



# Utility Account Add/Remove Contact

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Updated **JUNE 2023**

## NOTICE TO APPLICANTS

Forms may be submitted by mail, email, or in person at City Hall. This form shall be completed to add or remove contacts/account holders for a utility account; this form shall not be used to transfer services to a new tenant/owner. This form shall be completed by the primary account holder; a valid photo ID must be presented. Only secondary contacts/account holders may be removed. If the primary account holder wishes to terminate service, a Disconnect Request form must be completed. If transferring an account, a new application is required.

## OFFICE USE ONLY

Account: \_\_\_\_\_ Date Received : \_\_\_\_\_

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

## Primary Account Holder Information

Service Address \_\_\_\_\_ Account Number \_\_\_\_\_

Account Holder Name \_\_\_\_\_ Phone \_\_\_\_\_

**Add Contact/Secondary Account Holder (if applicable)**       Add to bill       Use as contact only

Additional Contact Name \_\_\_\_\_ License/ID Number \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

As a secondary account holder, I understand that I may be held responsible for any unpaid balances in the account.

Secondary Account Holder Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Remove Contact/Secondary Account Holder (if applicable)

Contact to Be Removed \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

By signing below, I acknowledge that I am the primary account holder and accept all responsibility pertaining to this request.

Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_