

How to fill out your bill stub

Midwest Electric uses a scanner that automatically reads information on the bill stub that you return with your payment. It reads your account number, payment, and meter reading. This helps our employees avoid repetitive manual key-stroking, and lowers our time and cost for processing payments and meter readings.

We need your help to make this process as efficient as possible. Please follow these tips:

- Please use a black ink pen, if possible.
- Please clearly write your **meter reading in the top row** shaded boxes.
- Write the **reading month and day in the bottom row**. Do not write the year.
- Do not write on the arrows pointing at the boxes.
- Do not staple, fold or paperclip anything to your bill stub.
- Do not fold your check; do not fold your bill stub.
- Please write only one digit per box.
- *For example:* For the meter reading and the reading date, see the stub here as an example of how you would fill it out if your meter reading is 00234 and the date you read it is January 6.

Please return this portion with your payment. Please do not staple, fold, or attach anything to this portion.

Make check payable to: Midwest Electric, Inc.	Total Amount Due	
Billing Date	Amount Due If Paying After	

ENTER READING HERE →

ENTER DATE OF READING →

0	0	2	3	4	
0	1	0	6		
M	M	D	D		

METER NUMBER

PREVIOUS READING

MIDWEST ELECTRIC, INC.
PO BOX 10
ST MARYS OH 45885-0010

Phone at this location:
(Please make phone or address corrections here)

Meter Reading Reminders

- Readings are due by the 15th of each month.
- Readings can be written on your return bill stub; called in to our office at 1-800-962-3830; faxed to 419-394-8333; sent on-line at www.midwestrec.com. If phoned or faxed, please be sure to include your name and account number.
- If a meter reading is not received by the 15th of the month, your electric bill will be based on a reading estimate. If no reading is received for a second consecutive month, we will read the meter for a \$20 charge.

Thank you!!!

