

City of West Liberty
Solicitud de Ultimo Bil

Número de Cuenta: _____ Fecha Para Ultimo Bill: _____

Dirección de Servicio: _____

Se requiere dirección de reenvío para la solicitud de su ultimo bil. Por favor de llenar la información:

Nombre de cliente: _____

Dirección de reenvío: _____

(para mandar su ultimo bil, o cheque de reembolso)

Teléfono primario: _____ Teléfono de trabajo: _____

Empleador: _____

Número de seguro social: _____ Numero de licencia: _____

Firma

Fecha

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 UTILITIES INTO LANDLORDS NAME UNLESS LANDLORD HAS REQUESTED OTHERWISE.

Date received & initials: _____