

RAILROAD COMMISSION OF TEXAS

GENERAL INSTRUCTIONS FOR A GAS UTILITY TO PROVIDE NOTICE TO CUSTOMERS REGARDING AN INTERIM RATE ADJUSTMENT FOR CHANGES IN INVESTMENT

- A. A gas utility must provide notice to affected customers to increase rates through an Interim Rate Adjustment as required by Texas Utilities Code § 104.301(a).
- B. A utility filing an Interim Rate Adjustment under Texas Utilities Code § 104.301 may utilize the Commission's approved Notice of Interim Rate Adjustment form by completing the form as appropriate to reflect the utility's proposed changes in investment. The Commission's approved Notice form is available in Microsoft Word to allow the utility to make minor changes to fit its circumstances. However, any changes must comply with applicable statutory requirements and Commission rules. It is the utility's responsibility to adequately inform the customer.
- C. If the utility elects to provide its own form of notice, the utility must comply with the Commission's rule, 16 Texas Administrative Code § 7.7101(b). It is the utility's responsibility to adequately inform the customer. If the notice does not comply with applicable statutes and rules, or fails to otherwise adequately notify customers of the change, the Commission may require that the utility revise its notice.
- D. A utility should provide complete copies of the filed Interim Rate Adjustment on its website. In the event the utility either does not have a website or the cost to include the complete filing on its website is cost prohibitive, the utility must provide information regarding the proposed rate increase to the customer upon request.

INSTRUCTIONS FOR COMPLETING THE INTERIM RATE ADJUSTMENT NOTICE

1. The **FULL LEGAL NAME** of the utility filing the application.
2. The **DATE** the application is filed with the Railroad Commission.
3. Identify the **AREA AFFECTED BY RATES** and **COMPANY SYSTEM** or **DIVISION**, whichever is applicable.
4. Identify the **BEGINNING OF THE TEST YEAR (month/day/year)** that applies to the adjustment.
5. Identify the **END OF THE TEST YEAR** that applies to the adjustment.
6. Identify whether the charge will be a **CUSTOMER CHARGE** or **COMMODITY CHARGE**.
7. Identify the proposed **EFFECTIVE DATE** of the Interim Rate Adjustment.
8. Complete **TABLE 1** by including the Current Rates, Proposed Rates, Adjusted Charge, and Increase Per Bill.
9. Provide the utility's **PHONE NUMBER**.
10. Provide the utility's **PHYSICAL ADDRESS**.
11. Provide the **WEB ADDRESS** for the specific page of the utility's website where the customer may go to obtain a copy of the filing. If the utility is not able to post the filing on its website, end the sentence after the utility address in item number 10 and remove the words, "or on our website at."
12. Provide the **CASE OR GAS UTILITY DOCKET NUMBER** for use in written comments or protests.