

THIRD PARTY NOTIFICATION FORM

If you have been served a notice of proposed disconnection by the Virginia Department of Public Utilities, you may want to alert a third party (friend, relative, church group, or community agency) that a disconnection notice has been issued to you. The third party will not be responsible to pay your bill. The third party does have the right to contact the Department of Public Utilities and provide information or work out a payment arrangement.

If you want a third party to be notified of the potential disconnection, please complete this form and return it to:

Virginia Department of Public Utilities
P.O. Box 1048
618 Second Street South
218-748-7540 Phone
218-748-7544 Fax

Customer Name _____

Account Number _____

Service Address _____

Home Phone _____ Work Phone _____

3rd Party Name _____

3rd Party Address _____

3rd Party Home Phone _____ 3rd Party Work Phone _____

3rd Party Signature *

Date 3rd Party Signed

The Virginia Department of Public Utilities has my permission to provide information to and accept information from the third party named above.

Customer Signature

Date Signed

*This request will not be accepted without the third party signature. The customer making the request understands the Virginia Utilities does not assume any liability for failure of the third party to act upon notification.

This request is valid until customer provides written notification to Virginia Department of Public Utilities to cancel.