



October 17, 2019

RE: PA Sales Tax – Non-Residential Customers

Dear Customer:

The Pennsylvania Department of Revenue completes audits on a routine basis to ensure that PA sales tax is properly collected from all electric consumers who are required to pay it. Through a recent audit, it has come to our attention that the tax status of your electric service may be not adequately documented in our records. As our customer, we need information from you so that we can properly bill or exempt you from sales tax.

To help us accurately determine your taxable status, please provide the information below regarding your electric accounts.

Table with 3 columns: Account #, Service Location, Type of Use (Manufacturing, Farm, etc.)

Please provide a completed tax exemption certificate, covering all accounts listed above, to the address below. Forms may also be faxed to the number below or emailed to billing@citizenselectric.com. The exemption certificate is available at the PA Department of Revenue web site at https://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/SUT/Documents/rev-1220.pdf.

Please provide the requested information within two weeks of the date of this letter. If we do not receive appropriate documentation, your account will be subject to PA Sales Tax.

Thank you for your cooperation on this important matter. If you have any questions, please contact us at 570-524-2231.

Sincerely,

Brook J. Bogaczyk
Customer Service Manager

1775 Industrial Blvd., Lewisburg, PA 17837
570-524-2231 ♦ www.citizenselectric.com ♦ Fax 570-524-5887

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