



## **Glossary of Terms**

- 1. Contact Information Please use this information to mail, email, or call Liberty. Use the emergency number if you suspect a natural gas leak.
- Account Number The first eight digits represent the location of your service and will change if you move. The last eight digits represent your customer number and will never change. Use the full 16-digit Account Number whenever you phone, write, or email us with a question or to make a payment.
- 3. Due Date To avoid late payment charges, please pay your bill on or before the Bill Due Date.
- 4. Service Address This address specifies where the service is being supplied and measured.
- 5. Mailing Address Each month, the bill is sent to this address which may differ from the service address.
- 6. Monthly Consumption Chart This graph illustrates usage at the service address on a monthly basis.
- 7. Meter Information Details about Meter Number, Rate Code, Read Type, the number of billing days, and newly incurred consumption in units are shown here.
- 8. General Message We will use this section to communicate regulatory and other important messages to you.
- 9. Previous Balance This is the Total Amount Due from your previous statement.
- 10. Payments Received This amount is the total of all payments received and posted to your account (regardless of the payment method). It takes 2 business days to post the payments to your account. If you have recently made a payment, it may not have posted to your account at the time of billing.
- **11.** Balance Forward This amount is the difference of the amount of your previous bill and payments made since then.
- 12. Current Charges This amount is the total of charges you incurred and any appropriate taxes for the billing period.
- 13. Miscellaneous Charges/Credits This amount is the total of all Miscellaneous Charges/Credits applied to your account and are unique for the billing period.
- 14. Void & Miscellaneous Charges/Credits This amount is the total of all Miscellaneous Charges/Credits and all Void Charges/Credits that are applied to your account for the billing period.
- 15. Total Amount Due This amount is the cumulative charge including Balance Forward, Voided Charges/Credits, and charges for the current billing period and Miscellaneous Charges/Credits.
- 16. Special Message This section is used to communicate regulatory information and additional important messages to you.
- 17. Payment Coupon Include this portion of your statement if you are mailing a payment or take it with you when you are making a payment at one of our authorized payment locations.
- 18. Update Phone/Address This box must be checked if you are informing us of a change of address and/or telephone number.
- 19. Assistance Donation This box must be checked if you wish to donate to our Voluntary Community Energy Assistance Fund. Be sure to complete the form with details on the back of the Payment Coupon.
- 20. Remittance Address This is the address for mailing a payment. Ensure that this address is visible through the return envelope window.