

New Mexico Gas Company – Commercial Summary Billing Program

Summary Billing is a free service New Mexico Gas Company offers commercial customers with multiple accounts. It consolidates all of the monthly natural gas bills for your different service addresses into one master summary bill – with one due date – so that you have only one monthly payment to make. Summary Billing helps you save time, paperwork, postage and money processing multiple individual checks and bills.

Summary Billing Application Form	
Name on Account:	Account Number: -
Mailing Address for Master Summary Bills:	Business Phone Number: (____) ____ - ____ Email:
Contact Name:	Title:

Complete the Summary Billing Application Form above, along with page two of this form, itemizing each account you would like to add to or remove from Summary Billing. Add additional pages as needed. Mail, email or fax to:

New Mexico Gas Company Summary Billing Program
PO Box 97500, Mailstop BC30
Albuquerque, NM 87199-7500
Email: Summary.Billing@nmgco.com
Fax: 505-697-4487

New Mexico Gas Company Summary Bill Guidelines

- Eligibility.** Summary Billing is available for commercial rate customers with five or more properties (excluding accounts grandfathered into the program) and who have a good payment history and are current on their account, with no past due balances or outstanding deposits.
- Ineligibility.** Summary Billing is not available to Transportation customers; landlords; and customers on Budget Billing, Landlord Standby, payment arrangements or chart billing. These are only guidelines and other factors could exclude certain accounts from participation.
- Applying.** You may sign up for Summary Billing at any time by submitting a completed Summary Billing form. Please allow at least 30 days from receipt of your form to process your application. If you qualify, the bills for all of the gas accounts you have identified on the form will be consolidated onto one monthly master statement, with one due date. Along with your master summary bill, you will also be provided detailed information on your utility usage at each service location.
- Billing and Due Dates.** New Mexico Gas Company will continue to read the gas meters at each of your different service addresses as usual, but the last meter read for that month is used to issue your master summary bill for all of your accounts you've listed on your Summary Billing program. Summary bills are then due 20 days from the statement date on your master summary bill.
- Payment Options.** You may pay your master summary bill by enclosing a single check or money order, along with the payment stub, and mailing to the remittance address noted on your bill. Or, you may pay through our Automated Bank Draft program or automatically through your financial institution's electronic bill paying.
- Changes.** You may add or delete accounts by resubmitting a Summary Billing form. Allow at least 30 days for your application or any changes to your Summary Billing account to go into effect. You may change your Summary Bill mailing address or contact information by contacting us by phone, email or mail, as noted below.
- Billing Errors.** Adjustments to correct billing errors or rebills for accounts added or removed from Summary Billing will be reflected in the following month's statement.
- Past Due Accounts.** Should any of your accounts become delinquent, you are subject to collection in accordance with New Mexico Gas Company policy. Continued delinquency may result in removal from Summary Billing.
- Termination.** You can terminate participation on Summary Billing with a 30-day written notice.
- Billing Disputes.** In the event of a billing dispute, please specify the disputed service location by account number and provide a description of the dispute to your New Mexico Gas Company Commercial Representative. We will promptly investigate your concerns. You are responsible to pay the amount due for any accounts not involved in the dispute by the due date on the bill.



New Mexico Gas Company Summary Billing Form

#	Account Number	Business Name	Service Address	Add	Remove
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