

**STATE OF NEW YORK
DEPARTMENT OF PUBLIC SERVICE
THREE EMPIRE STATE PLAZA, ALBANY, NY 12223-1350**

Please E-mail to secretary@dps.ny.gov, OR Fax to: (518) 474-9842.

BILLING INFORMATION FORM

(Please clearly print or type all information below.)

Name and Title of Authorized Representative _____

Name of Business / Requester _____

Address _____

(street)

(city)

(state)

(zip)

Contact Information _____

(phone)

(fax)

(email)

Business I.D. No. _____

Business' Reference or Purchase Order No. _____

Delivery Account Name and No. _____

By submitting this form, I hereby agree to pay fees associated with the following request.

Detailed description of requested records: (please be specific)

Number of pages requested (if known) _____

Fees

According to 16 NYCRR §6-1.2, unless otherwise prescribed by statute, photocopies of official documents (public records) will be furnished in accordance with the following pricing schedule:

- (a) The fee for duplication of commission records from original 8 ½ " x 11" and 8 ½" x 15" shall be 25 cents per page.
- (b) The fee for special reproductions such as photocopies of large items, copies of microfilmed records, etc., shall be based upon the average unit cost of copying a record, excluding fixed costs of the Department, such as operator salaries overhead.
- (c) The fee for duplication of commission records onto a CD shall be \$4 per CD.

Copying fees are not charged to: (1) Federal agencies, New York State agencies (including authorities) or local agencies in New York; (2) other states' Public Service Commissions or Public Utility Commissions; (3) Consumers, or their designated representatives, for a *single* copy of their case files; (4) Not-for-profit organizations; or (5) Requesters, where the records sought total fewer than 20 pages; this 20 page limit applies to requests of the *same* person, or firm, within any 30-day period.

State Finance Law

Section 18(4) of the State Finance Law authorizes charging interest on the outstanding balance of debt and a \$10 late fee (on invoices 60 days past due). Subdivision 5 of that section authorizes a collection fee that may not exceed 22 percent (on invoices 90 days past due). Section 19 of the State Finance Law authorizes a charge for returned checks.

INTERNAL USE ONLY

(Office of General Counsel/Central Operations)

Number of Pages Photocopied _____

Number of CDs Ordered _____

Date filled _____

Person taking request _____

Person filling order _____

(Finance and Budget)

Billing Date _____

Invoice Number _____

Bill Amount _____

Interest Amount _____