Effective January 1, 2016, the Government of Ontario is removing the Debt Retirement Charge (DRC) from certain residential electricity consumers' bills. Bulk metered multi-unit residential buildings are also eligible for a DRC exemption of up to 1,500 kWh per month per eligible residential unit.

In order to receive the DRC exemption, clients with an eligible bulk metered multi-residential building must notify their local distribution company (LDC). For information about the DRC exemption, visit enercare.ca/RegulatoryChanges. To assist clients, **Enercare will be managing the submission process on the client's behalf; however, clients must fully complete the DRC Self Declaration form as Enercare is not authorized to sign the form**.

Submitting Your Form to Enercare
Enercare requests for completed DRC Self Declaration forms to be submitted by November 15, 2015 in order to allow adequate time for review by Enercare and submission to the LDC. Provided that properly completed and executed forms are submitted to the LDC in advance of January 1, 2016, bulk bills should reflect the DRC exemption effective January 1, 2016.

> Email: client.care@enercare.ca
> Subject: DRC Self Declaration Form
>
> Mail: Enercare Connections
> Attention: Client Care – DRC Self Declaration,
> 4000 Victoria Park Avenue, Toronto, ON M2H 3P4

Important Information
Forms that are submitted directly to the LDC, instead of to Enercare, cannot be tracked by Enercare. By submitting your form to us, DRC related billing discrepancies will be mitigated. Please notify us at client.care@enercare.ca if you have submitted a form directly to the LDC.

Have a question?
Contact your Client Manager or client.care@enercare.ca.

Application and Declaration for
Debt Retirement Charge Exemption

The Ontario Regulation 156/15 relating to Debt Retirement Charge provides eligible customers a reduction on the Debt Retirement Charges related to electricity consumption on their bills. This reduction of the Debt Retirement charge will become effective January 1, 2016. Some exceptions apply.

Customers may qualify for a Debt Retirement Charge exemption on eligible residential units up to 1,500 kilowatt-hours (kWh) of monthly consumption multiplied by the number of residential units stated in the declaration form, if all of the following circumstances exist:

Step One – Does your account qualify?
The account has to include at least one "eligible residential unit" to qualify for a reduction of the Debt Retirement Charge.
An eligible residential unit is:

1. A self-contained set of rooms located in a building or structure; and
2. Contains kitchen and bathroom facilities that are intended for the use of the unit only; and
3. Is used or intended for use as residential premises.

You can find these acts on the government's e-laws web site at www.e-laws.gov.on.ca.

Step Two – Fill in this form:
If your account qualifies, please fill in the information below. If you have more than one qualified account, list each one separately. Please attach a separate page if you run out of room. **If there are units in your building or complex that are metered or billed separately from the account referenced, do not include them in the total number of units for this account**

Waterloo North Hydro Account Number(s)	Account Name	Account Service Address	Number of Eligible Units
Sample 00000-000	The Bayshore Apartment Complex	123 Main St, Waterloo	56

Acknowledgement:

1. **I declare that the account provides electricity that is consumed in at least one eligible residential unit, based on the above definition.**

2. **I declare that the information contained in the notice above is complete and accurate, and as the account holder will promptly notify Waterloo North Hydro Inc. of any information changes regarding the eligible residential units of this/these account(s).**

3. **I acknowledge that it is an offence to make a false or deceptive statement in a document submitted under Part V.1 (Debt Retirement Charge) of the Electricity Act, 1998.**

Waterloo North Hydro Inc.

The following individuals have authority to provide and certify the accuracy of the information on this form and any additional attachments. **Please complete the applicable sections below**.

Corporation's Name:	I certify the above information to be true, correct and complete.	Date
Name & Office of Authorized Officer:	Signature of Authorized Officer	
Sole Proprietor:	I certify the above information to be true, correct and complete.	Date
Name of Applicant:	Signature of Applicant (should be same as the Account Name)	
Partnership's Name:	I certify the above information to be true, correct and complete.	Date
Name of Authorized Individual to sign on behalf of Partnership:	Signature of Authorized Individual (should be same as the Account Name)	

All information submitted in this process will be used by Waterloo North Hydro Inc. in support of its obligations under the *Electricity Act, 1998,* and the *Ontario Energy Board Act, 1998*, applicable Ontario Energy Board Codes and Rules, associated policies, standards and procedures and its license.

This information is being collected and used for billing and auditing purposes. All submitted information will be assigned to the appropriate confidentiality level on receipt. This information will be retained by Waterloo North Hydro Inc. and may be subject to review by the Minister of Finance pursuant to the *Ontario Energy Board Act, 1998.*

If you have any questions about this collection, the ways in which your personal information may be used by Waterloo North Hydro Inc., or would like further information about Waterloo North Hydro Inc.'s privacy policies, please visit www.wnhydro.com.

Please forward the completed form to:

Mail: **Waterloo North Hydro Inc.**
Billing Department
526 Country Squire Rd
RR 1
Waterloo, ON N2J 4G8

Fax Number: **519-746-0133**

Email: **billgrp@wnhydro.com**