

## SECTION V - BILLING AND PAYMENT

### 1. Billing Periods - Time and Place for Payment of Bills.

Bills ordinarily are rendered regularly at monthly intervals, but may be rendered more or less frequently at the Company's option. Non-receipt of bills by the customer does not release or diminish the obligation of the customer with respect to payment thereof.

The word "month" as it pertains to the supply of service shall mean the period of approximately thirty (30) days between meter readings, as fixed and made by the Company. Meters are ordinarily read monthly. Meters may be read more or less frequently when special readings are required at the customer's request or when the Company has been unable to obtain readings. The Company shall have the right to establish billing districts for the purpose of reading meters and rendering bills to the customers at various dates. A change or revision of any Rate Schedule shall be applicable to all bills on which there is usage on or after the effective date of such change or revision, except as otherwise ordered by the Indiana Utility Regulatory Commission.

When the Company is requested by the customer to terminate service, or when the Company discovers a customer has terminated service by moving from the premise served, or when the Company disconnects service due to non-payment of the account or for other reasons, the Company will render a Final Bill addressed to the customer's forwarding address, if known, or to the last known address, for the entire balance of the account, including a bill calculation from the last regular actual reading date, which period will vary widely, normally being less than one month.

When the customer begins use of service, an Initial Bill is normally rendered for the period from the initial date of service to the first regular meter reading date for the billing district in which the premise is located, this period normally being less than one month, except that the bill is suspended if the period is less than eight (8) days. Unpaid balances of previously rendered Final Bills may be transferred to the new account and included on initial or subsequent bills.

All of the Company's rate schedules are established on a monthly basis which would include monthly billing periods in accordance with the Company's meter reading schedule. A normal meter reading period consists of the number of days between scheduled reads, that is, between twenty-seven (27) and thirty-five (35) days, plus or minus three (3) working days. Where billing amounts reflect a period of more than one (1) month, those amounts shall be prorated based on the normal scheduled meter reading dates and divided into increments of one (1) month or less. If the increment represents less than one (1) month, the appropriate billing components will be billed as a prorated portion of the period defined by the normal scheduled meter reading dates.

Bills are due on the date indicated thereon as being the last date for payment of the net amount, and bills are payable only at the Company's offices or authorized agencies for collection. If partial payment is made, the amount will be applied to items of indebtedness in the same order as they have accrued.

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**SECTION V - BILLING AND PAYMENT (Contd.)**

**2. Charge for Restoring Service After Service is Terminated for Unlawful Use.**

The Company may charge and collect in advance an amount as authorized by the Commission for reconnecting a customer's service after service is disconnected for unlawful use and in addition thereto the expenses incurred by the Company by reason of such fraudulent use, together with an estimated bill for gas used, before the service is reconnected.

**3. Selection of Rate Schedule.**

When an application for a new service is received, the Company will, after discussion with the applicant, determine the proper rate schedule to be used in calculating his bill and will be identified on a signed service agreement, if provided.

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