



Welcome! Opening a LIPA business account? Here's a quick and easy checklist to make sure you have all the things you need to get started. We need some important items to initiate electric service and open your LIPA electric account. Save time and help us serve you better by using the Checklist below. You will need:

- A completed Application for Service signed by an Owner, or if a Corporation, an Officer of the Corporation.**
- An “Electric Load Letter” or an estimate of your anticipated monthly electrical use.** *A Load Letter can be obtained from a licensed electrician and provides a list of the equipment used by your business, and the amount of electricity used by each piece of equipment. When we understand how much electricity your business will use each month, we can ensure we assign the best rate for your business needs.*
- A Corporate Seal if your business is a corporation; or certification documents if you're a Sole Proprietorship, Partnership or LLC.**
- All Non-Residential Customers are required to pay a deposit.** *Please call our Business Call Center at 1-800-966-4818 to determine your deposit amount. All deposits must be in cash, bank check or money order.*
- A Sales Tax Exemption Certificate if you are tax exempt.**
- For places of worship, state certification as a religious entity and a Sales Tax Exemption certificate is required.**
- Call our Business Call Center at 1-800-966-4818 to confirm you have everything you will need *before* you go to a LIPA Customer Service Center to open your account,**

**Once you have all the required documents, visit us at one of our Customer Service Centers. We will process your application and provide a Welcome Package which contains all the information you'll need to help you be successful in your business.**