



Date Adopted: 10/25/83

Date Revised: 08/23/16

Date Reviewed: 08/23/16

Policy 402

Billing Dates, Due Dates, Collection Charges

POLICY:

A. BILLING PERIODS

1. Monthly Accounts: Bills for monthly accounts will be mailed on 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 by May 1st.

B. DUE DATES

All bills are due and payable on receipt. If unpaid by the 15th of the month, bills are considered to be overdue and a 5% late charge will be added. If annual accounts are unpaid by May 15th, bills are considered to be overdue and a 5% late charge will be added.

C. DELINQUENT NOTICES

Bills unpaid by the 15th of the month are considered to be delinquent. A delinquent notice will be mailed immediately after the 15th of each month.

Bills that become 2 months delinquent by the 15th 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, no further notice need be provided.

D. INTEREST ASSESSMENT

Any bill delinquent for 90 days or more will 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 date on the notice, the Cooperative will send a representative to collect payment or disconnect service. The appropriate collection fee will be charged.

F. ZERO BILLING

All kilowatt-hour meters will be read to the nearest 10 KWH for billing purposes. In the event that the actual meter reading ends in 5 KWH, the meter will be rounded up to the next 10KWH. When the final reading is made for a consumer the actual meter reading will be used for billing purposes, and the reading will not be rounded to the nearest 10 KWH.

G. 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.

H. 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.

I. 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

PROCEDURE:

As outlined in the above written policy