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 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 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 current 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)

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