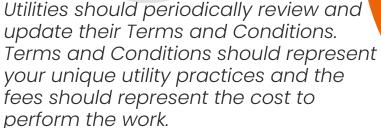
HOW TO: FILE UPDATED TERMS & CONDITIONS









D. A reference to the statutory section, rule (35-A M.R.S. § 307) under which the filing is made.

Mark up the terms and conditions using these codes on the draft you will submit to the PUC. You can also do track changes to show the changes that have been made, but these codes are required:

Put a proposed effective date (at least 30 days out) on the bottom, update the revision number and have it signed by the superintendent or chairperson of the board.

Submit a final (clean) copy without the notations for the **PUC to process.**

Once approved by the PUC, submit a final, stamped copy into the tariff module in CMS.



Changes to terms and conditions must follow requirements of Chapter 120 of the Commission's rules.

I: increase rate M: Moved text (give page number text moved from); no change in term or condition

C: Change in rate schedule or term or

D: Discontinued rate or term or condition

N: New rate or term or condition

R: Reduced rate

condition

T: Change in Text; no change in rate or term or condition

Submit a cover letter into CMS with the following:

> A) A statement describing the purpose and effect of the filing; B) The anticipated revenue effects if you are altering fees



