6104-B Rate Case Checklist



Timeframe:

At least 30 days prior to the effective date of the rate adjustment

Notification:

- Notice to the Commission and the OPA occur automatically by making a filing in the Commission's case management system (CMS).
- Provide notice to customers with their bill (if the timing works) or in a separate mailing.

Customer Notice Must Include:

- Amount of rate change
- Percent of change for each customer class
- A brief explanation describing the reason for the rate adjustment

Filing Must Include:

- Updated Tariff sheets (Don't forget to update the revision number)
- Supporting calculations showing changes to customer classes.
- Copy of the customer notification

Optional information that could be added to notice:

 The amount that the average customers bill will increase

THIS FLYER IS INTENDED FOR INFORMATIONAL PURPOSES ONLY. THIS INFORMATION IS NOT LEGAL ADVICE AND DOES NOT SET ANY LEGAL STANDARD. REGULATIONS AND SHOULD CONSULT WITH LEGAL COUNSEL FOR INTERPRETATION OF LAWS AND REGULATIONS.