**Section 418.100 Requirements Applicable to All Requests for Promulgation of Rates**

a) All requests for the promulgation of alternate rates under Section 8-11-2 of the Code shall be submitted to: The Chief Clerk, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62706. For purposes of the deadline specified in Section 8-11-2 of the Code, receipt of the request shall be deemed to have occurred when the request arrives in the Chief Clerk's Springfield office. Upon request and submission of a copy for return, along with a postage prepaid self-addressed envelope, a date-stamped copy will be returned to the requesting municipality.

b) All requests shall include the following documents and information:

1) A copy of the ordinance, resolution, or minutes of a meeting of the corporate authorities, reflecting a vote specifically authorizing the request;

2) For calendar 1997, the municipality's tax revenues under Section 8-11-2(3) of the Code as in effect during 1997, as billed at the tax rate in effect during 1997 by the electric utility providing service within the corporate limits of the municipality (or, if the tax rate changed during 1997, calculated as though the rate in effect on December 31, 1997 had been in effect for the entire year), which amount shall not include the additional 3% charge permitted by Section 9-221 of the Public Utilities Act [220 ILCS 5/9-221];

3) A statement of the method of calculation requested by the municipality, which shall be one of the methods described in Section 418.110 or 418.120, as well as the information required by the Section the municipality chooses;

4) The name, address, telephone number, and facsimile telephone number of the person to be contacted under Section 418.130, both for the requesting municipality and for the relevant electric utility;

5) If the municipality intends to apply tax rates that recover an amount at a percentage equivalent different from the actual percentage tax rate in effect on December 31, 1997, the desired percentage tax rate equivalent; and

6) A bill frequency for the residential customer class, defined by reference to Account 440 of the Uniform System of Accounts for Electric Utilities (83 Ill. Adm. Code 415), and a bill frequency for a class consisting of all other customers.

c) All requests shall be verified and all data used in the calculations required by this Part shall be supported by affidavit or other form of verification establishing that the information was derived from records the municipality received from the electric utility providing service within its corporate limits.

d) A municipality, electric utility, or customer may request confidential treatment for information filed with the Commission pursuant to this Part. The information shall be maintained on a confidential basis unless a request is challenged and the challenge is upheld by the Commission.