**Variance Request Form**

Account Holder

Provide a statement of why the Account Holder needs the variance

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Account Names and IDs for all accounts affected and a descriptions of their relationship to the M-RETS Account

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M-RETS Asset Names and IDs

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If data related: State vintage begin/end dates and why this date is appropriate

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An estimate of the number of RECs affected

Describe any steps you have taken to notify the appropriate regulatory body and attach any approval documents if necessary. If you have not notified any regulators, describe why that is not necessary in this instance.

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Please provide any additional information you believe would be helpful for M-RETS staff to understand the context of this request.

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Select and/or identify the specific section(s) of the OP for which a variance is needed. By signing this form, the account holder attests that they will follow all other M-RETS procedures apart from the requested variance(s).

[ ]  Section 4.2.7: “If an Organization notices an error in the selected retirement reason outside the 24-hour window, the Organization may contact M-RETS (systemadmin@mrets.org) in writing and ask that M-RETS grant a variance.”

[ ]  Section 4.4.2: “For new Generators, M-RETS will accept generation within 62 days from the date of registration without supplemental documentation. However, M-RETS may accept generation which occurred between the 62-day deadline and two years prior to the current month with a completed Variance Request Form…M-RETS may submit the variance request—or send an email outlining the circumstances—to a state or provincial regulator should there be concern compliance with the variance request could result in potential double counting.”

[ ] Other:

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By signing below, the account holder attests that there has been no compliance or voluntary use or sale of the renewable generation, RECs or environmental attributes associated with the renewable generation for which the variance is requested.

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| Signature (of individual with the appropriate authority) |  | Date |

If the account holder is not the Facility Owner, provide attestation letters from the Facility Owner and all other related parties.