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Glossary of Terms on Bill

- 1. **Contact Information** Please use this information to mail, email or call Liberty Utilities. Use the Emergency Number if you suspect a natural gas leak.
- Account Number This is your account number. The first 8 digits represent the location of your service and will change if you move. The last 8 digits represent your customer number and will never change. Use the full 16 digit Account Number whenever you phone, write or e-mail 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 specifies the address being charged for usage.
- 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 consumption 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 This section is used to communicate important messages to you.
- 9. Previous Balance This is the Total Amount Due from your previous statement.
- Payments Received This amount is the total of all payments received and posted to your account. It may take up to 2 business days to post the payment to your account. If you have recently made a payment it may not have posted at the time of billing.
- 11. Overpayment Applied to SPA Balance This amount will appear on your Statement if you make an overpayment while your account is on a Payment Arrangement. Any amount displayed on this line will be applied towards the Remaining Payment Arrangement for the account. An overpayment will not reduce the agreed upon Payment Arrangement Amount that is due every month.
- **12. Balance Forward** This amount is the difference of the amount of your previous bill and payments made since then.
- 13. Payment Arrangement Installment This is the amount that you are required to pay per the Payment Arrangement Agreement for your account (until the Payment Arrangement is paid in full) in addition to the Current Charges, Taxes and Miscellaneous Charges/Credits for the billing period.
- 14. Current Charges This amount is the total of charges you incurred and any appropriate taxes for the billing period.
- **15. Miscellaneous Charges/Credits** This amount is the total of all Miscellaneous Charges/Credits applied to your account and are unique for the billing period.
- 16. Budget Installment This amount may vary from month to month as it is calculated by taking an average of your last 13 statements. This amount may also include a portion of the amount due at the time of converting your account to Liberty Utilities that still remains to be paid.
- Total Amount Due This amount is the cumulative charge including Balance Forward, Miscellaneous Charges/Credits and Budget Installment Amount.
- 18. Budget Settlement Amount This is the cumulative running balance of your budget account that will be due if you choose to cancel budget billing or if the account is to be final billed. If the account is being removed from budget or finalized, this amount will appear prior to Balance Forward. If this amount is a credit then it will show as "CR".
- **19. Remaining Payment Arrangement** This amount represents the difference between the Initial Payment Arrangement and the installments that have been billed to your account. This is also the



amount that will become due immediately if you default on your payment plan or if the account is to be final billed.

- 20. Special Message This section is used to communicate regulatory information and additional important messages to you.
- 21. **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 designated payment locations.
- 22. Update Phone/address This box must be checked if you are informing us of a change of address and/or telephone number. Be sure to complete the form with details on the back of the Payment Coupon.
- 23. 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.
- 24. **Remittance Address** This is the address for mailing a payment. Please ensure this address is visible through the envelope window.