

City of Elizabeth City

Customer Service Department=====

THIRD PARTY NOTIFICATION

To reduce the chance of disconnection of utility services the City of Elizabeth City gives you the opportunity to have a duplicate of the final cutoff notice sent to a person of your choosing. This person might be a neighbor, a family member, or organization who would be willing to assist you when you're on vacation or for some other reason unable to pay your utility bill.

The person you select will not be responsible for paying your utility bill. They will simply be notified of your outstanding account. If your bill is not paid by the cutoff date on the final notice, your utilities will be disconnected.

Customer Name: _____

Account Number: _____

Service Address: _____

City: _____ State: _____ Zip Code: _____

Name of party to be notified: _____

Address: _____

City: _____ State: _____ Zip Code: _____

We will make every effort to send a copy of a final notice to the person named above.

Customer Service Representative

Date

Signature of Customer

Date