

Name of Propane Seller  
 Street Address, City, VT 05000  
 802-XXX-XXXX FAX: 802-XXX-XXXX E-mail: [XX@XXXX.com](mailto:XX@XXXX.com)

**EXISTING CUSTOMER FEE DISCLOSURE FORM**

**This is an update to your current propane fees.**

- **Any change in fee or new fee is shown by: [Seller chooses one: increased font size, bolding or highlighting.]**
- Fees that are not highlighted have remained the same.
- **Fees not included on this disclosure are prohibited.**
- Advice on propane is available on the Vermont Attorney General's consumer website at [www.uvm.edu/consumer](http://www.uvm.edu/consumer) under Heating Fuels.

**Changed or new fees go into effect on \_\_\_\_\_.**

FEE	AMOUNT
Service Diagnostic Fee	\$
Leak or Pressure Test Charge	\$
After-Hours Delivery Charge	\$
Meter Read Fee	\$
Equipment Lease Fee (circle one)	\$
Per Month      Per Year	
Special Trip Charge - Working Hours	\$
Special Trip Charge - After Hours	\$
Equipment Reconnection Charge	\$
Late Payment Fee	\$
Insufficient Funds Fee	\$
	\$
	\$
	\$
	\$

## **INSTRUCTIONS FOR EXISTING CUSTOMER FEE DISCLOSURE FORM**

The purpose of this form is to provide consumers with a simple and accurate description of the fees that have increased or been added by the propane seller.

This form must include all fees that the seller intends to collect, which are included in the contract or "terms and conditions" that the consumer has agreed to in order to get propane delivered from the seller. It must also reflect any new fees or increases in fee amount.

The address box at the top of the form must include the mailing, FAX, e-mail and any other electronic media destinations to which the consumer can send written notice to the seller.

**New fees and increases in fees must be distinguished by increased font size, bolding and/or highlighting.**

**Effective Date:** Fill in the effective date of the fees. The effective date must take into account 60 days prior notice. **New fees and increased fee amounts cannot go into effect until the date provided on the Initial Fee Disclosure Form has expired.**

**AMOUNT:** Insert the amount of the fee. Any fee amount left blank cannot be assessed.

**BLANK LINES/FEEES NOT INCLUDED IN FORM:** You may add additional fees in the blank lines. If you have many fees not listed in the form, you may go to a second page, keeping your form consistent with this form.

Any additional fees must comply with Vermont law. For example, you may not include minimum usage fees or a fee for propane not actually delivered to the consumer.