

**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 pass on within two 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 to Docket Section following review by all divisions.

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.

Filings

Section 2

An original and 5 copies of the full application.

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

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
		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:					
		(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;					

Division  
Responsible

Law/Regulation

Filing Requirement

Requirement  
Met

Waiver  
Requested

Approve  
Waiver?

Yes	No		Yes	No

(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

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

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