

## **Third Taxing District**

2 Second Street East Norwalk, CT 06855

Tel: (203) 866-9271 Fax: (203) 866-9856

## IMPORTANT NOTICE TO OUR COMMERCIAL ACCOUNTS

We are altering our shut-off policy for Commercial Accounts with regard to termination of service.

Failure to pay your monthly bill, in any given month, will cause a shut-off notice to be printed on your next monthly bill. This notice will inform you that you have 13 more days to pay that bill, or service will be terminated on the 14<sup>th</sup> day.

During that 13-day period, you are encouraged to contact our office to make a payment arrangement. Failure to make a payment arrangement or to pay the bill, will cause you to appear on our shut-off list on the 14<sup>th</sup> day and make it necessary for us to terminate your service. There will be no other warning other than the shut-off notice. Power will then be restored only with payment of your full balance due.

It is important for you to note that we give you a total of 45 days from the mailing of your bill to either pay the balance that is in arrears or make a payment arrangement. This gives all commercial customers ample time to avoid a termination of service. Please cooperate with us to avoid unnecessary shut-offs.

If you have any questions, please contact us at 203-866-9271.

Thank you.

James W. Smith General Manager Ronald Scofield

Assistant General Manager