

## Instructions for Energy Broker and Energy Consultant Surety Bond Template

1. Do not alter the text set forth in this template. Any alterations to the text set forth in this template may result in rejection of this surety bond.
2. The energy broker/energy consultant is the Principal in this agreement and must insert its name and place of business where applicable.
3. The name and place of business of the Surety must be provided.
  - a. Please Note: The Commission will only accept a surety bond from an entity authorized to transact business as a surety in the State of New York by the Superintendent of Insurance of New York State. Such authorized businesses may be found on the website of the Department of Financial Services:  
[https://www.dfs.ny.gov/who\\_we\\_supervise](https://www.dfs.ny.gov/who_we_supervise).
4. Energy brokers must provide a bond in the amount of \$100,000 and energy consultants must provide a bond in the amount of \$50,000. Any entity registering as both an energy broker and energy consultant need only provide a bond in the amount of \$100,000.
5. Both the energy broker/energy consultant (Principal) and the Surety must sign the agreement in the presence of a notary public. Please note that there are separate signature lines provided for a Principal that is an individual and a Principal that is a business entity.
6. The completed and executed original Surety Bond must be submitted to the Department of Public Service at this address:  
Department of Public Service  
Attn: Finance and Budget Section  
New York State Department of Public Service  
3 Empire State Plaza, 16th Floor  
Albany, NY 12223-1350