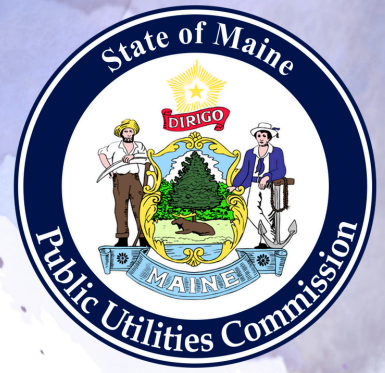


6104-B Rate Case Checklist



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