**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 |  |

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| --- | --- | --- |
| 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.** |
|  |  |  |

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| 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. |  |  |  |  |  |
|  |  | OR |  |  |  |  |  |
|  | 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. |  |  |  |  |  |
| 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: |  |  |  |  |  |
|  |  | 1. by typewritten notice mailed to all customers; |  |  |  |  |  |
|  |  | 1. by publication in a newspaper of general circulation in the affected area; or |  |  |  |  |  |
|  |  | 1. 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  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 the Kentucky Public Service Commission**  **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 rejected.** | | All social security numbers |  |  |  |  |  |
| 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 |  |  |  |  |  |