



138 East Park Avenue, Long Beach, NY 11561
Tel (516) 889-6664 • (866) 8UTILITY
Fax (516) 889-6665
www.metropolitanrefunds.com

Instructions for filling out this General Letter of Authorization

The following is the a General Letter of Authorization (do not use for DEP) which you need to complete in order for us to represent you before your utility company. It's very important to complete each step below.

- 1- USE BLUE INK**
- 2- Copy Authorization onto your Company's letterhead**
- 3- Fill in and Sign the Authorization in BLUE ink**
- 4- Fax and mail to our office.**

If you have any problems or questions, please (516) 889-6664 and ask for assistance.

Thank you!

Metropolitan Refunds

CUT AND PASTE ONTO YOUR LETTERHEAD

**FOLD HERE, PASTE + COPY FIRST BEFORE YOU SIGN IN BLUE INK
--- MAIL ORIGINAL -**

-----Fold Along this Line-----

LETTER OF AUTHORIZATION

Utility Company: _____

Account Number(s) _____

Please note that National Auditing Services/Metropolitan Refunds is assisting us with our energy needs and will be acting on our behalf in ascertaining information from your company.

Please provide them with your cooperation.

Sincerely,

Name _____

Title _____

Date _____

Address
FILE #