

Payment Remittance Statement

The Payment Remittance Statement (see attached) is used by the Service Requester (or their Agent) to communicate the allocation of a payment to the Service Provider. When the party making the payment (Payer) is paying multiple invoices, either for a single Service Requester or for multiple Service Requesters, the Payment Remittance Statement notifies the Service Provider as to which invoices are being paid. The portion of an Invoice which is not being disputed should be paid.

In the event of a dispute or if payment differs from the invoiced amount, then the Payer should provide supporting documentation with the payment explaining the disputed amount(s). The Payment Remittance Statement should be used to provide this detail and should be included with the payment. When the payment is made via Electronic Funds Transfer (EFT), the remittance detail is due within two Business Days of the payment due date.

Below is a listing of some of the data elements, and a brief description of each, used on the Payment Remittance Statement. Questions regarding the use of this statement should be directed to Dominion's Gas Accounting Department:

Dianna Roberts (681)842-3171 dianna.c.roberts@dominionenergy.com

General Information:

- Account Number:** The Payer's account with the Payee, as assigned by the Payee.
- Remitting Party:** The party making the payment, which may or may not be the same as the Billable Party. Contact Name and Contact Phone are also provided for the Contact Person for questions regarding the Payment Remittance.
- Billable Party:** The party being billed. If different than the Remitting Party, then this data should be provided.
- Invoice Identifier:** Number assigned to the Invoice.
- Paid Amount:** Amount paid on the specified Invoice. If any portion of the Invoice is being disputed, additional details should be provided.

If disputing an Invoiced item, the following information must be provided:

- Line Number:** The Line Number of the item being disputed from the Invoice.
- Amount Paid on Disputed Line:** The amount paid for the identified Line Number.
- Quantity Paid:** If the Quantity is being disputed, provide the Quantity being paid for the identified Line Number.
- Unit Price Paid:** If the Unit Price is being disputed, provide the Unit Price being paid for the identified Line Number.

Payment Remittance Statement

Remit to Party: Dominion Energy Transmission Inc. (116025180)
 Remittance Address: 707 E Main Street, 18th Floor
 Richmond, VA 23219

Fax or email this statement to:
 Attn: Amy McKee Amy.R.McKee@dom.com
 Phone: (304)627-3261 Fax: (304)627-3538

Account Number: _____
 Remitting Party: _____
 Contact Name: _____
 Contact Phone: _____

Payment Date: _____
 Payment Method Code: ACH
 Wire Transfer
 Check
 Remittance Number: _____ (if paying by check)

If disputing an Invoiced Item, please provide the highlighted items below:

<u>Billable Party (Payer)</u> <i>[if different than the Remitting Party]</i>	<u>Invoice Identifier</u>	<u>Paid Amount</u>	<u>Line Number</u>	<u>Amount Paid on Disputed Line</u>	<u>Quantity Paid [if different than invoiced quantity]</u>	<u>Unit Price Paid [if different than invoiced price]</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____

Payment Remittance Total Amount _____

Reprint this page if more lines are needed.