

# Summary Billing – Election & Acknowledgement Form



Summary billing is a free service offered to commercial and residential customers with multiple accounts. It combines all monthly Colorado Springs Utilities bills for your different service addresses into a single account, with just one due date and payment to manage.

### Guidelines for eligibility

- Customer has demonstrated satisfactory pay history
- Cannot be one time/miscellaneous billing
- Accounts cannot be on budget billing
- No previous bankruptcy

### Features and benefits

- Allows customers to combine multiple properties into one account
- Customers can have more than one summarized account
- One monthly bill and one payment for each summarized account

**Customer Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_  
(Must be authorized to make changes on the account.)

**Phone number:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
(Where to send the summary bill.)

Accounts to be placed on summary billing, subject to eligibility requirements. (If you have more accounts, please attach a separate list.)

Account Name	Account Number	Service Address	City	Tax Exempt Account Y/N?

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### Terms & Conditions:

This Summary Billing Agreement is subject to the Rules, Regulations, and Rate Schedules for utilities service on file with Colorado Springs Utilities, as amended from time to time. Except as expressly provided herein, the terms and conditions of existing Contract(s) for utilities service and other Agreement(s), if any, between Colorado Springs Utilities and Customer shall remain in full force and effect. This Agreement will remain in effect until terminated by either party. After official notification has been received, please allow up to two billing periods to add or remove accounts from summary billing. Accounts on contracts may take longer to process to ensure summarizing accounts does not alter agreements. If any customer accounts are on budget billing, these accounts will not be eligible for summary billing, unless the customer elects to remove them from budget billing. Bills are to be paid in full by the due date on the bill. Failure to comply with all conditions may result in the immediate removal of all Customer's accounts from the Program. **If your summary account falls into arrears, any/all of the service locations are subject to discontinuance of service.**

Please complete and return this form to:  
Colorado Springs Utilities  
Summary Billing  
P.O. Box 1103  
Colorado Springs, CO 80947-1339  
Mail Code 1339

Or, fax it to: 719-668-7176