



**305 11th Street East
Glencoe, Minnesota 55336**

Phone: (320) 864-5184

Fax: (320) 864-4328

Disconnect Procedure

- Payments for current bills are due on the 27th of each month, if that date falls on a weekend or holiday payment is due the next working date.
- A Reminder Notice is sent if payment is not received on the 27th which states payment is due on or before the 15th of the following month. At this time a 10% penalty is also assessed to the electric portion of the bill.
- A Shut Off Notice is sent out 7 days following the reminder notice which also states payment is due on or before the 15th.
- If payment of past due amount is not received by the 15th of the month services will be disconnected.