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:	 Each division noted by checkmark () is to complete its review and return within three business days of receipt. 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. Staff member should use initials and list date review is completed. Return by email to Filings Branch following review and copy all Team members. 								
Reviewed by fol	llowing Divisions: Filings Financial Analysi Legal	<u>Date</u> s	Staff Member						
Division <u>Responsible</u>	Law/Regulation 807 KAR 5:007	Filing Requirement		Requiremer Met Yes No	t Waiver Requested	Appi Waiv Yes			
Filings	Section 1	Full name and address o particular provision of lav							
Financial Analysis	Section 1(1)	The tariff incorporating the rates, specifying an effective date no sooner than thirty (30) days from the date filed.							
	Section 2(1)	rates of the applicant's w the new rates specifying	ects an increase or decrease of the holesale supplier, a new tariff reflecting an effective date no sooner than the lier's wholesale rate change.						

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Division <u>Responsible</u>	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					
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Division <u>Responsible</u> <u>Law/Regulation</u>		Filing Requirement		irement ⁄Iet	Waiver Requested	Approve Waiver?	
			Yes	No	•	Yes	No
		for each customer class;					
		(3) The effect of the rate change, stated					
		both in dollars and as a percentage, upon					
		the average bill for each customer class.					
		(4) One of the following statements:					
		(a) The rate reduction is being made at the sole discretion of the utility, pursuant to KRS 278.455(1;					
		OR					
		(b) The rates are being revised to reflect a change in wholesale rates pursuant to KRS 278.455(2).					
Legal	807 KAR 5:001 Section 4(10)	Has submitting party redacted –					
All filings with th Service Commis	ne Kentucky Public	- All social security numbers					
which contain personal information must be redacted by the filer pursuant to 807 KAR 5:001 Sec. 4 (10). Filings which are not in compliance will be <u>rejected</u> .		- All birthdates					
		- All financial account numbers					
		- All other personal identification information					
Legal	807 KAR 5:001 Section 8(4)(b)	Has submitting party optimized pdf document –					
(Electronic Case Filing only)		- Making all text pages searchable or OCR'd					
		- Bookmarks added to distinguish sections of the paper					