

District Offices

Gainesville District Office

11530 Northwest 39th Avenue
Gainesville, FL 32606
(352) 372-8543

Keystone Heights District Office

P.O. Box 308; 10 Citrus Dr.
Keystone Heights, FL 32656
(352) 473-4917

Lake City District Office

1797 SW SR 47
Lake City, FL 32025
(386) 752-7447

Orange Park District Office

734 Blanding Blvd.
Orange Park, FL 32065
(904) 272-2456

Palatka District Office

300 North S.R. 19
Palatka, FL 32177
(386) 328-1432

Salt Springs District Office

P.O. Box 5500; C.R. 316
Salt Springs, FL 32134
(352) 685-2111



Published Feb. 2017 by the Member & Public Relations Department

Third Party Notification

A courtesy reminder service
for members



Third Party Notification Program

Clay Electric's third party notification service can help prevent an unexpected disconnection of your electric service or the electric service of someone close to you who needs special assistance.

At the time a courtesy notice is mailed to a participating member, a letter of notice will also be mailed to a designated third party who could be a family member, friend or neighbor. The letter will provide information about the amount due and the date when the bill will become delinquent. This person can then remind the member to arrange payment of the bill prior to the delinquent date to avoid the late charge and possible disconnection of electric service.

This plan is intended to help those who are sick, elderly or away from home for extended periods. The designated third party is under no obligation to pay the bill or assume responsibility for its payment. This person is notified so that he or she may assist the member as needed.

For members who request third party notification, an application form must be completed and signed by both the member and the person selected to receive the letter of notice. The third party does not need to be a co-op member.

If you wish to sign up for third party notification, please fill out the attached application form, sign it, have the designated third party sign it, and return it with your next electric bill payment. The form may also be mailed separately at any time to:
Clay Electric Cooperative
Attn: Third Party Notification Program
PO BOX 308, Keystone Heights, FL 32626-0308

Third Party Notification Application

Name _____

CEC Account # _____

Address _____

Phone # _____

If a courtesy notice is mailed to me, I hereby authorize Clay Electric Cooperative to send a letter of notice to the below named third party. I understand that the person is under no obligation to pay the bill or assume responsibility for payment.

Member's signature

Party you wish to receive a letter of notice:

Name _____

Address _____

I hereby authorize Clay Electric Cooperative to send me a letter of notice in the event the above named member is mailed a courtesy notice. I understand that I am under no obligation to pay the above customer's bill.

Third Party's Signature

Date _____