

Instructions for Standard Rate Tariff filings from small water and/or sewer utilities

At least 30 days before the proposed effective date of the Standard Rate Tariff, notify the Commission and all customers in writing of the intention to adopt it. Include the following in the filing with the Commission:

- Letter to Commission notifying the Commission of the intent to adopt the Standard Rate Tariff.
- Copy of the written notification sent to customers.
 - The customer notification must:
 - Be mailed to each customer's billing address.
 - Inform customers of the standard rates and, if applicable, phase-in dates.
 - Provide information about the typical customer bill impact (usually based on 10,000 gal/mo (748 gallons in one hundred cubic feet).
 - Provide contact information for the utility, the Montana Public Service Commission (1701 Prospect Ave, P.O. Box 202601, Helena MT, 59620-2601, 406-444-6199) and the Montana Consumer Counsel (111 North Last Chance Gulch, Suite 1B, P.O. Box 201703, Helena MT, 59620-1703, 406-444-2771).
- A statement verifying that notification was mailed to customers, including the date the notifications were mailed.
- A list of names and billing addresses of all customers.
- If applicable, provide the information regarding the utility's financial capability that was filed with the Montana DEQ as a part of that agency's review process for public water systems.
- A copy of the standard rates in tariff form, with the utility's name inserted where indicated on the form.

The Commission will act on the request to adopt the standard rate within 45 days after the completed application is received by the Commission. An application is not complete if any of the above information is not included or if the company does not have its current and past annual reports on file with the Commission.