

**AMERICAN ARBITRATION ASSOCIATION
 SUPPLEMENTARY PROCEDURES FOR
 CONSUMER-RELATED DISPUTES
 SCANA ENERGY CLAIM FORM**

How to file a claim; consumer should:

- Fill out this form and retain one copy for your records.
- Mail a copy of this form to the AAA, to:
 AAA's Case Filing Services, 1101 Laurel Oak Road
 Suite 100, Voorhees, NJ 080513.
- Send a copy of this form to SCANA Energy. It will pay any required fee.

How to file a claim; SCANA Energy should:

- Fill out this form and retain one copy for your records.
- Mail a copy of this form and check or money order made payable to the AAA, to:
 AAA's Case Filing Services, 1101 Laurel Oak Road
 Suite 100, Voorhees, NJ 08043. Please consult Section C-8 of the Supplementary Procedures for Consumer-Related Disputes for the appropriate fee.
- **Send a copy of this form to the consumer by registered mail, return receipt requested.**

1. How is this being filed? Check only one.
- By request of the consumer (A copy of the arbitration agreement **must** be attached. A copy of this form **must** also be sent to the business)
 - By request of SCANA Energy (A copy of the arbitration agreement **must** be attached. A copy of this form **must** also be sent to the consumer by registered mail return receipt requested)
 - By mutual agreement (“submission”) of the parties (both parties **must** sign this form)

2. Briefly explain the dispute.

3. Do you believe there is any money owed to you? Yes No If yes, how much? _____

4. Are you seeking any relief? Yes No If yes, what is it? _____

5. Preferred hearing locale (if an in-person hearing is held) _____

6. Amount enclosed: NOT APPLICABLE FOR THE CONSUMER

7. Fill in the following information:

Consumer

Name of Consumer: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email Address: _____

Signature of Consumer: _____

Representative: _____

Firm: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email Address: _____

Business

Name of Business: SCANA Energy Attn: Brett Newsom

Address: 3344 Peachtree Road, Suite 2150

City/State/Zip: Atlanta, Georgia 30326

Telephone: 404-760-6200

Fax: 404-760-6281

Email Address: scanaenergycontactus@scanaenergy.com

Signature of Business: _____

Representative: _____

Firm: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email Address: _____