

Third Party Notification Form

If you have been served a notice of proposed disconnection by your utility company, you may want to alert a third party, (any person or organization, a friend, relative, church, or community agency) that a disconnection notice has been issued to you. The third party will not be responsible to pay your bill. The third party dies have the right to contact the Randall Utility Company and provide information or work out a payment arrangement.

If you want a third party to be notified of potential disconnection, please complete the following form & return to Randall City Hall.

Customer Name _____
 Account Number _____
 Service Address _____
 Home Phone _____
 Work Phone _____
 Third Party _____
 Third Party Address _____

 City State Zip
 Third Party Home Phone _____
 Third Party Work Phone _____

 Third Party Signature Date
 The Randall Utility Company has my permission to provide information to and accept information from the third party named above:

 Customer Signature Date

**Minnesota Cold Weather Rule Application
Inability to Pay Declaration Form**

IF YOU CAN'T PAY YOUR RANDALL ELECTRIC/NATURAL GAS BILL AND NEED COLD WEATHER PROTECTION FROM YOUR UTILITIES BEING SHUTOFF, YOU MUST FILL OUT THIS FORM AND RETURN IT TO THE CITY OF RANDALL IMMEDIATELY.

Name _____
 Service Address _____
 Phone Number _____
 Account Number (from your utility bill) _____
 Total Amount Due _____ Total Annual Household Income _____
 Source of Income (check all that apply)
 Employment General Assistance
 Disability/Social Security/Pension Other
 Please Explain (Other): _____

I am applying for:
 Inability to pay (see back)
 Request for Payment Plan---
 (Oct. through Apr.) Amount of monthly payment and Date of payment each month

\$	by	date	

By signing this form I acknowledge that I have received, read and understand the Residential Customer's Rights and Responsibilities. I declare that the above information is true and correct. I give my permission to any energy provider or public assistance agency that serves me to exchange income and billing information with other energy providers and my utility for the purpose of program qualification.

_____ _____
 Customer Signature Date

Residential Customer's Rights and Responsibilities

The Minnesota Cold Weather Rule

Some customers find it hard to pay their utility bills in the winter. The State of Minnesota set up the Cold Weather Rule to protect residential, heat-affected customers who are unable to pay their Natural Gas/Electric bills from disconnection of service between October 15 and April 15.

THE RIGHT to declare your Inability to pay your utility bill. If you do so, you must enter into a payment schedule with the utility to maintain your utility service. You have the right to appeal any proposed disconnection to your local utility. You will have to provide the utility proof that you are unable to pay and were current in payments to the utility. If you appeal a disconnection, your service will not be disconnected until the appeal is resolved. Appeals are resolved locally.

THE RESPONSIBILITY, if you choose to declare Inability to Pay, to complete the "Inability to Pay" form and return it to the utility within 10 days. If you have proof that you are receiving any form of public assistance, you do not need to fill out the Inability to Pay Form. If you mail this form or can prove your receipt of public assistance, you must also contact the utility to arrange a payment plan.

THE RIGHT to a mutually acceptable payment schedule with the utility. This payment schedule will cover your existing arrears plus the estimated usage during the payment schedule period. If you are able to pay but still wish to enter into a payment schedule, contact the utility immediately to arrange a schedule. (This payment schedule may be arranged by your designated third party.)

THE RESPONSIBILITY of making payments as agreed or promptly notifying the utility why you cannot keep the agreement. You may then request that the original payment schedule be changed. Any change is initially subject to the utility's approval.

THE RIGHT to request that the utility notify a third party if your service becomes subject to disconnection. If you have requested third party notification, a copy of this notice has been sent to the third party.

If you have questions about the Minnesota Cold Weather Rule, please contact us at 320-749-2159 or e-mail: randallcity@brainerd.net.

Financial Assistance...

Tri-County Community Action Program
888-765-5597
Morrison County Social Services
320-632-2951
United Way
320-632-5102
Salvation Army
218-829-1120

COLD

WEATHER PROTECTION

*KNOW YOUR RIGHTS
AND RESPONSIBILITIES*

RANDALL UTILITY COMPANY
P.O. BOX 229
RANDALL, MN 56475
320-749-2159
randallcity@brainerd.net