

Pre-Audit Check List

Electric

- a full copy of current bill for each account (12-36 months if possible)
- current third-party supplier contract(s)
- signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed (1 letter per service provider)

Gas

- a full copy of a current bill for each account (12-36 months if possible)
- current third-party supplier contract(s)
- signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed (1 letter per service provider)

Water/Sewer

- a full copy of a current bill for each account
- signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed (1 letter per service provider)

Local Telephone/Data Account

- a full copy of a current bill for each account
- current contract(s)
- signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed (1 letter per service provider)

Long Distance (for each service provider)

- full copy of current bill
- all summary pages for the 2 previous bills
- current contract(s)
- signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed (1 letter per service provider)

Wireless (for each service provider)

- full copy of current bill
- all summary pages for the 2 previous bill
- current contract(s)
- signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed (1 letter per service provider)

Tax Exempt Organizations

- copy of State or Federal tax exemption certificate