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**BellSouth Interconnection Services**

675 West Peachtree Street  
Atlanta, Georgia 30375

**Carrier Notification****SN91083573**

Date: January 30, 2003

To: All BellSouth Interconnection Services' Customers

Subject: All BellSouth Interconnection Services' Customers - Late Payment Charges Dispute

This is to advise that BellSouth is implementing a change to the required description on the Billing Adjustment Request (BAR) form for a late payment charge dispute. These changes will be effective March 3, 2003. BellSouth anticipates that these changes to the BAR form will ensure that a dispute is sent to the proper department for an accurate and timely response. The BAR form and the changes associated with late payment charge disputes can be found at the BellSouth Interconnection Services' Web site located at:

<http://www.interconnection.bellsouth.com/forms/html/billing&collections.html>

In an effort to streamline the late payment charge dispute process, BellSouth requires that one of the following five scenarios be documented in field number 15 (Reason Amount in Question) of the BAR form:

1. Payments sent on time, but posted late.
  - a. Information required for investigation: date payment was sent; check number, and any other supporting documentation.
2. Payment was misapplied.
  - a. Information required for investigation: copies of remittance showing where payment was misapplied, or any other supporting documentation.
3. Bill is not received from BellSouth in a timely manner.
  - a. This scenario is for situations where the time the bill is received is longer than the normal timeframe of receipt.
4. Credit balances on previous invoices are creating late payment charge on current invoice.
5. Late payment charge is associated with previously submitted, or resolved disputes (i.e., claim numbers, invoice dates).
  - a. Information required for investigation: claim numbers, invoice dates, amounts adjusted, and any other supporting documentation.

Additional information that would support your company's dispute is also recommended. If the BAR form disputing late payment charges is received after the effective date of these changes without reflecting one of the five scenarios listed above, the dispute will be denied and the BAR returned as invalid due to lack of information provided for an investigation.

Please contact your BellSouth Billing and Collections Representative with any questions.

Sincerely,

**ORIGINAL SIGNED BY JERRY HENDRIX**

Jerry Hendrix – Assistant Vice President  
BellSouth Interconnection Services