

STOPPING OR DISCONNECTING SERVICE REQUEST

NOTE: FORM MUST BE SUBMITTED THREE (3) BUSINESS DAYS PRIOR TO STOP DATE.

PLEASE PRINT ALL INFORMATION. A PICTURE ID MUST BE PROVIDED AT TIME OF DISCONNECT.

CURRENT BALANCE OWED MUST BE PAID IN FULL AT TIME OF DISCONNECT. YOU WILL ALSO RECEIVE A FINAL BILL FOR ANY USAGE DURING THE CURRENT BILLING CYCLE IN WHICH YOU DISCONNECT.

AT YOUR REQUEST, BALANCES OR CREDITS DUE WILL BE TRANSFERRED FROM THE CUSTOMER'S PREVIOUS ACCOUNT TO THE NEW ACCOUNT IF RELOCATING WITHIN THE CITY'S SERVICE AREA.

Account: _____ Stopping/Disconnection Date: _____

Customer Name: _____

Service Address: _____

Daytime Phone Number: _____

Mailing Address for Closing Bill: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Comments: _____

I AM NOT THE LANDOWNER.

I AM THE LANDOWNER. I UNDERSTAND THAT I WILL RECEIVE A SEPARATE STORMWATER BILL FOR A SET MONTHLY FEE ON A BI-ANNUAL BASIS IN ARREARS AS LONG AS I OWN THE PROPERTY. IT IS MY RESPONSIBILITY TO NOTIFY THE UTILITY BILLING DEPARTMENT IF I SELL THE PROPERTY.

Signature: _____ **Date:** _____

If you are unable to submit the disconnect form in person, you may mail, fax, or email a completed form along with a copy of your ID to:

City of Grovetown
103 Old Wrightsboro Road
P.O. Box 120
Grovetown, Georgia 30813
Fax: 706-868-9312
billing@cityofgrovetown.com