**Annual Utility Payment Arrangement Notice for Military Personnel, LMC Model Form**

*Helpful background information on this model may be found in* [*“Securing Payment of Utility Charges*.”](https://www.lmc.org/resources/securing-payment-of-utility-charges/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

**ANNUAL NOTICE -- For Military Personnel Minn. Stat. § 325E.028.**

*A municipal utility, cooperative electric association, or public utility must notify all residential customers annually about the law restricting utility disconnection for certain military personnel. It does not direct how to provide it. An insert such as this included in customer utility bills could meet this requirement. You may wish to produce this on city utility letterhead.*

Minnesota law requires that customers and utilities make utility payment arrangements for military service personnel in the following situation. If a member of a household has been issued orders into active duty, deployment, or change in duty station and the residential customer meets specific income criteria, the \_\_\_\_\_\_\_ city utility must not disconnect the utility service of that qualifying residential customer due to nonpayment.

An application for a utility payment agreement must include copies of income statements and proof of military orders as described in the law. The \_\_\_\_\_\_\_ city utility may shut off utility service for nonpayment if an application does not include the required copies of income statements and proof of military orders as required by Minn. Stat. § 325E.028.

If you would like a copy of this law, please contact the city utility at \_\_\_\_\_\_\_