

CLAVERACK RURAL ELECTRIC COOPERATIVE, INC.
WYSOX, PENNSYLVANIA 18854

POLICY BULLETIN NO. B-4

SUBJECT: BILLING

POLICY: Members shall be billed monthly.

RESPONSIBILITY: President & CEO

PROCEDURE:

1. A processing fee is charged at the time membership in the cooperative is established or re-established. Additional fees may be assessed in situations such as but not limited to collection/disconnection/reconnection due to account delinquency, and after hours or special disconnection/reconnection activities. (See schedule of fees).
2. **Billing Period** - Each billing period covers approximately one month.
3. **Rates** – Members will be billed based on the published Electric Rate Schedule for the period the electric use occurs. The Cooperative will obtain a meter reading on a monthly basis using an Automated Meter Reading Device (AMR). The Cooperative shall determine the appropriate rate classification based on the member's service needs and load characteristics.
4. **Cost of Service** - Each bill shall include a basic cost of service charge. The cost of service charge recovers the cost of lines, transformers, etc. necessary to make electrical service available to the member regardless of electric consumption (kWh usage).
5. **Sales Tax** – The Cooperative will charge members sales tax for service as required by law unless the member provides acceptable proof of sales tax exemption.
6. **Summary of Billing System** -
 - A. The member will receive the first bill within approximately 30 days of receiving service and will be billed monthly thereafter.
 - B. The amount due on the monthly bill must reach the Cooperative not later than the due date as stated on the bill. Amounts due not received by the due date are subject to late fees and possible disconnection of service. (See Schedule of Fees - Policy Bulletin B-7 and B-12)
7. **Non-Registration of Meter** - If a meter fails to correctly register or report the amount of electricity used, the use may be estimated for that period of time, and a bill may be rendered based on that estimate. Reasonable payment arrangements may be made with the member to avoid causing excessive hardship in these cases. However, the payment arrangement will not normally exceed the period of time the estimated bill covers.

8. **Billing Errors** – Billing errors may result in over collection or under collection of amounts due to or by residential members.
- A. In the event of an error that results in a member being overcharged, the Cooperative will refund the amount overcharged to the member for the most recent 36-month period.
 - B. In the event of an error that results in a member being undercharged, the Cooperative will calculate the amount of the undercharge for the most recent 36 months, and the member will be responsible for payment. The Cooperative will allow the member to pay the amount due in equal installments over a maximum period of 36 months. The member will be entitled to a 5% discount of the amount due if full payment is made within 30 days of the written notice.
- This policy provision does not apply in cases of fraud, mis-representation, or tampering with metering or cooperative equipment. In such cases, the full amount of the under collection will be due and payable immediately. Additional charges including, but not limited to fees, penalties, deposits, damages and reconnection charges may apply.
9. **Temporary Disconnection of Service** – If a member's electric service is disconnected and then reconnected within 12 months, the member will be required to pay the monthly cost of service charges for the intervening billing periods plus any applicable fees. (The cost of service charge(s) would not apply in the event that service has been connected for someone else during this time interval, or if management waives charges due to extenuating circumstances such as fires, floods, or corrections to hazardous services.).
10. **Levelized Billing** - To qualify for the plan, the member must have billing history for the most recent 12 months at the current location and have fewer than three late payments in that time period. The amount billed will be determined by taking the sum of the last 11 months plus the current month and dividing by 12. Members must keep payments current to remain on the Levelized Billing Plan. A member may be removed from the Levelized Billing Plan after 2 payments are in arrears.



**Claverack Rural
Electric Cooperative, Inc.**
"Powered by Excellence"

ELECTRIC RATE SCHEDULE

Policy Bulletin B-04 "Billing"

Effective January 1, 2026

SINGLE PHASE SERVICE

Residential (R)
Residential Seasonal (RS)
Small Commercial (SC)
Residential Time of Use (TOU)

THREE PHASE SERVICE

Secondary Service (TPS)
Primary Service (TPP)

POLE LIGHT SERVICE

SINGLE PHASE SERVICE – Residential (R), Residential Seasonal (RS), Small Commercial (SC) rate classes

AVAILABILITY

Residential, Residential Seasonal and Small Commercial consumer members utilizing the cooperative's standard single-phase service for light, heat, and/or power. Except with special permission from the cooperative, single phase service is not available for loads requiring a transformer larger than 100KVA.

SERVICE CHARACTERISTICS

Single Phase, Alternating Current, 60 Cycles, 240/120 Volts three wire.

MONTHLY RATE

<i>Cost of Service</i>	\$43.00
<i>Distribution</i>	\$0.05585 per kWh
<i>Generation and Transmission</i>	\$0.09370 per kWh

MONTHLY MINIMUM CHARGE

Members whose kWh consumption for the month is zero shall be billed the monthly Cost of Service charge and any applicable riders*.

BILLING

Bills for service will be issued monthly in accordance with Claverack Policy Bulletin No. B-4 "Billing". Additional fees may apply.

SINGLE PHASE SERVICE – Residential Time of Use (TOU) rate class

AVAILABILITY

Permanent full time(non-seasonal) residential consumer members utilizing the cooperative's standard single-phase service for light, heat, and/or power. This rate is not available to members at locations where net-metered Alternative Energy Systems (AES) are also installed.

SERVICE CHARACTERISTICS

Single Phase, Alternating Current, 60 Cycles, 240/120 Volts three wire.

MONTHLY RATE

<i>Cost of Service</i>	\$46.30
<i>Distribution</i>	
Summer (June – September) On Peak:	\$0.05448 per kWh
Winter (October – May) On Peak:	\$0.05448 per kWh
All Off Peak:	\$0.04872 per kWh
<i>Generation and Transmission</i>	
Summer (June – September) On Peak:	\$0.33080 per kWh
Winter (October – May) On Peak:	\$0.18650 per kWh
All Off Peak:	\$0.03420 per kWh

ON-PEAK / OFF-PEAK HOURS

On Peak period: Monday through Friday – 7:00 AM to 11:00 AM and 1:00 PM to 9:00 PM

Off Peak period: Monday through Friday – 11:00 AM to 1:00 PM and 9:00 PM to 7:00 AM
Friday 9:00 PM to Monday 7:00 AM

MONTHLY MINIMUM CHARGE

Members whose kWh consumption for the month is zero shall be billed the monthly Cost of Service charge and any applicable riders*.

BILLING

Bills for service will be issued monthly in accordance with Claverack Policy Bulletin No. B-4 “Billing”. Additional fees may apply.

THREE PHASE SERVICE – Secondary (TPS) and Primary (TPP) rate classes

AVAILABILITY

All members of the cooperative requiring three phase electric service or loads requiring a transformer larger than 100KVA. Loads less than 50kW or greater than 1,000kW expected billing demand may be required to receive single phase service or primary service respectively at the sole discretion of the cooperative.

SERVICE CHARACTERISTICS

Three Phase, Alternating Current, 60 Cycles at one of the following standard voltages available from the cooperative:

208/120V – 3 Phase, 4 Wire
240/120V – 3 Phase, 4 Wire (center tapped delta)
480/277V – 3 Phase, 4 Wire
12,470/7200V – 3 Phase, 4 Wire primary service

MONTHLY RATE

Cost of Service

For Secondary Service (TPS):	\$57.00
For Primary Service (TPP):	\$86.00

Distribution

Demand:	
For Secondary Service (TPS):	\$8.40 per kW
For Primary Service (TPP):	\$7.93 per kW
Energy:	\$0.01650 per kWh

Generation and Transmission

Demand:	\$4.20 per kW
Energy:	
1 st 400 hours use of billing demand:	\$0.09590 per kWh
All remaining kWh:	\$0.08190 per kWh

THREE PHASE SERVICE – Secondary (TPS) and Primary (TPP) rate classes (continued)

MONTHLY MINIMUM CHARGE

For TPS service the minimum monthly charge shall be the sum of the monthly Cost of Service charge, the charge for any applicable riders* and \$0.75 per kVA of installed transformer capacity. For TPP service the minimum monthly charge shall be the sum of the monthly Cost of Service charge and the charge for any applicable riders*.

DETERMINATION OF BILLING DEMAND

The billing demand shall be the maximum kilowatt demand measured during a fifteen (15) minute period of the billing month. The member shall maintain their average monthly service power factor at 90% or greater. The cooperative reserves the right to adjust the actual measured kW to a minimum ninety percent (90%) power factor for determining the monthly billing demand.

BILLING

Bills for service will be issued monthly in accordance with Claverack Policy Bulletin No. B-4 "Billing". Additional fees may apply.

POLE LIGHT SERVICE

AVAILABILITY

All members of the cooperative in accordance with Policy Bulletin B-25 "Pole Lights".

MONTHLY RATE

Cost of Service

\$11.50

BILLING

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