



Date Adopted: 10/25/83
Date Revised: 10/27/21
Date Reviewed: 10/27/21

Policy 402
Billing Dates, Due Dates, Collection Charges

POLICY:

A. BILLING PERIODS

1. Monthly Accounts: Bills for monthly accounts will be mailed on or near the last working day of the month.
2. Annual Accounts: Meters will be read by the Cooperative in April and bills for annual accounts will be mailed on or near the last working day of April..

B. DUE DATES

All bills are due and payable on receipt. If unpaid by the statement due date, bills are considered to be overdue and a 5% penalty will be added. If annual accounts are unpaid by the due date on the April statement, bills are considered to be overdue and a 5% penalty will be added.

C. DELINQUENT NOTICES

Bills unpaid by the statement due date are considered to be delinquent. The penalty amount will be on your next statement.

Bills that become 2 months delinquent by the statement due date will be mailed a second written notice advising that service will be subject to disconnection by a specified date. If no payment is received or a satisfactory payment arrangement made by the member, no further notice will be provided.

D. INTEREST ASSESSMENT

Any bill delinquent for 90 days or more may be assessed an interest charge of 1% per month. Assessment of such interest charge does not in any way shield the member from disconnection for non-payment.

E. COLLECTION CHARGES

If the bill remains delinquent beyond the due date on the second notice, the Cooperative may send a representative to disconnect service. The appropriate collection fee will be charged to reconnect service. This includes the past due amount, a \$15 collection fee and a reconnection fee for each meter of six (6) times the facilities charge.

F. INITIATION OF SERVICE DURING BILLING PERIOD

When service is initiated to a new seasonal or irrigation consumer during the course of the normal annual billing period, the first year's minimum bill will be prorated to the actual number of months for which service is available.

G. DETERMINATION OF DEMAND FOR BILLING

Where the rate is based on KW demand, the KW demand shall be the highest 15-minute demand in the billing period as determined by suitable indicating or recording instruments; otherwise, demand will be established by timing meter revolutions, estimation, or by contractual agreement. At the option of the Cooperative, the nameplate horsepower rating of motors may be used to establish demand for billing purposes.

H. TAX ADJUSTMENT

The amount of any and all revenue, kilowatt-hour, or other form of tax imposed by any municipality, county, federal, state, or other governmental subdivision taxing body, upon the Cooperative or upon the property herein, revenue or income of any part of the Cooperative may be apportioned by the Board of

Trustees of the Cooperative according to the territory in which such tax or taxes may be effective and among the various classes of service furnished therein, and shall constitute an additional charge to any amounts which may be billed to any member under any rate schedule or special contract.

RESPONSIBILITY:

Members, Manager, Office Manager, and Billing Clerk, CSR

PROCEDURE:

As outlined in the above written policy