

Negotiated Fuel Cost Program (NFCP) Summer 2016

Enrollment Process*

1. Complete Enrollment Form starting on Thursday, April 14, 2016 online and click on "submit."**
2. The Customer Base Agreement will then be faxed to you. This agreement outlines the terms and conditions of the Negotiated Fuel Cost Program. Please follow the instructions on the cover page of the agreement and fax it back to 1-212-669-0752 by **Tuesday, April 19, 2016.**
 - ✚ (Please note that you are **not** enrolled in the program until you have signed and returned the Transaction Confirmation Form described in steps 3 and 4 of the NFCP process.)
3. On Thursday, April 21, 2016, if we have received your completed Customer Base Agreement, we will send you a Transaction Confirmation Form showing your monthly fixed fuel-adjustment price and volumes you selected in the Customer Base Agreement.
4. Once you have signed and returned the Transaction Confirmation Form (Deadline: Friday, April 22, 2016), you will be enrolled in the program.

***Open Enrollment (Thurs, April 14th – Tues, April 19th)**

**** Enrollment Form must be submitted by NOON on Monday, April 18, 2016 in order to receive and return Customer Base Agreement by End of Business, Tuesday, April 19, 2016.**