

# Third Party Notification Form



Colorado Springs Utilities  
*It's how we're all connected*

Please complete **both** portions of this form and return to Colorado Springs Utilities to initiate third party notification on your account. To be valid, this form must be signed by the customer (or his/her legal representative) **AND** by the third party to be notified.

Completion of this form will authorize Colorado Springs Utilities to process your third party request and to send any and all collection-related correspondence and notifications, including but not limited to duplicate notice of discontinuance and/or applicable collection letters, to the named third party. In addition, Colorado Springs Utilities may advise the third party whether or not the utility services are on or off at the subject premise(s), if requested. If utility service is transferred to another premise, these authorized notifications will automatically stop.

## Customer Information

Account Number \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

## Third Party Information

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship to Customer \_\_\_\_\_

Signature of Customer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Third Party \_\_\_\_\_ Date \_\_\_\_\_

## Return completed form to:

**Colorado Springs Utilities  
Customer Service Center  
111 S. Cascade Ave.  
P.O. Box 1103, Mail Code 1015  
Colorado Springs, CO 80947 - 1015  
or fax to: 719-668-8175**