OALCF Task Cover Sheet

Task Title: Finding Information on a Bill

• Pen, pencil or highlighter

Learner Name:				
Date Started:		Date Completed:		
Successful Completion:	Yes	No		
Goal Path: Employment	Apprenticeship	Secondary School Post Secondary Independence ✓		
Task Description:				
The learner will locate, cir	cle, and number i	nformation on three household bills.		
Competency:		Task Group(s):		
A: Find and Use Information		A2: Interpret documents		
Level Indicators:				
A2.1: Interpret very sim	ple documents to	locate specific details		
A2.2: Interpret simple documents to locate and connect information				
Performance Descriptors: see chart on last page				
Materials Required:				
 Learner information and instructions (next page) 				
 Hydro bill, Bell phone bill and Shaw satellite bill (following learner information and instructions) 				

Task Title: Finding Information on a Bill

Learner Information and Tasks:

Do the following tasks for each of the three bills attached. You may use a pen or pencil or highlighter.

- **Task 1:** When paying bills you need to know the name of the billing company. Circle, underline or highlight the name of the billing company on each of the three bills. Write a #1 beside it.
- Task 2: Many bills request that you write your account # on the cheque you are paying with.

 Circle, underline or highlight the account # on each of the three bills. Write a #2 beside it.
- **Task 3:** To keep track of bills it is important to know what is the date of the bill. Circle, underline or highlight the bill or billing date. Write a #3 beside it.
- **Task 4:** Sometimes there are past due amounts on your bills. This can be for many reasons, but it could also be that they received your payment after the next billing cycle and you don't want to pay it twice. One of the bills attached has a past due amount. Circle, underline or highlight the past due amount on that bill. Write a #4 beside it.
- **Task 5:** When paying bills you need to know what amount to write on the cheque. Circle, underline or highlight the amount due, total amount due or current amount due. Write a #5 beside it.
- **Task 6:** All goods and services require taxes. Circle, underline or highlight the taxes (GST, PST or HST) on each bill. Write a #7 beside it.
- **Task 7:** It is important to know the due date for the bill so it can be paid by that time to avoid late fees. Circle, underline or highlight the due date. Write a #8 beside it.



Service address: MS JANE DOE

1234 MAIN STREET

Your account number:

65432-09876 Bill Group 0

Billing date:

January 31, 2013

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Here's what you owe

Total amount you owe	\$360.87
Adjustments	\$5.75
Your new charges	\$166.45
Balance forward	\$188.67



Service address:

MS JANE DOE

1234 MAIN STREET

Your account number:

65432-09876 Bill Group 0

Billing date:

January 31, 2013

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How we calculated your charges

**GST/HST exempt

Balance forward	Amount of your last bill	
	Balance forward that is past due	\$188.67
Your electricity charges	Your service type is Residential - Low Density	
Ü	Electricity used this billing period Metered usage in kilowatt-hours (879.7700 X 1) = 879.77 kWh Adjusted usage in kilowatt-hours (879.77 X 1.092*) = 961kWh	
	Off-peak: 609.46 kWh @ 6.3000 ¢	\$38.40
	Delivery	\$72.54
	Regulatory Charges	\$6.31
	Debt Retirement Charge	\$6.16
	HST (87086-5821-RT0001)	\$21.28
	Total of your electricity charges	\$184.94
	Ontario Clean Energy Benefit: 10% off applicable electricity charges and taxes	\$18.49 CR
	New total of your electricity charges	\$166.45
Adjustments	Late payment charge**	\$5.7 <u>5</u>
	Total adjustments	\$5.75

Time of Use Periods for Summer and Winter

Time Period	Summer (May 1st – Oct 31st)	Winter (Nov 1st – April 30th)
On-Peak	Weekdays: 1a.m – 5p.m.	Weekdays: 7a.m. – 11a.m. & 5p.m – 7p.m.
Mid-Peak	Weekdays: 7a.m. – 11a.m. & 5p.m. – 7p.m.	Weekdays: 11a.m. – 5p.m.
Off-Peak	Weekdays: 7p.m. – 7a.m. & Weekends & Holidays	Weekdays: 7p.m. – 7a.m. & Weekends & Holidays

Your Phone bill





MARTIN HARRIS

BILL DATE: December 1, 2012

ACCOUNT NUMBER: 6135553378(849)

ELECTRONIC BANKING ID 3555 3378 984464 556

Use your electronic banking ID number when you are registering to pay your bill through online or telephone banking

Summary of your charges			
Previous Charges			
Previous Balance	98.60		
Payment – November 15 – Thank You	98.60cr		
Balance Forward	00.00		
Late Payment Fee	00.00		
Current Charges	87.26		
Usage Charges	0.00		
Taxes	11.34		
Total current charges	98.60		

QUESTIONS?

Visit www.bell.ca

Billing inquiries 1-800-446-6678

Please pay upon receipt. To avoid late payment charges please ensure that we receive your payment in full by January 1, 2013



3555 3378 984464

ACCOUNT NUMBER	BILL DATE	AMOUNT DUE	AMOUNT PAID
613 555 3378 (849)	2012 12 01	98.60	

DUE UPON RECEIPT

Please remit payment

ALEXANDER G. BELL P.O. Box 911 45 Main St. Toronto, On KOH 2P0

0 3 5 8 5 5 1 4 0 0 8 7 3 2 0 0 0 8 4 8 3 1 2 0 1 0 0 0 0 0 0 4 4 0 0 0 0 0 0 0 0 8 8 0 4



JAMES BOND

Your Account 007-5678-1234

SERVICE ADDRESS 482 Collingwood Way

Arden, On KOH 1BO

INVOKE DATE Sept. 12,2012

DUE DATE Oct. 04, 2012

How to Contact Us:: Call 1-866-354-7627 Or visit us at shawidirect.ca

Your Shaw Direct Satellite Invoice

SUMMARY OF YOUR ACCOUNT

Amount of Previous Invoice	\$104.31	
Payment Received Thank You Aug. 4, 2012	\$104.31	
Balance Carried Forward	\$ 0.00	
Current Charges 21-09-12 to 20-10-12	\$99.35	
Current Monthly Services	\$12.60	
HST (Registration 838635290)	\$ 5.60	
CRTC 1.0% Local Program Fund	\$1.18	

TOTAL AMOUNT DUE

\$108.73

PAYMENT OPTIONS

Shaw Direct provides you with the following convenient payment alternatives:

- > Online Customer Care Services receive and pay your bill online;
- > Pre-authorized Monthly Payment Plan from your bank account or credit card;
- > Your payment may be mailed directly to Shaw Direct (address shown on front). Cheques are payable to Shaw Direct;
- > Contact us by telephone at 1-888-554-7827 and use our automated telephone services 24/7/365.



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YOUR ACCOUNT AMOUNT DUE

\$108.73

DATE DUE

October 4, 2012

AMOUNT ENCLOSED

J BOND 482 Collingwood Way, Arden, On KOH 1B0

SHAW DIRECT

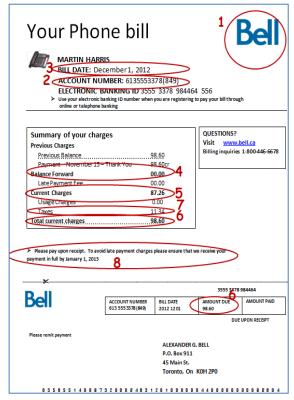
PO BOX 2530 STN M CALGARY, AB T2P 9C2

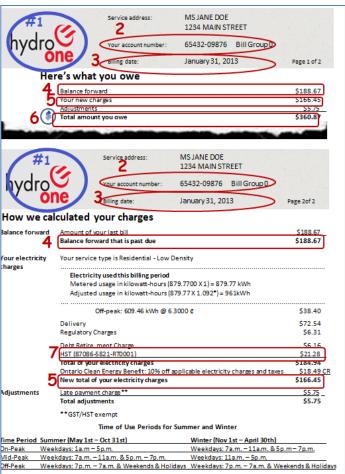
Task Title: Finding Information on a Bill

Answer Key:



- *Please note that only hydro one will have the number 4 section circled, underlined or highlighted in learner's answers
- ** The original Task 5 was removed. On this answer key, the answer to Task 5 will be marked with a **6**, Task 6 with a **7**, and Task 7 with an **8**. (We were unable to edit the numbers off of this page because of how it was submitted.)





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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
	 locates specific details in simple documents, such as labels and signs 			
A2.2	Extracts information from tables and forms			
	Uses layout to locate information			
	Makes low-level inferences			
This task:	was successfully completed needs to be tried a	gain		
Learner (Comments			