



## UPDATE CONTACT INFORMATION

Recently the Finance Department attempted to contact you and found that we were either missing contact information on your account or the phone numbers we had on file were no longer in service. We may need to contact you from time to time regarding issues such as, missing signatures on checks, payments received without checks, late fees and pending disconnections. Please update the following contact information for your account and return to us at your earliest convenience:

Name (as it shows on bill): \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*(if different than service address)*

Utility Account No: \_\_\_\_\_

Primary Phone No: \_\_\_\_\_ Secondary Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OPTIONS TO RETURN THE FORM BACK TO US:

- Dropping off in person at City Hall
- Drop off in the drop box located on Amherst next to the Fire Station
- Emailing to: [billinghelp@westutx.gov](mailto:billinghelp@westutx.gov)
- Mailing to City Hall: City of West University Place  
Attn: Automatic Payment Plan  
3800 University Blvd  
West University Place, TX 77005

### CONTACT US:

- Utility Billing: 713.662.5824
- Customer Service: 713.662.5826

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OFFICE USE: Date Received: \_\_\_\_\_ Employee: \_\_\_\_\_