

HOW TO: FILE UPDATED TERMS & CONDITIONS



1

Review your last set of terms and conditions. You can find them in the Commission's Case Management System (CMS).

2

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

3

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

4

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:

C: Change in rate schedule or term or condition
D: Discontinued rate or term or condition
I: Increase rate
M: Moved text (give page number text moved from); no change in term or condition
N: New rate or term or condition
R: Reduced rate
T: Change in Text; no change in rate or term or condition

Utilities should periodically review and update their Terms and Conditions. Terms and Conditions should represent your unique utility practices and the fees should represent the cost to perform the work.

Terms and conditions

5

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.

6

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

7

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

