



Utility and Telecom Bill Pre-Audit Checklist

- ☐ Signed Agreement

Electric, Gas, and Water/Sewer

- ☐ Copy of current bill for each account
- ☐ Current third-party supplier contract(s) (if applicable)
- ☐ Signed **Letter of Agency** on Company Letterhead addressed to service provider(s) with each account number listed

Local Telephone/Data Account

- ☐ Copy of 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

Long Distance and Wireless (for each service provider)

- ☐ 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)

Tax Exempt Organizations

- ☐ Copy of State or Federal tax exemption certificate