



Services of the San Francisco  
Public Utilities Commission



# 2024 Net Surplus Compensation - Cash Out Form

Follow the steps below to receive your net surplus compensation by check. As described in the CleanPowerSF NEM Tariff<sup>1</sup>, our Net Energy Metering customers who produce more electricity than they use over the course of a year will receive compensation for that excess electricity at the end of the annual true-up period. By default, your compensation is issued as a credit on your electricity bill. You can follow the steps below to receive it as a check instead.

## To Receive Your Net Surplus Compensation by Check:

1. **Complete and return this Cash Out Form to CleanPowerSF.** Please send completed forms to CleanPowerSF via email ([cleanpowersfforms@sflower.org](mailto:cleanpowersfforms@sflower.org)) or mail to:

CleanPowerSF  
Attn: SolarAccount Services  
525 Golden Gate Avenue 7th Floor  
San Francisco, CA 94102

Please note: Forms must be received within 60 days of the first bill following the end of the Annual True Up period or by August 20, 2024, or within 90 days of when your CleanPowerSF account has closed.

2. **CleanPowerSF may contact you via email to sign and submit a W-9.** After we receive your completed Cash Out Form, we will contact you via email. If the Controller's Office does not already have your W-9 form, they will send a secure email request to submit an IRS Form W-9<sup>2</sup>, which must be wet signed or with a digital signature (DocuSign/Adobe Acrobat Sign). If you prefer to mail your W-9, send it to:

Office of the Controller, AOSD-SMT  
City & County of San Francisco,  
1 Dr. Carlton B. Goodlett Place, Room 300  
San Francisco, CA 94102

Please note: For your data security, do not submit the W-9 form to CleanPowerSF.

3. **Your cash out check will be mailed to the address listed on your W-9.** After you sign and submit your W-9, you can expect your mailed check in 4-6 weeks.

<sup>1</sup> CleanPowerSF NEM Tariff: <https://www.cleanpowersf.org/solar>

<sup>2</sup> IRS Form W9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

# 2024 Net Surplus Compensation - Cash Out Form

Complete and Sign Below Before Returning to CleanPowerSF (See Step 1):

Account Holder Name: \_\_\_\_\_

PG&E Account #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address\*: \_\_\_\_\_

Service Address: \_\_\_\_\_

\*We will use this email to contact you about your Net Surplus Compensation.

*I hereby elect to receive my Net Surplus Compensation issued by check. In addition, by signing and submitting this Net Surplus Compensation - Cash Out Form, I (account holder) authorize CleanPowerSF to release information related to my CleanPowerSF Account to employees of the San Francisco Public Utilities Commission and other City and County of San Francisco employees in order to process and issue my Net Surplus Compensation-Cash Out.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For more information about how CleanPowerSF protects your information, see our Privacy Policy<sup>3</sup>.*

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<sup>3</sup> CleanPowerSF Privacy Policy: <https://www.cleanpowersf.org/privacy>