.
  - NMGC is unable to schedule a specific time for the meter installation but will work with you by calling you 30 minutes prior to the technician arriving at your home.
- NMGC will install the meter and perform required safety inspections inside your home.
- A standard meter turn on fee of $75* plus tax will be added to your first month’s bill.
- Once NMGC has installed and turned on your meter, you will need to contact your plumber to light your appliances.

Customers who complete the conversion of their home to natural gas may be eligible to receive a Conversion Rebate from NMGC. Please see the last page of this packet for information regarding the rebate and a copy of the application.

*The rates, fees, and charges listed herein are subject to change by the New Mexico Public Regulation Commission (“NMPRC”). NMGC cannot honor the rates, fees, or charges listed herein in the event they are changed by the NMPRC.*
PLUMBER’S AFFIDAVIT

TO: NEW MEXICO GAS COMPANY INC.

FROM: ___________________________________, ______________________
       (Contractor Name)  (Job Title)

CUSTOMER NAME: ___________________________________________________________________

CUSTOMER ADDRESS: __________________________________________________________________

DATE OF WORK: ____ / ____ / _______

REQUIRED BTU LOAD: _______________________________  REQUIRED PIPE SIZE: ______________

ELEVATED PRESSURE REQUIRED:  YES  NO  IF YES PRESSURE REQUIRED ______________
   (PRESSURE GREATER THAN 2LBS MUST BE APPROVED BY NMGC)

WORKED PERFORMED BY: (insert name(s), license type(s), and number(s) of person(s) who performed the work)

___________________________, NM license type and #: ______________________________;  
(Name)

___________________________, NM license type and #: ______________________________;  
(Name)

___________________________, NM license type and #: ______________________________;  
(Name)

___________________________, NM license type and #: ______________________________;  
(Name)  
and  

___________________________, NM license type and #: ______________________________;  
(Name)

___________________________, NM license type and #: ______________________________;  
(Name)

WORK PERFORMED: (describe the work performed; if testing, then it must include the pressure, length of time tested)

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

DECLARATION:

I hereby certify and affirm that I am duly licensed by the State of New Mexico, and that my work at the above location has been performed and verified by me to be in conformance with all applicable New Mexico codes, standards, and utility guidelines. I further acknowledge that I am assuming all liability for the installation, and its compliance with all applicable codes, guidelines and standards.

SIGNATURE:  ________________________________

            Name: ________________________________

            Date Signed: ____ / ____ / _______
New Mexico Gas Company’s (NMGC) Infrastructure Expansion Program
Conversion Rebates

In November 2016, NMGC and its owner Emera Inc. created and funded an infrastructure program to promote economic development within the state of New Mexico and assist communities underserved by natural gas. The program consists of two parts:

1. Matching Fund-Established to help communities cover the costs of extending NMGC’s natural gas infrastructure to their area.
2. Conversion Rebates-Intended to assist homeowners and businesses in offsetting some of the costs incurred in converting their home or business to natural gas. The rebate amount is $1500.

Acoma Pueblo has taken part in the matching fund portion of the program and by converting your home to natural gas, you are eligible to apply for a conversion rebate.

Conversion rebates are granted on a first come first serve basis and will be available until the fund is exhausted. If you want to take advantage of the $1,500 conversion rebate program, you are encouraged to complete the conversion at your home as soon as possible and submit your application. Below are the eligibility requirements for the rebate.

1. Gas service has been connected to the home or business.
2. The first month’s billing and related meter turn on fees have been paid.

Once the above requirements are met, you will need to complete and submit, to NMGC, a Conversion Rebate Application. For your convenience an application has been included in this packet.

Please keep the following in mind when completing the application:

- The person whose name appears on the NMGC account must complete and sign the application.
- If approved, the conversion rebate check will be issued in the NMGC account holder’s name.
- When submitting the application, please mail it to the address listed in the gray box on the application.
  o Applications submitted to any other address will result in a processing delay.
- Please allow four weeks from the date the application is submitted and approved to receive the conversion rebate.
- The rebate is subject to Federal and State income taxes and you will receive IRS Form 1099 for the tax year that the conversion rebate is received.
Application Form Attached

**Tax Exemptions for Native Americans**

Are you a member of a Native American nation, or the spouse of a member, and living on your Pueblo or reservation? If so, you are eligible to be exempt from certain taxes and charges that may appear on your utility (natural gas, propane, electric, water), phone and cable bills.

To apply to have these taxes taken off your bills, please fill out the attached form.

For questions or more information on Native American tax exemptions, please contact your Tribal Government office or the New Mexico Public Regulation Commission at 1-888-4ASK-PRC.

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**Native American Exemption Form**

You may be exempt from certain taxes and surcharges* on your utility, phone or propane bills if you are: a governmental entity of the Pueblo or Tribe; a member (or spouse) of the Pueblo or Tribe and living on your Pueblo or Reservation; or a business owned by the Pueblo or Tribe and located on and doing business on the Pueblo or Reservation.

* You may be exempt from State, City and County gross receipts taxes, 911 fees, Municipal and County franchise fees, telecommunication relay service charges, and New Mexico Universal Service Charges. This tax exemption does not apply to taxes imposed by your Tribe or Pueblo and collected by the utility, phone and cable companies on behalf of your Tribe or Pueblo.

I certify that I am a customer of a utility, communications or propane company and am a:

( ) Tribal Government Agency
( ) Enrolled Tribal Member
( ) Spouse of an Enrolled Tribal Member
( ) Business wholly owned by the Tribe or Member

I am a member, or spouse of a member, of this tribe:

________________________________________

I receive service at this address:

________________________________________

________________________________________

The account number and phone number of my utility, phone or cable bills are:

________________________________________  _______________________________________

________________________________________  _______________________________________

________________________________________  _______________________________________

Signed:

___________________________________
(Tribal member/agent signature)

Print name: ____________________________________
# Conversion Rebate Application

New Mexico Gas Company Customer Account Number

(Can be found on NMGC gas Bill)

[Redacted Account Number]

<table>
<thead>
<tr>
<th>New Mexico Gas Co. Customer Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Property Owner</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>Street Address (where conversion was completed)</td>
<td>City</td>
</tr>
<tr>
<td>Mailing Address (if different than above)</td>
<td>City</td>
</tr>
<tr>
<td>Customer Telephone Number ( )</td>
<td>Date Conversion Completed</td>
</tr>
</tbody>
</table>

Application must include a copy of the first month’s billing.
Conversion Rebate will be made after the application has been received, and after verification by New Mexico Gas Company that:

1. The address listed above is eligible for the rebate.
2. Natural gas service has been connected to the premises.
3. The first month’s billing and related connection fees have been paid.
4. The application has been approved.

I hereby certify that all information on this form is true and accurate, and that the conversion has been completed. I acknowledge that New Mexico Gas Company may verify all information provided on this application.

<table>
<thead>
<tr>
<th>Customer Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Mail completed form and supporting documents to:

New Mexico Gas Company
Conversion Rebate
7120 Wyoming Blvd. NE, Suite 20 BC5
Albuquerque, NM 87109

For Office Use Only

Date received: ________________
Application No. ________________
Date processed: ________________
Approved: Yes ______ No ______
Check No. ________________
Date check mailed: ________________