

DENIAL OF SERVICE FOR NONPAYMENT

1. GENERAL

1.001 This Addendum is reissued to provide denial of service preceding the day the Business Office is closed. It also provides instructions for plant to forward a copy of Form S-8411 to the Commercial Service Observer.

3. DENYING SERVICE

3.03 Change this Paragraph to read as follows:

In no case shall service be denied on Saturdays, Sundays or legal holidays. With Business Office Manager approval, service may be denied on a day preceding the day the Business Office is closed.

6. FILING SUSPENSION OF SERVICE LISTS

6.01 Change this paragraph to read:

One copy of completed lists of service suspensions covering one-quarter shall be held in file for an additional three months after which they may be destroyed in accordance with the practices for the destruction of records.

6.02 Add this paragraph:

Each Wednesday, one completed copy of all Forms S-8411 received from the Commercial Department for the preceding week (Monday through Friday) shall be sent to the Commercial Service Observer. This procedure will apply only in those offices where there is Commercial Service Observing.