

POLICY NO. 7-12

SUBJECT: Billing

POLICY: Bills will be rendered monthly and shall be paid at the office of WCMES, other locations designated by WCMES, by U. S. Postal Service, or other methods approved by WCMES.

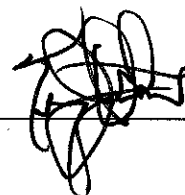
- PROCEDURE:**
1. Bills will state that service is subject to termination for nonpayment of bill.
 2. Failure to receive a bill will not release the customer from the obligation to pay the amount due.
 3. The due date for payment of the bill without penalty will be a minimum of fifteen (15) days after the date the bill is mailed (Date of Bill) for residential accounts and ten (10) days after the date the bill is mailed for non-residential accounts.
 4. Payments made after the due date will be subject to a late payment charge. The late payment charge for residential bills will be five (5) percent of the unpaid portion of the electric bill, excluding other charges and taxes. The late payment charge for non-residential bills will be five (5) percent of the first \$250.00 of the unpaid portion of the electric bill plus one (1) percent of the unpaid portion of the electric bill in excess of \$250.00, excluding other charges and taxes.
 5. Should the due date of the bill fall on a day during which the WCMES office is closed, the due date will be extended to the next day on which WCMES office is open for business.
 6. Official postmarks of the USPS will be considered as the payment date for all payments received by mail.
 7. A collection fee of \$10.00 will be assessed for each trip WCMES makes in an attempt to collect past due amounts from the customer, including the trip which results in termination, and a reconnect fee will be charged to reconnect the service after being disconnected. The standard reconnect fee will be \$10.00 during regular business hours, and \$50.00 at all other times. Higher fees will be charged in cases requiring a bucket truck and/or a crew to make the disconnection/reconnection. The fee will be set based on the time, manpower and equipment necessary to reconnect the customer.

8. An "even-pay" plan will be available to customers by request.
9. Payment by recurring bank draft will be available by request.
10. A penalty-exempt payment plan for Social Security recipients will be available on request.

DATE ADOPTED: 10/1/85

DATE REVISED: 6-29-15

ATTESTED: _____



Chairman