

**City of West Liberty
Final Bill Request**

Account Number: _____ Effective Date of Final Bill: _____

Service Address: _____

A forwarding address is required for each Final Bill Request. Fill out all requested information:

Customer Name: _____

Forwarding Address: _____

(to mail final bill or refund check)

Primary Phone: _____ Work Phone: _____

Employer: _____

Social Security No: _____ Driver License: _____

Signature Date

OFFICE USE ONLY:

Has a new Service Application been completed for this address? YES NO

If NO, notify customer that services shall be disconnected, the water and electric meter will be shut off at time of reading:
pull new customer information and attach this with it

Deposit Information:
Look up each account when a request for final bill is submitted and not the following:

Deposit on file? YES NO

If YES circle type:

Owner	_____ Selling house-apply deposit	or	_____ Keeping house-hold deposit
Land Lord	_____ Selling house-apply deposit	or	_____ Keeping house-hold deposit
Renter	_____ Moving out of area-apply deposit	or	_____ Transfer Cust.-transfer deposit

DEPOSIT TRANSFER:

If customer is moving from one house to another within West Liberty, and currently has a deposit on file: Please inform all customers of the following information:

- Make sure to refund deposit from old address and apply to new address
- Tell customer all charges must be paid timely on old account or deposit will be applied to any outstanding charges to old address and services will be terminated at new address until any residual balance is paid in full and new deposit collected.

MAKE SURE EACH FINAL BILL REQUEST IS COMPLETED, AND CUSTOMER HAS BEEN NOTIFIED OF ALL APPLICABLE INFORMATION. IF CUSTOMER LEFT WITHOUT NOTICE, WATER METER SHALL BE SHUT OFF. IF TENANT LEFT WITHOUT NOTICE, TRANSFER UTILITES INTO LANDLORDS NAME UNLESS LANDLORD HAS REQUESTED OTHERWISE.

Date received & Initials: _____