

**DECREASE IN REVENUE OF AN ELECTRIC COOPERATIVE**

Filing Requirements Checklist

(Applicable Authority: KRS 278.455, KRS 278.180(1) and 807 KAR 5:007)

Case No. \_\_\_\_\_ Applicant Name \_\_\_\_\_ Received Date \_\_\_\_\_ Form Circulation Date \_\_\_\_\_

Instructions:

- 1) Each division noted by checkmark ( ) is to complete its review and return within three business days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) **Return by email to Filings Branch following review and copy all Team members.**

Reviewed by following Divisions:

Date

Staff Member

_____	Filings	_____	_____
_____	Financial Analysis	_____	_____
_____	Legal	_____	_____

Division Responsible

Law/Regulation

Filing Requirement

Requirement Met

Waiver Requested

Approve Waiver?

			Yes	No		Yes	No
	807 KAR 5:007						
Filings	Section 1	Full name and address of applicant and a reference to the particular provision of law authorizing the filing.					
Financial Analysis	Section 1(1)	The tariff incorporating the rates, specifying an effective date no sooner than thirty (30) days from the date filed.					
		<u>OR</u>					
	Section 2(1)	If the change in rates reflects an increase or decrease of the rates of the applicant's wholesale supplier, a new tariff reflecting the new rates specifying an effective date no sooner than the effective date of the supplier's wholesale rate change.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Legal	Section 1(3)	A brief statement of the facts demonstrating that the filing is made pursuant to the authority of KRS 278.455.					
Financial Analysis	Section 1(4)	A comparison of the current and proposed rates.					
Financial Analysis	Section 1(5)(a)	An analysis demonstrating that the rate change does not change the rate design currently in effect.					
Financial Analysis	Section 1(5)(b)	An analysis demonstrating that the revenue change has been allocated to each class and within each tariff on a proportional basis.					
Legal	Section 1(6)	A certification that a complete copy of the materials filed with the commission has been sent to the Attorney General's Office of Rate Intervention.					
Legal	Section 1(7)	A statement that notice of the rate change pursuant to Section 3 of this administrative regulation has been given, not more than thirty (30) days prior to the date the application is filed, by one (1) of the following methods:					
		(a) by typewritten notice mailed to all customers;					
		(b) by publication in a newspaper of general circulation in the affected area; or					
		(c) by publication in a periodical distributed to all members of the cooperative.					
Legal	Section 1(8)	A copy of the notice given pursuant to subsection (7).					
Legal	Section 3	The notice informs customers that they may inspect the application at either the Commission's office or the utilities, and contains:					
		(1) The name, address, and phone numbers of the cooperative;					
		(2) The existing rates and the revised rates					

