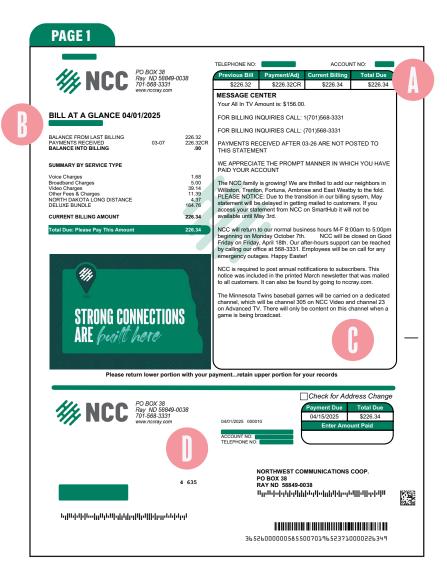
# HOW TO READ YOUR BILL



- **A. The Bill Header Section** is a quick way to look at your previous and current due along with any payments or adjustment that had occurred in the past period.
- **B. Your summary** for each type of service and charge associated will display in the "Bill at a Glance" column. Please note, your Current Billing amount may be different from the Amount Due, based on prior payment history. If payments were made since your last billing statement they may appear here based on the date received.
- **C. The Message Center** is a good location to check for important notices from us. We also encourage you to register your email with Smarthub, our online account management system.
- **D. Please tear off the remittance stub** and include with your payment. Please do not attach the payment to the stub.



# **HOW TO READ YOUR BILL (CONT.)**



E. With this form you can sign up to have your monthly payment automatically deducted on the 12th of each month from your checking account or a debit or credit card. If this date falls on a holiday/weekend, payment is made the following business day. Please complete the form and return in the envelope provided with a voided check. Please allow 30 to 60 days for automatic deductions to begin. If you prefer to have your payment made on a date different than the 12th of each month, you can Add or Schedule a payment on a specific date through the SmartHub customer portal.

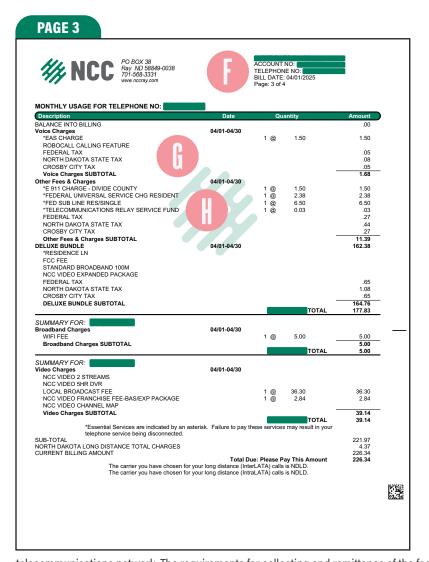
NOTE: If you sign up for automatic withdrawal and do not want to receive a paper statement, please notify us of that option.

#### **BILL TIP:**

NCC bills in advance and services are pro-rated from the day the service is installed. For example, if your installation occurred within the middle of the month, you could see one full month of service, plus the additional number of days of service from the previous month reflected on billing.



### HOW TO READ YOUR BILL (CONT.)



- F. On each of the pages you will notice the subscriber account information in the upper right hand corner of the statement. Please ensure that this information is correct.
- **G. You may notice telephone numbers associated** with other services. These numbers help us make associations to the services within our billing system and are not working telephone numbers.

#### H. Explanation of Other Fees & Charges on Your Bill

Federal Universal Service (USF) Charge: A monthly, per-line surcharge assessed to the customer to recover NCC's contribution to the Federal Universal Service Fund. This fund supports telecommunications and information services in schools, public libraries, and rural health-care facilities. The fund also subsidizes local service to high-cost areas and low-income customers. The FCC regulates this charge and it is reviewed quarterly as a percentage of your total monthly telephone charges based on Single Line User – Residential or Business, or Multi Line Business.

Federal Subscriber Line Charge (SLC): A flat, monthly charge established by the FCC to partially reimburse telephone service providers for the cost of construction and maintaining the local network. This charge is applied to all customers who have telephone lines in their home or business and is determined based on if the customer is residential or business single-line or business multi-line.

**Telecommunications Relay Service Fund:** A flat, monthly fee used for providing special needs equipment, facilities and services for people who are deaf to use the

telecommunications network. The requirements for collecting and remittance of the fees are state specified and mandated by state law.

**E911 Charge:** The 911 Emergency Service Fee is a charge imposed by the county in which the customer resides to finance Enhanced 911 services to citizens. It is a per-line flat, monthly fee determined by each county and is mandated by State law.

Access Recovery Fee (ARC): The FCC established this charge to transition a portion of the costs of providing service in high cost areas to the end user customer. The ARC is only applicable to companies with rates at a certain level. NCC's rate for local residential telephone service are at a level that the ARC is not required. Business customers do still get assessed this charge as a flat, monthly fee.

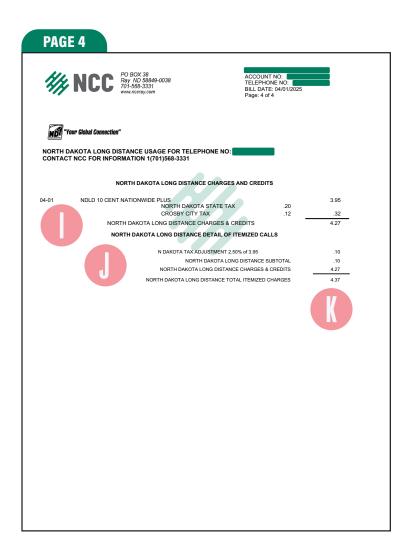
**Federal, State, County and City Taxes**: Taxes assessed as a percentage of each customer's telecommunication purchases as mandated by each state, local and federal requirements.

#### **BILL TIP:**

\*\*Your bill may vary from the samples provided. You may see additional pages based upon usage or the number of services on your account. If you have specific questions, please call our office.



# **HOW TO READ YOUR BILL (CONT.)**



I. If you selected a North Dakota Long Distance carrier with NCC, the long distance detail legend will help to identify the type of call that was made from your phone as well as any Optional Calling Plans that were applied to the call. This section will also display the monthly recurring charge from your Optional Calling Plan (if any) and your carrier rates. If you subscribe to our unlimited LD you will not have call detail for these calls. Please contact our office if you may need a call detail.

**J. Toll detail is provided to you in this section.** Calls are rated based on your Optional Calling Plan (if any) and your carrier rates. If you have specific questions about long distance, please call our office.

**K. The bottom of each call detail page** will have a subtotal listed for the calls made the final page will display the total of all long distance charges and the taxes applied (if applicable).

