



PO Box 480 Mt Morris PA 15349 (mailing) www.cbpsdwater.com
186 Buckeye Road Core WV 26541 * 304-292-4003 * Fax: 304-292-5677

Third Party Notice Request

Print this form, complete it entirely and mail
Or drop it off at our Buckeye Road Office:
PO Box 480
Mt. Morris, PA 15349

Please Print Clearly

I request that any notice of possible shut-off of my water service by Clay Battelle PSD because of nonpayment of bills or other legal reasons, may also be mailed to the person or agency named below.

Your Name: (as it is on the water account)

Address:

Daytime Phone:

Email Address:

Water Account Number:

Landowner if not Yourself:

Your Signature (Required) and you must be account holder

Date:

About Your Third-Party Designee

Receipt of a copy or phone call of a termination notice by a third party does not place any obligation to that party to pay utility bills for the above-noted customer(s), nor will it necessarily defer or prevent termination of service if payment is not made. Clay Battelle PSD staff may use any information gathered from third party to collect any unpaid amounts by the customer(s) listed above.

Third Party Name:

Address:

Daytime Phone:

Email Address:

Third Party's Signature (Required)

Date:

This third-party notification will remain in effect as long as you are a customer or until you revoke the above listed designee by writing to us. This form may be updated as deemed necessary by CBPSD

This form was created and approved on March 25, 2020

C:\Users\User\Documents\Operating Proceduresaftervirus\Third Party Notice Request.docx