

# Letter of Authorization

Instructions	Enter Information Here
<b>Band/First Nation Name</b>	
<b>Name of Band Member Responsible for Site</b> Name to be used on the gas/electric account and would be responsible for payment	
<b>Date of Birth</b> DD/MM/YYYY (Optional)	
<b>Add Authorized person to the account</b> (Optional) If you would like to add a second name to be able to transact on the account you can list enter name here	

Put an X next to whether you are Enrolling, Deenergizing or Moving out service	
<b>Type of Request:</b>	<b>Enrollment:</b> Use when putting services in a new persons name Note: this will move out the existing person
	<b>Move out:</b> To move someone out, this will move the site to vacant or into PVA if you have one set up for premise.
	<b>Deenergize:</b> When you want to leave site on in customers name but want to turn off power/gas

	Enter a Date (DD/MM/YYYY Format)
<b>Date of Request</b>	

- **Enrollments:** Enter the date the Band Member took responsibility for the property
  - **Move outs:** Enter date the Band Member moved out or will move out.
  - **Deenergize:** Enter todays date and future date
- Note:** Enrollment and Move out dates can be in the future or past but any periods with charges that have no assigned customer will be enrolled to the Band through vacancy process.

Put an X next to whether you are enrolling, Deenergizing or Moving out service	
<b>Does the Site need to be Energized?</b>	Yes - If the Gas or Electricity is off
	No - If the Gas or Electricity is on

<b>Site Address(s)</b> Address of location that you need services at Click link below to look up address, Site ID or Meter Number <a href="https://www.unetgrid.com/sitecatalog/">https://www.unetgrid.com/sitecatalog/</a>	
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<b>Electric Site ID(s)</b> Leave blank if only enrolling gas	
<b>Electric Meter ID(s) - Optional</b>	
<b>Gas Site ID(s)</b> Leave blank if only enrolling electricity	
<b>Gas Meter ID(s) - Optional</b>	

<b>Mailing Address</b>	
<b>Phone Number(s)</b>	
<b>Email Address</b>	

Put an X next to how you want to receive your invoice (can only select one)	
<b>Billing Preference:</b> Select how you want to receive the invoice (cannot have both)	Mail
	Email

<b>Any Other Comments</b> Enter any other useful information here	
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NOTE: This is for use only for Properties managed by and on First Nations Reserves Land



**Regulated Services**