

## **Irrevocable Letter of Credit**

### **Before submitting the form, make sure of the following:**

- The form must be printed on the issuing financial institution's letterhead bearing its name and address.
- The form must contain an issuing number for the Letter of Credit.
- The Irrevocable Letter of Credit must be signed by an officer of the financial institution.
- The utility provider, Gainesville Regional Utilities (GRU), should be listed as the beneficiary with the address of: 301 SE 4<sup>th</sup> Ave, Gainesville, FL 32601
- The dollar amount of the Irrevocable Letter of Credit is equal to the amount of security deposit requested.
- The name on the Irrevocable Letter of Credit must be the same name as it appears on your GRU account.
- Your business must be registered to do business in the state in which you receive service from GRU. Accordingly, this business, which GRU recognizes as its customer, must be the owner or the bona fide lessee of the property that receives the service and must register to do business in the state if it is not.
- Retain a copy for your records.
- Mail original copy to:

Gainesville Regional Utilities  
PO Box 147051  
Gainesville, FL 32614-7051