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§ 433.1 Contents of bill

Each bill issued after June 30, 1976, together with its addendum bill form (if applicable), for steam service, on the portion that is retained by the customer, shall show, but not be limited to, the following information, except as otherwise provided by this Part:

(a) The name of the corporation, partnership or person by which the service was furnished and, except as provided by this Part, no other name.

(b) The location of the principal office and one or more company offices at which it may be paid, and a statement that bills may be paid at other authorized offices.

(c) The service classification or classifications in the rate schedules on which it is based.

(d) Any charges or credits which are adjustments to the rate schedules referred to in subdivision (c) of this section shall be itemized and shown in dollars per type of unit billed and in total dollars.

(e) The billed demand or other similar factor (if applicable).

(f) Present meter reading, actual or estimated (indicate if estimated), and date thereof.

(g) Previous meter reading, actual or estimated (indicate if estimated), and date thereof, and/or the number of days or the prorated period from the previous meter reading, actual or estimated, to the present meter reading, actual or estimated.

(h) Meter constant, temperature, pressure and pressure factor.

(i) Debit or credit balance still outstanding from prior bill, if any.

(j) Quantity billed and unit of measurement, except quantity need not be shown for interim budget billing.

(k) Gross amount of bill, including any sales tax.

(l) Amount of discount and/or net amount of bill (if applicable).

(m) Date when discount period expires or late payment charge becomes effective shall be shown on the front of the bill (if applicable). The payment date is to be determined by the date of mailing or date paid at designated office.

(n) If the service be furnished by a corporation which desires to indicate that it is owned or controlled by another company, or that it constitutes part of a system, it may so indicate by the use of a small symbol or by a statement to that effect printed on the bill in small, inconspicuous type.

(o) Only service(s) performed, materials furnished or other charges made by the company, pursuant to its filed tariff, may be included and shall be itemized on the applicable bill form. Whenever the bill form, by reason of size limitations, does not permit itemization, totals may be utilized, provided the charges making up such totals are itemized in an addendum attached to or enclosed with the bill.

(p) Each bill rendered by the company shall identify the account for which service is being charged by setting forth an account or meter number or other appropriate method of identification of the address or location of the premises where the service(s) for which the bill is rendered was (were) furnished.

(q) The back of the entire bill may be used for any purposes deemed appropriate related to the service(s) rendered.

(r) As long as it does not confuse the customer, pertinent messages and information may be printed on any portion of the front of the bill.

(s) An explanation of any abbreviation or symbol used that is not in common English usage.

§ 433.2 Budget or equal payment billing

On either the bill or in an addendum attached to or enclosed with the bill shall be shown:

- (a) Identification of the type of budget or equal payment plan if more than one plan is offered.
- (b) The total of the year's budget or equal payment amounts billed to the end of the period covered by the current bill.
- (c) The dollar amount billed for tariff items during the same period as in subdivision (b) of this section.
- (d) Debit or credit balance to be shown as D or C on the bill and defined as follows:

D Amount due company

C Amount in customer favor

§ 433.3 List of company offices

Each steam company shall provide annually to its customers a list of all company offices at which utility bills may be paid, if such information is not shown on its bill form.