

# Third Party Notification Form



Please complete **both** portions of this form and return to City of Woodland Park Utilities if you want a specific third person to be notified in the event of possible discontinuance of your utility service **for non-payment**.

To be valid, the form must be signed by the customer (or his/her legal representative) **AND** by the third party to be notified. This will authorize City of Woodland Park Utilities to send a duplicate notice of discontinuance to the named third party. If service is transferred to another premise, this notification will automatically stop.

## **Customer Information:**

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

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

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

## **Third Party Information:**

Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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

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

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

## **Return completed form to:**

City of Woodland Park  
Utility Customer Service  
220 W South Avenue  
PO Box 5830  
Woodland Park, CO 80866-5830