

CHANGE / UPDATE UTILITY ACCOUNT INFORMATION

IMPORTANT: Only the account holder is authorized to make changes to a utility account.

A copy of the account holder's valid driver's license or acceptable identification must accompany this form for any requested change.

ACCOUNT INFORMATION

Account Holder Name		Account Number	
Service Address		Effective Date	
Mailing Address		Phone Number	

REQUESTED CHANGES - CHECK ALL THAT APPLY

☐ Name Change New Name Required documentation (check one): ☐ Marriage license ☐ Divorce decree ☐ Court order ☐ Other	☐ Add Person to Account Name Effective Date Required documentation (all required): ☐ Photo ID ☐ Social Security Card ☐ Application for Utility Account
☐ Remove Person from Account Name Effective Date Required documentation (check one): ☐ Divorce decree ☐ Court order ☐ Death ☐ Other	☐ Change of Phone Number ☐ Change of Email ☐ Change of Mailing Address

☐ Lock Meter Fee: \$50.00 business hours \$100.00 Sat./Sun./Holiday ☐ Vacation - Effective date ☐ Moving - Effective date ☐ Other ☐ Remove service	☐ Unlock Meter Fee: \$50.00 business hours \$100.00 Sat./Sun./Holiday ☐ Vacation - Effective date ☐ Moving - Effective date ☐ Other
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AUTHORIZATION

I certify that the information provided is true and correct. I understand that providing false information may result in denial of this request.

Account Holder Signature		Date	
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Clerk-Treasurer Authorization

Reviewed and approved in accordance with town utility policies and applicable local, state, and federal laws.

Clerk-Treasurer Signature		Date	
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OFFICE USE ONLY

Processed By		Date Processed		Notes	
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