



ACCOUNT INFORMATION FORM – NEW CONSTRUCTION APPENDIX D

Please complete this form if you are opening or updating an account with Hydro Ottawa as a result of new construction. If you are moving, use our online request form at hydroottawa.com/moving to let us know that you want to start, stop or update a new or existing account.

Questions? Please contact the Service Desk at 613-738-6400, option 4. Our representatives are available weekdays between 8 a.m. and 4 p.m. (excluding statutory holidays).

Form submission instructions are available at the end of this document.

**Indicates Mandatory Field*

Site Address*: _____

Mailing Address: _____

Same as Site

> SECTION 1 – RESIDENTIAL CONSTRUCTION

Primary Account Holder

First Name*: _____ Middle Initial: _____ Last Name*: _____

Phone Numbers (*provide at least one*)*:

Home: _____ Mobile: _____ Business: _____

Email*: _____

Is the electricity service for your new construction project to be billed under an existing Hydro Ottawa account?

Yes No

If yes, please provide the first 10 digits of the account number: _____

Please provide the information below.

Identification 1* Date of Birth (yyyy/mm/dd): _____

Identification 2* *Please provide information for only **ONE** of the following:*

Driver's License Number and Jurisdiction: _____

Passport Number: _____

Service Ontario Photo ID Number: _____

Secondary Account Holder (optional)

First Name*: _____ Middle Initial: _____ Last Name*: _____

Phone Numbers (*provide at least one*)*:

Home: _____ Mobile: _____ Business: _____

Email*: _____

> SECTION 2 - COMMERCIAL CONSTRUCTION

Business Information

Contact Name*: _____

Phone Numbers (*provide at least one*)*:

Home: _____ Mobile: _____ Business: _____

Email*: _____

Full Legal Name*: _____

Registered Business Name*: _____

HST Number*: _____

Business Identification Number *: _____

Incorporation Number*: _____

Please specify one of the following*:

- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation
- Unincorporated Association or Club
- University, College, School, Hospital or Government

> FORM SUBMISSION

Once completed, please submit your form to Hydro Ottawa using one of the methods listed below.

Email: servicedesk@hydroottawa.com

Mail: Hydro Ottawa Limited

PO Box 8700,
Ottawa, ON K1G 3S4

Attn: Service Desk - New Construction Account Information - Appendix D