

**CARROLL COUNTY ELECTRICAL
DEPARTMENT**

SERVICE POLICIES

**EFFECTIVE
MARCH 1, 1995**
Revised (09/01/2015)

CARROLL COUNTY ELECTRICAL DEPARTMENT
103 WEST PARIS ST.
P. O. BOX 527
HUNTINGDON, TENNESSEE 38344

Telephone (731) 986-8284
Toll Free (800) 287-6302

Fax (731) 986-0227

**CARROLL COUNTY ELECTRICAL DEPARTMENT
SERVICE POLICY FEES
EFFECTIVE 09/01/2015**

METER DEPOSITS

Residential	See Item 1 – Customer Deposits (Residential)
All others	See Item 1 – Customer Deposits (Commercial)

METER FEES [Rev 10/1/03]

Meter Set	\$25.00
Same Day & After-Hours Meter Set	\$50.00
Reconnection	\$25.00
Temporary Service	\$100.00
Field Collection Fee (per Account)	\$10.00

RETURNED CHECK FEE [Rev 9/1/2015] \$30.00

SECURITY LIGHTS [Rev 10/1/07]

Set Fee	\$25.00
Pole Set Fee	\$100.00
Total	\$125.00

CONSTRUCTION FEES [Rev 11/1/12]

Drop Service Fee	\$100.00
Additional Pole	\$100.00
Single Phase	\$2.00 per foot
Two Phase	\$3.50 per foot
Three Phase	\$5.00 per foot
Underground Single Phase	\$200.00 minimum and
Secondary Service Fee (350 or 4/0)	\$2.00 per foot
Underground Primary	\$4.00 per foot per phase
Three Phase Transformer Bank	\$1,500.00
Two Phase Trans. Bank Open Delta	\$1,000.00
Irrigation Pivot Installations	See Item 19
CT Metering (see Section 11)	\$500.00

1. **CUSTOMER DEPOSITS** [Rev 9/1/2015]

A deposit of suitable guarantee will be required as security for payment of electric bills based on class of service, Residential or Commercial. The required deposit amount must be paid in full prior to establishing electric service with Carroll County Electric Department (CCED).

The deposit balance, including any earned interest, will be accounted for and credited to each customer's account. This applies to deposits of \$100.00 and larger held longer than twelve (12) months. Interest is applied annually, each October, as a credit to the customer's electric bill. The interest rate will be the annual percentage yield earned of CCED's Operations and Maintenance bank account from September.

Upon final termination of service, any retained cash deposit and accrued interest will be applied against unpaid bills of the customer. If the application of deposit and accrued interest creates a credit balance on the customer's account, the balance will be refunded to the customer by check at the next processing day.

The deposit balance, including interest, and adequacy is subject to review by the customer and CCED after a minimum of twelve (12) months of service.

Residential

The standard deposit policy for residential customers shall be equal to or less than two (2) times the highest monthly residential class average for the previous year, unless the applicant chooses to participate in an online credit risk assessment process determined by CCED. The deposit may be reduced based on the credit risk (Green, Yellow, or Red) of the applicant as determined by the online service.

Residential Deposit Amount	Deposit Decision	Credit Risk Rating
\$0.00	Green	No Credit Risk
One (1) time highest monthly Residential Class Avg. for previous year	Yellow	Minimal Credit Risk
Two (2) times highest monthly Residential Class Avg. for previous year	Red	High Credit Risk

Transfers of Service - Deposits held for existing residential customers, that have been in continuous service for three years (36 months), with an Excellent or Good pay rating will not be upgraded. All others customers, customers who do not have an Excellent or Good pay rating associated with three years of continuous service, could be required to upgrade their deposit based on the standard deposit policy. However, if the customer elects to participate in the online credit risk assessment process, its results will determine the customers new deposit amount required.

CCED evaluates internal credit ratings, as reported by our Customer Information System, each month. Residential customer accounts satisfying the requirements consisting of three years (36 months) continuous service combined with an Excellent or Good pay rating may have their deposit applied to their account as credit.

If service is terminated and final billing rendered due to disconnection for non-payment, meter tampering, or theft of service the standard deposit policy will apply.

A service applicant who provides a social security number that is returned as deceased, non-issued, belonging to a person under the age of 18, or belonging to another person other than the applicant, or is fraudulent, shall be required to provide a valid social security number as well as additional proof of identity, i.e. valid driver's license, Social Security card, etc. before service will be activated.

Commercial

The deposit required for commercial customers shall be based on two (2) times the highest monthly bill for the previous 36 months. The highest monthly bill will be rounded down to the nearest \$5 increment to establish the basis. If history for the location is not adequate (less than one year) to determine an appropriate deposit amount, history from a similar location or type of business will be used. In lieu of a cash deposit, the customer may choose to purchase a Certificate of Deposit (CD), provide an Irrevocable Letter of Credit, or elect to use a TVA/TVPPA deposit insurance programs for which they qualify.

Certificate of Deposit Requirements

- 1.) Customer name on the CD must be the same as the name electric service is applied.
- 2.) Customer address on the CD is the same as the address of the electric service.
- 3.) All CD's must be Automatically Renewable at maturity.
- 4.) An authorized person must endorse the CD before delivery to CCED. Original CD is kept on file at CCED.
- 5.) Carroll County Electric Department's name does not appear on the CD.
- 6.) Proper execution of the "Assignment Contract" which places a hold on the CD by Carroll County Electric Department. Assignment contract is prepared by the Bank issuing CD. (Assignment Contract form provided by CCED).

Irrevocable Letter of Credit Requirements

- 1.) Customer name must be the same as the name electric service is applied.
- 2.) Customer address is the same as the address of the electric service.
- 3.) All Letters of Credits must Automatically extend the expiration date of the letter of credit for one year from the current and all future expiration dates unless issuing institution notifies CCED at least (60) days prior to the current and all future expiration dates of the intention not to renew the letter of credit. If a Letter of Credit is not renewed, another acceptable form of security deposit is required.
- 4.) The Letter of Credit form is provided by CCED. The Letter of Credit must be completed by the bank and printed on bank letterhead with an authorized signature.
- 5.) Original Letter of Credit is to be delivered and kept on file at Carroll County Electric Department.

Additional commercial accounts opened by established customers of CCED may have the deposit requirements waived, provided all of the following conditions are met.

- 1.) The customer is an established customer of CCED for twenty-five years or more, with a credit rating of Excellent or Good on CCED's Customer Information System.
- 2.) The new account must be established in the exact same name as the existing account.

2. BILLING [Rev 9/1/2015]

Meters are read monthly according to the billing cycle in which the account is located. Bills are rendered monthly and shall be paid at the office of CCED, by U.S. Postal Service, Bank Draft, or online at www.ccelectric.org. Final bills are rendered within approximately five (5) days of the meter removal date. Failure to receive a bill will not release a customer from the payment obligation. The net payment period is a minimum of fifteen (15) days between the bill date and due date. Payments are posted to customer accounts on the date in which the payment is received by CCED. Bills not paid by the due date will be assessed a 5% late charge on the remaining unpaid balance up to \$250.00, plus a 1% late charge on the remaining unpaid balance in excess of \$250.00.

If you dispute the amount or correctness of your bill you may go to the office of the Carroll County Electrical Department at 103 W. Paris St., Huntingdon, TN or call the office at (731) 986-8284 between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, except holidays, before the date for disconnection of electric service and one of our customer service personnel will assist you with your bill.

3. INFORMATION TO CUSTOMERS [Rev 9/1/2015]

CCED will make information concerning rates and service policies available upon application for service, and at any time upon request through available resources. Information will also be posted and available on CCED's website at www.ccelectric.org.

All retail rate actions initiated by CCED shall be communicated publicly through print or electronic media.

Upon the customer's request, a twelve (12) month consumption history will be made available. Customers may also register for an online account to view and pay their bill on www.ccelectric.org.

It is the customer's responsibility to maintain current mailing and contact information with CCED.

4. RETURNED CHECKS [Rev 9/1/2015]

There will be a thirty dollar (\$30.00) charge to a customer's account for each check returned by the bank for nonpayment. The late payment charge will also be added to the account for all returned checks which were paid at the net rate and returned and remain unpaid after the gross payment date. Customers will be considered "cash only" customers if CCED records indicate three (3) returned checks have been received within a calendar year from when the first check is returned. The "cash only" status is effective for one (1) calendar year.

5. METER SET FEES [Rev. 10/1/03]

A twenty-five dollar (\$25.00) connection fee will be charged for all meters to be set on the next business day. The customer will be charged an additional twenty-five dollars (\$25.00) for any meter set the same day requested, meters set between 5:00 P.M. and 8:00 A.M., or meters set on weekends and company observed holidays.

Third party checks will not be accepted for any payment after November 30, 1999.

6. DELIVERY CHARGE—RESIDENTIAL & GSA1 CLASS CUSTOMERS

All residential class customers will be subject to a monthly minimum bill of \$23.40. The \$20.40 base delivery charge will not change provided monthly energy consumption exceeds \$3.00. [10/01/13]

All GSA1 class customers will be subject to a monthly minimum bill of \$28.00. The \$25.00 base delivery charge will not change provided monthly energy consumption exceeds \$3.00. [10/01/13]

7. DISCONNECTION OF SERVICE [Rev 5/26/2016]

Carroll County Electric Department may disconnect, or refuse to connect, electrical service for the violation of any of the Service Policies, Rules and Regulations, Schedule of Rates and Charges, customer application for service, or customer contract. CCED may also discontinue service to Customer for the theft of current or the appearance of current theft devices on the premises of the Customer. Any account remaining unpaid ten (10) days after the billing due date will be subject to disconnection. Account(s) disconnected and remaining unpaid one week from the date of disconnection will be considered no longer active and final billing rendered.

A. Reconnection Charge

When the Distributor has disconnected service for non-payment a charge of not less than twenty-five dollars (\$25.00) and all unpaid balances may be collected by the Distributor before service is restored. An additional charge, after hours fee, of twenty-five dollars (\$25.00) will be required for reconnections after 5:00 P.M., on weekends or company observed holidays. The total fee for After Hours reconnection is fifty dollars (\$50.00). Reconnections paid or requested after 9:00 P.M. will be performed the next day. A ten-dollar (\$10.00) Field Collection Fee will be assessed at the time of collection for each account the Field Collector is required to accept from customers. [10/01/03]

There will be a fifty-dollar (\$50.00) Theft of Service charge per occurrence. [10/01/07]

If the customer has been disconnected at the pole for non-payment or diversion/theft of electricity, a charge of fifty dollars (\$50.00) will be made to restore service. [Rev 10/01/07]

B. Disconnect Notices

The Company will not mail separate disconnect/late notices. Rights and remedies appear as a notice printed on the front of each customer's bill. A past due notice appears on the customer's next billing statement indicating the previous balance is past due and pending disconnection. No other notice will be mailed or forthcoming.

C. Special Payment Arrangements (extensions)

Customers can request up to five (5) special payment arrangements (SPA's) each calendar year. The request can be made after the due date of the bill, but before the disconnect listing is printed. SPA's will extend the date service is subject to disconnection an additional seven (7) days from the original date in which service is subject to disconnection.

D. Extreme Weather

In cases of extreme hot and cold weather conditions, CCED will delay disconnection of non-payment for Residential services. Postponement will last no longer than three (3) days from the date the disconnect list is generated. Day one (1) is considered as the date the list is generated. Service may be disconnected regardless of weather conditions after this time period. This policy does not apply to General Power customers.

- Information concerning weather conditions is obtained from the National Weather Service website (www.weather.gov) using Zip Code 38344 as the location.
- Disconnection of service will be postponed during the summer months, as stated above, if there is a Heat Advisory in effect for Carroll County, TN or if forecasted afternoon temperature is expected to reach 98°F or higher for the current day.

- Disconnection of service will be postponed during the winter months, as stated above, if there is a Winter Storm Warning in effect for Carroll County, TN or if forecasted nightly temperature is expected to be 25°F or below for the current day.

E. Documented Medical Hardship (Medical Extension)

Upon approval of CCED's medical hardship certification form, disconnection of service will be postponed for fourteen (14) calendar days from the date service is subject to disconnection to allow the customer time to make payment or alternative shelter arrangements. CCED will only grant postponement of disconnection for documented medical hardship two (2) times per year. The medical hardship form must be completed by a medical doctor, physician assistant, or nurse practitioner licensed to practice in the state of Tennessee certifying the disconnection of electric service would create a life-threatening medical situation for the customer or other permanent resident of the customer's household. After receipt of the medical hardship form, CCED will verify the form for validity by contacting the office of the medical professional who signed the form. It is the responsibility of the customer to ensure the form has been approved by CCED.

A life threatening medical condition does not relieve a customer from the obligation to pay for electric service, including any late fees incurred or other applicable charges. The request can be made after the due date of the bill, but before the disconnect listing is printed. If full payment of the past due amount, including all late fees, is not received by the end of the fourteen (14) day postponement period, electric service will be disconnected without further notice.

The medical hardship form will expire each year on December 31st. It is the customer's responsibility to update an approved medical hardship form each year, as needed.

8. NEW SERVICE INSTALLATIONS [9/28/00]

Effective October 1, 2000, new service installations that require inspection before connection or power to be turned on will not be released to the CCED Operations Department until the next business day following the State Deputy Electrical Wiring Inspector's approval.

All fees must be paid before a new service installation will be released to the Operations Department.

9. TEMPORARY SERVICE [Rev. 10/1/03]

Effective November 1, 2000, CCED will no longer provide temporary pole installations.

The customer must install a 20 ft. treated pole (round or 6" x 6" square) on the construction site at a location specified by our Engineering Department. The temporary service pole must be wired for 240 volts, but does not require a 240-volt receptacle.

The State Deputy Wiring Inspector must inspect all temporary service installations.

A temporary service connection for power will have the same guidelines as the New Service Installation Policy as described in sections eight.

The fee for a temporary service-drop and meter set is one hundred dollars (\$100.00) [Rev 10/01/07]. If a temporary service does not result in a permanent service there may be an additional fee of \$30.00 for its removal.

The customer will be required to provide a temporary service of adequate size on large commercial accounts and must be inspected by the State Deputy Electrical Wiring Inspector.

Line construction for a temporary service that will not result in a permanent service will be charged the total cost of installation and removal. All fees must be paid before construction.

10. SECURITY LIGHTS

Security lights may be installed on existing Distributor poles for a twenty-five dollar (\$25.00) charge provided that there is an existing 120-volt circuit on the pole.

If a pole must be installed for the light there will be a one hundred dollar (\$100.00) charge in addition to the above-mentioned charge. [Rev 10/01/07]

All security lights must be attached to a Distributor pole and the Distributor will not install a transformer that will only serve a security light.

If your security light is found shot out, it may be repaired one time at no charge.

If the light is shot out again within an eighteen-month period the repair cost may be billed to the customer and the light may be removed.

11. SERVICE ENTRANCE REQUIREMENTS [Rev. 10/1/03]

A. Residential

All new residences and service entrance changes on existing residences must have a minimum two (2) inch diameter rigid metal conduit riser through the roof or an eyebolt attached through the wall at a minimum of twelve (12) feet from the final grade. A higher attachment may be required if crossing driveways, parking lots, etc.

B. A "CT" metering point may be obtained for a multiple service operation for five hundred dollars (\$500.00). Existing customers requesting a CT metering service must have an Excellent or Good pay rating to qualify. All wiring beyond this point will be bought or furnished by the customer.

C. Commercial & Industrial

Contact the Distributor for mutually acceptable arrangements on service entrance.

12. METER LOCATION

Meter bases must be located on the exterior of all structures where they will be easily accessible at all times. No meters will be allowed to be placed in areas that will remain locked or where

hazards may exist for Distributor personnel. The Distributor should be contacted to assist in locating a mutual acceptable location for each meter base.

If an existing meter base will be enclosed due to new construction, the meter base must be moved to the exterior of the structure.

13. SINGLE PHASE CONSTRUCTION

The Distributor may build at no charge, three hundred (300) feet or one span of single-phase line to a permanent residence of seven hundred fifty (750) square feet or larger. A foundation and well or water connection may be required before construction.

Additional single-phase line may be constructed at the rate of two dollars (\$2.00) [10/01/07] per foot as an aid to construction. The Distributor will retain ownership and will maintain the line. The Distributor reserves the right to serve other customers from said line without obligation to the initial consumer.

The customer will be responsible for the initial clearing of the right-of-way to the Distributor's specifications. The Distributor will maintain the right-of-way after the initial clearing.

At the customer's request, the Distributor may have the right-of-way cleared. The Customer will be responsible for paying seventy-five percent (75%) of the clearing along with the other construction fees prior to construction.

The Distributor may require the customer to provide and maintain a passable gravel road or better to the construction site. It will be the Distributor's policy to follow the road whenever possible, setting poles so they may be maintained year round. All construction and fees are based on normal engineering practices.

14. MOBILE HOMES, DOUBLEWIDES, PORTABLE BUILDINGS, GRAIN BINS, POLE SERVICES, ETC.

A drop service will be provided to the above-mentioned class of customers for a one hundred dollar (\$100.00) fee. [Rev 10/01/07]

An additional charge of one hundred dollars (\$100.00) will be made if a service pole is installed. [Rev 10/01/07]

If single-phase construction were required, a charge of two dollars (\$2.00) per foot would be required as an aid to construction. [Rev 10/01/07]

15. REMOVAL OF SERVICE

There will be no charge for removal of service wires. Full charges will apply as in new construction for reconstruction of services.

16. TWO & THREE PHASE CONSTRUCTION

A. Loads less than 100 kW

The Distributor may provide a three-phase service drop at no charge, if an existing three-phase transformer bank of adequate size may be used.

A \$1,500 fee will be charged to aid in the construction of a transformer bank requiring three transformers on an existing three-phase line and a \$1,000 fee if a transformer bank requires two transformers to be constructed. [11/01/12]

A charge of five dollars (\$5.00) per foot, excluding the service drop, will be made to construct a three-phase line. The above five-dollar (\$5.00) charge will also apply to the conversion of a single-phase line to a three-phase line. [Rev 10/01/07]

In both instances, the line may only be constructed if the Distributor determines that it would be economically feasible for such construction.

B. Load of 100kW or Greater

The Distributor may construct a three phase line to a customer with a load of 100 kW or greater. Charges for such construction will be calculated on the following formula based on a signed power contract:

kW Demand x 3 feet = Distance constructed at no charge

Example: A customer with a demand of 500 kW could have 1,500 feet of three-phase line constructed to serve them at no charge.

500 kW x 3 feet = 1,500 feet of three phase line.

Excess three-phase line would be constructed at the rate of five dollars (\$5.00) per foot. The above charge for excess footage applies to the conversion of a single-phase line to a three-phase line. [Rev 10/01/07]

C. For two-phase construction, the above policies will apply with the charge of three & one half dollars (\$3.50) per foot being substituted for five dollars (\$5.00) per foot. [Rev 10/01/07]

17. UNDERGROUND SINGLE PHASE SERVICE

A. Residential (200 AMP):

Underground service may be provided for residential customers under the following provisions:

Customers requesting underground service will be required to furnish a continuous run of 2.5" schedule 80 electrical type PVC conduit, complete with weatherhead from the meter base to the pole. The conduit is to be placed at a minimum depth of 24 inches below the finished grade with a strong pull cord placed inside. The Distributor will assist in the installation of the conduit on the pole. A warning tape provided by the Distributor is to be placed in the trench approximately 6" below ground level.

Material to be furnished by the customer:

2.5" schedule 80 PVC conduit with 2 sweep 90's

2.5" schedule 40 PVC conduit may be used below the ground

2.5" weatherhead: (3 sections of conduit to go up pole)
Five 2.5" 2 hole metal straps with screws (1/4" x 2")
Pull cord (1/4" nylon rope or larger)

The Distributor will provide the meter base and will furnish and install the conductor from the top of the pole to the meter. A charge of two dollars (\$2.00) per foot as measured from the base of the pole to the house will be made for construction of the service with a minimum charge of two hundred dollars (\$200.00). [Rev 10/01/07]

B. Residential (400 AMP):

Underground service may be provided for residential customers under the following provisions:

Customers requesting underground service will be required to furnish a continuous run of 3.0" schedule 80 electrical type PVC conduit, complete with weatherhead from the meter base to the pole. The conduit is to be placed at a minimum depth of 24 inches below the finished grade with a strong pull cord placed inside. The Distributor will assist in the installation of the conduit on the pole. A warning tape provided by the Distributor is to be placed in the trench approximately 6" below ground level.

Material to be furnished by the customer:

3.0" schedule 80 PVC conduit with 2 sweep 90's
3.0" schedule 40 PVC conduit may be used below the ground
3.0" weatherhead: (3 sections of conduit to go up pole)
Five 3.0" 2 hole metal straps with screws (1/4" x 2")
Pull cord (1/4" nylon rope or larger)

The Distributor will provide the meter base and will furnish and install the conductor from the top of the pole to the meter. A charge of two dollars (\$2.00) per foot as measured from the base of the pole to the house will be made for construction of the service with a minimum charge of two hundred dollars (\$200.00). [Rev 10/01/07]

C. Commercial & Industrial:

Commercial and Industrial accounts may receive underground electric service, however, each installation will be a separate, negotiated agreement between the Distributor and the customer.

Underground services of this type will be limited to two hundred (400) amps or less.

18. UNDERGROUND PRIMARY

Underground primary may be provided for customers under the following provisions:

The customer will be required to furnish, at his own expense, an open trench from the Distributor's pole to the designated point of termination of said line, along with all required conduit. The trench must be at least thirty-six inches (36") deep from the final grade and must be free of rocks, gravel and any foreign objects. In the case of rocky soil, sand must be used above and below the conductor or conduit must be used.

Conduit must be used under driveways, parking lots, concrete pads, etc.

The cost for construction of underground primary will be four dollars (\$4.00) per foot with a minimum charge of three hundred dollars (\$300.00). [Rev 10/01/07]

Pad mount transformers may be used. In such a case, the customer will be charged for the difference in the cost of the pad mount transformer and a conventional pole mounted transformer, maximum size to be a 50-kVa single phase. The customer will also be required to provide a pad and an enclosure, if used.

The size of conduit required for each installation will be determined by the Distributor based on the size and number of conductors.

Any service not provided in this Service Policy booklet will be negotiated on an individual basis. All fees are to be paid prior to construction.

19.

GUIDELINES FOR IRRIGATION PIVOT INSTALLATIONS

All customers considering installation of an irrigation pivot should contact the Engineering Dept. at Carroll County Electric Department prior to ordering the pivot system or digging any wells. Each location will be considered on an individual basis and a cost estimate will be given upon approval. Keep in mind that lead time of 8-10 weeks should be given to allow for engineering and construction of power lines and ordering of transformers.

3 PHASE IRRIGATION PIVOTS

All 3 phase irrigation systems will be served at 277/480 volts and will be metered at the transformer bank pole. Customer is required to furnish a pole mounted disconnect switch near the transformer pole and will be required to furnish all secondary wiring from the disconnect switch to the center pivot. A \$1500.00 transformer bank fee will be charged in addition to the normal \$5.00/foot charge for construction of 3 phase power line extensions OR the conversion of single phase lines to 3 phase.

SINGLE PHASE IRRIGATION PIVOTS

All single phase irrigation systems that use a converter to get three phase power will be served at 120/240 volts with the customer to provide a step-up transformer to achieve 480 volts if needed. All of these systems will be required to use Variable Frequency Drives (soft start) on the well pump with a maximum well pump size of 40 horsepower. Carroll County Electric reserves the right to refuse service to OR discontinue service to any system that could be detrimental to the electric system and its customers. A \$500.00 transformer fee will be charged for an installation requiring a transformer larger than a 25 KVA in addition to the normal \$2.00/foot charge for construction of any single phase line extensions. This same policy also covers grain systems, sawmills, pumps, and other installations that convert single phase to three phase power.

20. REVISIONS

These Rules and Regulations may be revised, amended, supplemented, or otherwise changed from time to time without notice. Such changes, when effective, shall have the same force as the present Rules and Regulations.

**CARROLL COUNTY ELECTRICAL DEPARTMENT
CERTIFICATE OF DEPOSIT
ASSIGNMENT SECURITY DEPOSIT REQUIREMENTS**

- 1.) Customer name on the CD must be the same as the name electric service is applied.
- 2.) Customer address on the CD is the same as the address of the electric service.
- 3.) All CD's must be Automatically Renewable at maturity.
- 4.) An authorized person must endorse the CD before delivery to CCED. Original CD is kept on file at CCED.
- 5.) Carroll County Electric Department's name does not appear on the CD.
- 6.) Proper execution of the "Assignment Contract" which places a hold on the CD by Carroll County Electric Department. Assignment contract is prepared by the Bank issuing CD. (Assignment Contract form provided by CCED).

ASSIGNMENT CONTRACT

This instrument made and entered into on this the _____ day of _____, _____, by and between _____, party of the first part, and Carroll County Electric Department, hereinafter called party of the second part.

WITNESSETH

That for a good and valuable consideration, receipt of which is hereby acknowledged, the party of the first part hereby sells, transfers and assigns to party of the second part the following:

A certificate of deposit # _____, for security deposit for utility services with Carroll County Electric Department dated _____, and automatically renewable in the amount of \$_____.

Said Assignment is given as Security for the payment of an outstanding utility bill payable to party of the second part executed by party of the first part on _____, being Certificate of Deposit Number _____, in the Original Amount of \$_____.

It is hereby agreed and understood between the parties that it is the intention of the parties that the above-described Account is to be security for the outstanding balance of the utility bill with Carroll County Electric Department.

It is hereby agreed and understood between the parties that should default be made in any terms and conditions of the above described Certificate of Deposit payable to second party, that first party authorizes second party to Withdraw so much of said Account as is necessary to pay the outstanding balance of the utility bill not to exceed the original amount of the certificate.

IN WITNESS, WHEREOF, the party of the first part has hereunto set (her), (his), signature on the day and date first above written.

Print Name

First Party (Signature)

Print Name

Second Party (Signature)

Carroll County Electric Department

Assignment Prepared by:

Bank Name: _____

Name (Signature)

Print Name

**CARROLL COUNTY ELECTRICAL DEPARTMENT
IRREVOCABLE LETTER OF CREDIT
SECURITY DEPOSIT REQUIREMENTS**

- 1.) Customer name must be the same as the name electric service is applied.
- 2.) Customer address is the same as the address of the electric service.
- 3.) All Letters of Credits must Automatically extend the expiration date of the letter of credit for one year from the current and all future expiration dates unless issuing institution notifies CCED at least (60) days prior to the current and all future expiration dates of the intention not to renew the letter of credit. If a Letter of Credit is not renewed, another acceptable form of security deposit is required.
- 4.) The Letter of Credit form is provided by CCED. The Letter of Credit must be completed by the bank and printed on bank letterhead with an authorized signature.
- 5.) Original Letter of Credit is to be delivered and kept on file at Carroll County Electric Department.

IRREVOCABLE LETTER OF CREDIT

Date: _____

Bank Information

Name of Bank: _____ Bank Officer: _____

Bank Address: _____ Title: _____

Bank Phone No.: _____

RE: Irrevocable Letter of Credit for electric service for:

CCED Customer Name: _____

CCED Customer Address: _____

Carroll County Electric Department,

Please accept this Irrevocable Letter of Credit in lieu of a cash deposit from *(CCED Customer Name)* _____ *(Name of Bank)* _____

hereby agrees that it will, upon demand of Carroll County Electric Department, pay the outstanding balance of utility bills not to exceed *(Amount)* \$ _____ for electrical service rendered to *(CCED Customer Name)* _____.

This Irrevocable Letter of Credit will have an expiration date of one year from date listed above. We hereby agree to automatically extend the expiration date of this letter of credit for one year from the current and all future expiration dates unless we notify Carroll County Electric Department, Attn: Office Manager, P.O. Box 527, Huntingdon, TN 38344, in writing by registered mail at least sixty (60) days prior to the current and all future expiration dates of our intention not to renew this letter of credit.

Sincerely,

Bank Officer Name: _____ Bank Mailing Address: _____

Bank Officer Title: _____ City/State/Zip: _____

Bank Officer Signature: _____ Bank's Telephone No.: _____



Carroll County Electric Department

P.O. Box 527 . 103 West Paris St. . Huntingdon, Tennessee 38344-0527

MEDICAL HARDSHIP CERTIFICATION FORM

(Certification must be renewed each year – expires December 31st of the year certified)

Dear CCED Customer:

CCED needs you and either your Medical Doctor, Physician Assistant, or Nurse Practitioner licensed to practice in the state of Tennessee to fill out this form. Please fill in all information under "CUSTOMER" and then give this form to your provider. Your provider should complete the section under "PROVIDER" and FAX or MAIL the completed form back to CCED. Thank you for your cooperation.

CUSTOMER

DATE	CCED CUSTOMER	
PATIENT NAME AND RELATIONSHIP TO CUSTOMER (IF DIFFERENT THAN CCED CUSTOMER)		
CUSTOMER SERVICE ADDRESS		
CITY	STATE	ZIP
CCED ACCOUNT NUMBER	TELEPHONE NUMBER	

I hereby authorize the release of medical information necessary for the completion of this Medical Hardship certification form. I understand the submission of this form may qualify my residence for a temporary extension of time to pay for electric service, at the address listed above, before electric service is disconnected. I further acknowledge it is my responsibility during the medical extension to arrange for the transfer of the patient to another location or make other arrangements in the event payment is not made by the specified date.

CCED CUSTOMER SIGNATURE

TO BE COMPLETED IN FULL BY PROVIDER

PROVIDER'S NAME	LICENSE NUMBER	
ADDRESS		
CITY	STATE	ZIP
EMAIL ADDRESS	TELEPHONE NUMBER	

The above customer has told CCED that he or she or someone within their household is suffering from a medical condition which would create a life-threatening medical situation if electric service was disconnected. The purpose of this form is to certify a medical hardship exists within the customer's household, as certified by a licensed Medical Doctor, Physician's Assistant, or Nurse Practitioner. Please return by fax or mail. Thank you for your cooperation.

Would disconnection of electric service result in a life-threatening medical situation? - Yes - No

DATE	PATIENT'S NAME
DESCRIPTION OF MEDICAL CONDITION	
PROVIDER'S SIGNATURE	

Phone: 731-986-8284
Toll Free: 1-800-287-6302
Fax: 731-986-0227