



**CITY OF POOLER**  
**UTILITY BILLING DEPARTMENT**  
100 US HWY 80 SW,  
POOLER, GEORGIA 31322  
PHONE: 912-748-4800  
[Utilitybilling@pooler-ga.gov](mailto:Utilitybilling@pooler-ga.gov)

## Disconnection Request

Please fill out this form to terminate services. Forms are accepted via email, in person at City Hall, or via mail. Disconnect Requests are only processed during business hours. Any Disconnect request scheduled for a weekend or holiday will be processed the next business day. Termination requests must be made by the account holder or their legal designee.

Name \_\_\_\_\_

Today's Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

Disconnect Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

**Deposits and balances on terminating account:** This account will generate one final invoice after the disconnection because the City bills a month behind. If you were leasing and paid a deposit, it will be applied to your final bill. If the deposit does not cover the final amount, you will be mailed a bill with the pending amount to be paid. If a remaining credit balance remains, a refund check will be mailed to the forwarding address provided in this form.

By Signing below, I acknowledge that I am responsible for any unpaid balance, and accept all responsibility pertaining to this request:

Customer Signature \_\_\_\_\_

*For Office Use Only*

Account No. \_\_\_\_\_ Received date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Processed Date: \_\_\_\_\_