Issued in compliance with Commission Order issued February 6, 2020 in Case 16-W-0259

## VI. BILLING, METER READING, NOTIFICATION AND TERMINATION FOR RESIDENTIAL AND NON-RESIDENTIAL GENERAL USE WATER

See Section II, Definitions, beginning at Leaf No. 6 for the definition of terms used in this section.

## A. Bills Payable

1. All bills are payable in accordance with the terms of the applicable service classification.
1.1. Service Classification 1 - Service Area 1, Service Classification 1- Service Area 2,

A month is defined in the respective service classification as any period consisting of not less than twenty-eight (28) consecutive days nor more than thirty-two (32) consecutive days. In the event a bill is for a period of longer than 32 days or shorter than 28 days, and for a new service or a service termination, the charges will be prorated on a per-day basis formula.
1.2. Service Classification 2 - Service Area 1, and Service Classification 2 - Service Area 2

A month is defined in the respective service classification as any period consisting of not less than twenty-six (26) consecutive days nor more than thirty-five (35) consecutive days. In the event a bill is for a period of longer than 35 days or shorter than 26 days, and for a new service or a service termination, the charges will be prorated on a per-day basis formula.
2. Fixed (e.g., service, meter) charges are not eligible for proration outside the monthly or quarterly billing period except for a new service or a service termination where the per-day fixed/flat charge is applied to the days in the applicable month, quarter or other applicable billing period following the open or prior to the closing in the final bill calculation.
3. Meters will be read and bills will be rendered monthly or quarterly, and bills are due when rendered and are payable at the office (by mail or the lock box Custodian) of the Company or to any authorized collector. Volumetric (or usage) charges specified in the various Rate Schedules are stated on a monthly basis.
4. Bills for all meter reading periods affected by a change in rates will be prorated.

## B. Late Payment Charge

1. Bills are due upon presentation. Bills shall be deemed presented when delivered to the customer personally or when mailed to the customer at the premises supplied, or at the last known address of the customer, or when left at either address or any mailing address provided. After the bill is presented, failure to receive such bill from the Company will not entitle the customer to any delay in the settlement of the customer's account nor to any extension of the date after which the late payment charge becomes applicable.

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