

Rule No. 9

RENDERING AND PAYMENT OF BILLS

A. Rendering of Bills

Bills for service will be rendered each customer on a monthly or bimonthly basis at the option of the utility, unless otherwise provided in the rate schedules.

1. Metered Service

a. Meters will be read at regular intervals for the preparation of periodic bills and as required for the preparation of opening bills, closing bills and special bills.

b. The opening bill for metered service will not be less than the established monthly minimum or readiness to serve charge for the service. Any amount paid in excess of the prorated charges otherwise applicable to the opening period will be credited against the charge for the succeeding regular billing period, except that no such credit shall accrue if the total period of service is less than one month.

c. It may not always be practicable to read meters at intervals which will result in billing periods of equal numbers of days.

(1) Should a monthly billing period contain less than 27 days or more than 33 days a pro rata correction in the amount of the bill will be made.

(2) The charge for metered service for a bimonthly period will be computed by doubling the monthly minimum or readiness to serve charge and the number of cubic feet to which each block rate is applicable on a monthly basis.

(3) For billing periods other than monthly or bimonthly adjustments will be made proportionate to that for a monthly billing period.

D. Bills for metered service will show at least the reading of the meter at the end of the period for which the bill is rendered, the meter constant, if any, the number and kinds of units, and date of the current meter reading.

(To be inserted by utility)

Issued by

(To be inserted by Cal. P.U.C.)

Advice Letter No. 52

J. E. Skelton  
Name

Date Filed FEB 2 1972

Decision No. 64572

Vice President  
Title

Effective MAR 4 1972

Resolution No.

Rule No. 9

RENDERING AND PAYMENT OF BILLS  
(Continued)

1. Metered Service (Continued)

e. Each meter on a customer's premises will be considered separately and the readings of two or more meters will not be combined except where combination of meter readings is specifically provided for in the applicable rate schedule, or where the utility's operating convenience or necessity may require the use of more than one meter or a battery of meters. In the latter case, the monthly minimum or readiness to serve charge will be prorated from the monthly minimum or readiness to serve charges of the applicable rate schedule upon the basis of a meter size equivalent in diameter to the total combined discharge areas of such meters.

2. Flat Rate Service.

- a. Bills for flat rate service are payable in advance.
- b. The opening bill for flat rate service will be the established monthly charge for the service. Any amount paid in excess of the prorated charges otherwise applicable to the opening period will be credited against the charge for the succeeding regular billing period, except that no such credit shall accrue if the total period of service is less than one month.
- c. For billing periods other than monthly, the charge for flat rate service will be computed by multiplying the monthly charge by the number of months in the billing period.

3. Proration of Bills

a. The charges applicable to opening periods, closing bills and bills rendered for periods corresponding to less than 27 days or more than 33 days for monthly billing periods will be computed as follows:

(1) Metered Service

The amount of the minimum charge (and the quantity allowed therefor) or the readiness to serve charge

(To be inserted by utility)

Issued by

(To be inserted by Cal. P.U.C.)

Advice Letter No. 52

J. E. Skelton  
Name

Date Filed FEB 10 1963

Decision No. 01572

Vice President  
Title

Effective MAR 4 1963

Resolution No.

Rule No. 9

RENDERING AND PAYMENT OF BILLS  
(continued)

3. Proration of Bills (continued)

and the quantity in each of the several quantity rate blocks will be prorated on the basis of the ratio of the number of days in the period to the number of days in an average billing period. The measured quantity of usage will be applied to such prorated amounts and quantities.

(2) Flat Rate Service

The billing period charge will be prorated on the basis of the ratio of the number of days in the period to the number of days in an average billing period.

(3) Average Billing Period

The number of days in an average billing period is defined as 365 divided by the number of billing periods in a year. (It is 30.4 days for a monthly billing period.)

B. Payment of Bills

(1) Bills for service are due and payable upon presentation and payment may be made at any commercial office of the utility or to any representative of the utility authorized to make collections. Collection of closing bills may be made at the time of presentation.

(2) At the option of the residential customer, electronic payments including automatic electronic transfers, credit or debit cards and e-check payments may be made. Credit or debit cards and electronic-check payments will be accepted through the use of a third-party vendor designated by the utility, and a non-refundable convenience fee of \$2.50 per transaction shall be charged to the customer by the third-party. Customers are limited to a maximum amount of \$200 per payment. Multiple payments may be made. If a customer has more than one customer account, a separate transaction is needed for paying each account. The non-refundable convenience fee will apply for each transaction completed and will be added as a charge to the credit or debit card or e-check account by the third-party vendor and not San Gabriel.

(N)

(N)

(continued)

(To be inserted by utility)

Advice Letter No. 451

Decision No.

Issued by

R. W. Nicholson

NAME

President

TITLE

(To be inserted by Cal. P.U.C.)

Date Filed NOV 26 2014

Effective FEB 12 2015

Resolution No. W5023

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*(continued)*

B. Payment of Bills (cont.)

- (3) Credit or debit card or e-check payment options will not be available to residential customers who have incurred two or more dishonored payments within the last 12 months or who have made a fraudulent payment. (N)

C. Returned Check Charge

The utility may charge \$20.00 for any bad check or electronic fund transfer not honored.

(To be inserted by utility)

Advice Letter No. 451

Decision No. \_\_\_\_\_

*Issued by*

R. W. Nicholson

NAME

President

TITLE

(To be inserted by Cal. P.U.C.)

Date Filed NOV 26 2014

Effective AUG 12 2015

Resolution No. W 5 0 2 3