

**Rule 9**

**RENDERING AND PAYMENT OF BILLS**

A. Rendering of Bills

1. Billing Period. Bills for service will be rendered to each Customer on a monthly basis, unless otherwise approved by the Commission.
2. Metered Service. Bills for metered service will show at least the reading of the meter at the end of the period for which the bill was rendered, the number of electrical units, and the date of the current meter reading.

Meters will be read as nearly as possible at regular intervals. Except as otherwise stated, the regular billing period will be once each month. Due to Saturdays, Sundays and holidays, it is not always possible to read meters on the same day each month. Where, however, the monthly period is less than 27 days or more than 33 days, a pro rata correction will be made in accordance with Section A.3 below.

If, because of unusual conditions or for reasons beyond the meter reading entity's control, the customer's meter cannot be read on the scheduled reading date, or if for any reason accurate usage data are not available, the Utility will bill the Customer for estimated consumption during the billing period. Estimated consumption for this purpose will be calculated considering the Customer's prior usage, the Utility's experience with other Customers of the same class in that area, and the general characteristics of the Customer's operations.

3. Proration of Bills. The charges applicable to opening periods, closing bills, and bills rendered for periods corresponding to less than 27 days or more than 33 days for monthly billing periods will be computed as follows: The amount of the minimum charge and the quantity in each of the several quantity rate blocks will be prorated on the basis of the ratio of the number of days in the period to the number of days in an average billing period, which for this computation shall be taken as 30 days or multiples thereof. The measured quantity of usage will be applied to such prorated amounts and quantities.
4. When the total period of service is less than 34 days, no proration will be made, and no bill for such service shall be less than the specified minimum charge, except when temporary service is furnished and Customer has paid the estimated cost of installing and removing the service facilities a proration will be made as prescribed in Section A.3, above.

(continued)

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**(continued)**

B. Reading of separate Meters Not Combined. For purposes of billing, each meter upon the Customer's premises will be considered separately, and the readings of two or more meters will not be combined except as follows:

1. Where combinations of meter readings are specifically provided for in the rate schedule.
2. Where the Utility's operating convenience requires the use of more than one meter.

C. Payment of Bills. All bills for service are due and payable upon presentation and payment may be made at any commercial office of the Utility or to any representative of the Utility authorized to make collections. Payment of closing bills shall be made at the time of presentation.

If a Customer makes only a partial payment on a bill, the partial payment received will be credited to amounts in arrears according to age. Customer failure to pay as set forth herein will be subject to termination of service as set forth in Rule 11.

D. Returned Check Charge. Should a check from a Customer used to pay a bill for service be returned to Utility as uncollectible for any reason, including a lack of funds, a charge of \$5.00 will be added to the Customer's account.

E. Equal Payment Plan. An equal payment plan is available to Small Customers who have received service at the same address for a minimum of twelve (12) consecutive months and have a satisfactory payment history.

1. The equal payment plan provides for twelve (12) equal payments of a Customer's estimated annual bill based on their prior usage. Equal payments will begin the first full month of billing following the customer request to be placed on the program. After twelve (12) consecutive months on the Equal Payment Plan, there will be an adjustment from the Customer's equal payment billing to actual billing. At that time, a new equal payment amount will be computed and any debit or credit balance will be spread over the new equal payment plan year.
  2. The equal payment plan allows for pre-payment at the Customer's request.
- (Continued)

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E. Equal Payment Plan (continued)

- 3. The equal payment plan will be automatically canceled when two (2) equal payment bills become past due. However, the plan may be reinstated upon payment of the plan arrears.
- 4. This plan will be in effect from year to year for eligible Customers who reapply.
- 5. The equal payment amount will be adjusted during the year due to approved rate increases or decreases and in the event of increases or decreases in consumption.

F. Bill Payment Options

Customers choosing to pay their utility bills through an authorized third party vendor may be charged a convenience fee. Customers will be notified of any such convenience fee prior to completing the transaction. The convenience fee goes directly to the third party vendor and does not go to the Utility. The third party vendor remits the exact amount of the Utility bill to Liberty. The Utility does not accept credit card, ATM/debit card payments directly, all such payments are made through the third party vendor.

Residential Accounts:

Credit/Debit ATM/ electronic check (ACH) Fee per transaction (\$600 limit) \$3.50

Small Commercial Accounts: (Schedules: A-1, TOU A-1, A-2, TOU-A-2)

Credit/Debit ATM/ electronic check (ACH) Fee per transaction (\$1,200 limit) \$8.95

Large Commercial Accounts: (Schedule: A-3) Electric Check (ACH) only –

Fee per transaction (\$25,000 limit) \$0.75

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