

TO: MEUW Members

FROM: David J. Benforado, Executive Director

DATE: July 30, 2010

RE: All Electric Utilities Must File Annual Report with Public Service Commission Regarding Meter-Related Refunds and Charges (PSC 113.0924(5)); Template Cover Letter/Report Attached.

This is a heads up that the Public Service Commission is concerned that very few MEUW Member electric utilities have properly been filing a required annual report with the Commission regarding electric meter-related refunds and charges pursuant to PSC 113.0924(5).

That particular portion of PSC Chapter 113 (*Service Rules for Electrical Utilities*) states as follows:

“A classified record shall be kept of the number and amount of refunds and charges made because of inaccurate meters, stopped or broken meters, faulty or incorrect metering installations, failure to apply appropriate multipliers or application of incorrect multipliers, misapplication of rates, fraud or theft of service and other erroneous billing. A report from this record for the calendar year shall be submitted to the commission by April 1 of the following year. The report shall show the number and amount of refunds or charges under each of the categories listed above. A record shall also be kept of the complaint or customer requested tests made and the total number for the year included in this report.”

If your utility has not filed this report, please file one for calendar year 2009 as soon as you are able to and then calendar to do so annually every April 1. I have attached a template cover letter and report in WORD that you can use to file the report with the Commission. All PSC 113 reports should be filed under the docket number “5-GF-113”, with the subject box indicating the subsections of PSC 113 the report falls under, i.e., in this case, “RE: WI Admin. Code PSC 113.0924(5)/05-GF-113.”

For a complete list of all of the PSC 113 reporting requirements for electric utilities in Wisconsin, please see the PSC letter to electric utilities dated May 19, 2010, and the accompanying list that we have posted on the MEUW web site (click on the following link): [PSC Letter and List of PSC 113 Reporting Requirements](#).

Attach.

[Place on Utility letterhead]

Electronically Filed

[DATE]

Ms. Sandra J. Paske
Secretary to the Commission
Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854

RE: WI Admin. Code PSC 113.0924/05-GF-113

Dear Ms. Paske:

Enclosed for filing is [Utility]'s Report of Electric Billing Refunds and Charges for [YEAR].
This is being filed pursuant to WI Admin. Code PSC 113.0924(5).

If you have any questions on this report, please contact [NAME/TELE.].

Sincerely,

[NAME]
[TITLE]

Enclosure

PUBLIC SERVICE COMMISSION OF WISCONSIN

**REPORT OF ELECTRIC BILLING REFUNDS AND CHARGES
PER PSC 113.0924(5), WIS. ADM. CODE**

[UTILITY NAME]

Year: [YEAR]

Report of Refunds and Charges Due April 1 for the Prior Calendar Year.

<u>Category</u>	<u>REFUNDS</u>		<u>CHARGES</u>	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
Inaccurate Meter	0	\$0	0	\$0
Misapplication of Rates	0	\$0	0	\$0
Stopped or Broken Meter	0	\$0	0	\$0
Faulty or Incorrect Metering Installation	0	\$0	0	\$0
Incorrect Multiplier	0	\$0	0	\$0
Fraud or Theft of Service	0	\$0	0	\$0
Other Erroneous Billings	0	\$0	0	\$0
Meter Complaints -- Customer Requested Tests	0			