**Section 1225.935 Percentage and Conversion Supplements**

a) Percentage supplements

1) A supplement that expresses the amount of change as a percentage by which the rates in a tariff or a portion of the tariff are to be increased or reduced may be filed.

2) The supplement shall show how to compute the increased or reduced rates, how to dispose of fractions, and how to compute multiple-factor rates by use of arbitraries or other means.

3) Subsequent amendments must state whether they are subject to the percentage change.

b) Conversion supplements

1) Conversion supplements may be filed to convert rates in a tariff or a portion of the tariff to a higher or lower level without publishing the items or provisions containing the base rates.

2) Conversion supplements must show the base rates (rates being changed) and the new rates.

3) If all rates that are changed in the tariff are not included in a conversion table, the conversion supplement must show the mathematical procedure or formula to be used in computing the new rates, the procedure for disposal of fractions, and the procedure for computing multiple-factor rates by use of arbitraries or other means.

c) Only one percentage or conversion supplement may be in effect at one time.

d) Percentage and conversion supplements shall expire 2 years after filing.

e) The title page of a percentage or conversion supplement shall state whether the change is an increase or reduction and shall show the expiration date of the supplement.

f) Percentage and conversion supplements shall state the extent to which the supplement is applicable within the tariff and any exceptions.

g) Only matter pertaining to the percentage rate change or conversion may be included in a percentage or conversion supplement.