
DOUBLE
NOTICE
PROTECTION

for overdue
electric service bills



Citizens' Electric Company
1775 Industrial Blvd.
Lewisburg, PA 17837
(570) 524-2231

Citizens' Electric Company is offering the following procedure to residential customers who may require it. Persons away from home much of the time may find it beneficial. Those who have difficulty paying electric bills on time or who may possibly miss a disconnection notice, may find this procedure to be helpful.

If efforts to collect a past due bill have been unsuccessful, a disconnection notice is sent to the customer stating service will be cut off after a specified date. A copy of that same notice can be mailed to a third party as an additional reminder to help solve the problem and avoid disconnection.

Sending a copy of the notice to the third party you designate does not place any obligation on that party to pay your bill, nor will it necessarily defer or prevent the disconnection of your electric service, but it may provide a means to prevent the notice from being overlooked in your absence.

If you choose to have this "double notice" protection, please complete the request card (obtaining an authorized signature of the third party) and return it to us. We will keep the procedure in effect until you request elimination of double notice procedure. Citizens' Electric will make every effort to provide third party notices, however, the person making this request agrees that the company incurs no liability for failure to do so for any reason.

Citizens' Electric Company

Detach and return this portion

Request for disconnection notice to third party. By completing this form and returning it to the Company, I request that any notice of possible disconnection of my Citizens' Electric Company electric service for nonpayment of bills also be mailed to the person or agency named below:

CUSTOMER NAME	CUSTOMER NUMBER	CUSTOMER SIGNATURE	DATE
ADDRESS	CITY	STATE	ZIP
Receipt of a copy of a disconnect notice by a third party does not replace any obligation on that party to pay utility bills for the above-noted customer, nor will it necessarily defer or prevent a disconnection if payment is not made.			
THIRD PARTY NAME (Print)	AUTHORIZED SIGNATURE OF THIRD PARTY		DATE
ADDRESS	CITY	STATE	ZIP