

OALCF Task Cover Sheet

Task Title: Finding Information on a Bill


| | |
|---|--|
| 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, circle, and number information on three household bills. | |
| Competency: A: Find and Use Information | Task Group(s): A2: Interpret documents |
| Level Indicators: A2.1: Interpret very simple documents to locate specific details A2.2: Interpret simple documents to locate and connect information | |
| Performance Descriptors: see chart on last page | |
| Materials Required: <ul style="list-style-type: none">• Learner information and instructions (next page)• Hydro bill, Bell phone bill and Shaw satellite bill (following learner information and instructions)• Pen, pencil or highlighter | |

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 Page 1 of 2

Here's what you owe

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



Service address: MS JANE DOE
1234 MAIN STREET

Your account number: 65432-09876 Bill Group 0

Billing date: January 31, 2013 Page 2 of 2

How we calculated your charges

| | | |
|---------------------------------|--|-----------------|
| Balance forward | Amount of your last bill | \$188.67 |
| | Balance forward that is past due | \$188.67 |
| Your electricity charges | Your service type is Residential - Low Density | |
| | 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** | \$5.75 |
| | Total adjustments | \$5.75 |
| | **GST/HST exempt | |

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 K0H 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 0 8 8 0 4



JAMES BOND

Your Account 007-5678-1234
SERVICE ADDRESS 482 Collingwood Way
Arden, On K0H 1B0

INVOICE DATE Sept. 12, 2012

DUE DATE Oct. 04, 2012

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

Sports action so lifelike you'll be reaching for your toque and mittens.

With Shaw Direct's great HD programming you won't miss a moment of sports history in the making.
Visit SHAWDIRECT.CA/STORE and upgrade today.

Payment by mail, tear off this slip and send cheque payable to Shaw Direct.
Please do not staple for ease of processing.



| | |
|-----------------|----------------------|
| YOUR ACCOUNT | <input type="text"/> |
| AMOUNT DUE | \$108.73 |
| DATE DUE | October 4, 2012 |
| AMOUNT ENCLOSED | <input type="text"/> |

J BOND
482 Collingwood Way,
Arden, On K0H 1B0

SHAW DIRECT
PO BOX 2530 STN M
CALGARY, AB T2P 9C2

Task Title: Finding Information on a Bill

Answer Key:

1 SHAW DIRECT

2 JAMES BOND
Your Account 007-5678-1234
SERVICE ADDRESS: 482 Collingwood Way, Arden, On K0H 1B0

3 INVOICE DATE: Sept 12, 2012
8 DUE DATE: Oct 04, 2012

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

4 Your Shaw Direct Satellite Invoice
SUMMARY OF YOUR ACCOUNT

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|---|-----------------|
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7 Sports action so lifelike you'll be reaching for your toque and mittens.
With Shaw Direct's great HD programming you won't miss a moment of sports history in the making. Visit SHAWDIRECT.CA/STORE and upgrade today.

YOUR ACCOUNT: [redacted]
6 AMOUNT DUE: \$108.73
8 DATE DUE: October 4, 2012
AMOUNT ENCLOSED: [redacted]

J BOND
482 Collingwood Way,
Arden, On K0H 1B0

SHAW DIRECT
PO BOX 2530 STN M
CALGARY, AB T2P 9C2

1 Bell

3 MARTIN HARRIS
2 BILL DATE: December 1, 2012
ACCOUNT NUMBER: 6135553378(849)
ELECTRONIC BANKING ID 3555 3378 984464 556
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| Total current charges | 98.60 |

4 Balance Forward
5 Current Charges
6 Total current charges

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 **8**

6 ACCOUNT NUMBER: 613 555 3378 (849) BILL DATE: 2012 12 01 AMOUNT DUE: 98.60 AMOUNT PAID: [redacted]

PLEASE REMIT PAYMENT TO: ALEXANDER G. BELL, P.O. Box 911, 45 Main St., Toronto, On K0H 2P0

*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.)

#1 hydro one

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|-------------|---|---|
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| Mild-Peak | Weekdays: 7 a.m. - 11 a.m. & 5 p.m. - 7 p.m. | Weekdays: 11 a.m. - 5 p.m. |
| Off-Peak | Weekdays: 7 p.m. - 7 a.m. & Weekends & Holidays | Weekdays: 7 p.m. - 7 a.m. & Weekends & Holidays |

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| Performance Descriptors | | Needs Work | Completes task with support from practitioner | Completes task independently |
|-------------------------|--|------------|---|------------------------------|
| A2.1 | <ul style="list-style-type: none"> scans to locate specific details | | | |
| | <ul style="list-style-type: none"> interprets brief text and common symbols | | | |
| | <ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs | | | |
| A2.2 | <ul style="list-style-type: none"> Extracts information from tables and forms | | | |
| | <ul style="list-style-type: none"> Uses layout to locate information | | | |
| | <ul style="list-style-type: none"> Makes low-level inferences | | | |

This task: was successfully completed ___ needs to be tried again ___

| |
|-------------------------|
| Learner Comments |
| |

Instructor (print)

Learner Signature