

To BEGIN A TROY & BANKS AUDIT:

This instruction sheet has been prepared for your use in gathering the information for your cable television franchise fee compliance audit.

1. Copy franchise agreement and/or related ordinances.
2. Provide a listing of zip codes and street addresses within municipal boundaries, payments received, and the contact name and telephone number at the cable television company.
3. Execute the enclosed Client Agreement and Letter of Authorization form.
4. Send all information to:



TROY & BANKS

2216 Kensington Avenue
Buffalo, NY 14226
Tel. 716-839-4402 or Fax 716-839-4452

If you have any questions please call us at
1-800-499-8599