

Application for Transfer or Termination of Service – From One Customer to Another

Customer Name: _____
Service Address: _____
Home Phone #: _____ Daytime Phone #: _____
Cell Phone#: _____ Email Address: _____
Customer Account #: _____

___ Divorce
___ Death
___ Other

I hereby wish to:

___ Terminate service (water, wastewater, and other city services) and/or to the person in the name of:

Date Utility Service to be discontinued/transferred: _____

- Monday – Friday.
The City provides service within the next business day.
Must be a future date. Termination will not be backdated.

Address to mail final bill and/or deposit refund as applicable:

Note: Your Utility deposit will be applied against your final bill and you will receive a refund or bill for the difference. Refer to refund policy.

___ Transfer service to another location (water, sewer, and other services)

Date OLD service to be discontinued: _____

- Monday – Friday
The City provides service within the next business day.
Termination must be a future date. Termination will not be backdated.

NEW Utility service location: _____

Date NEW Utility service to be effective: _____

- Monday – Friday
The City provides service within the next business day.

New billing address:

I hereby certify that the above information is true and accurate.

Signature

Date

Printed Name

COLLECTIONS FAX 765-674-6962

Employees Initials: _____ Date Received: _____

CC: Mayor/Board of Works

January 2017