

TERMINATION OF UTILITY SERVICES

We are sorry to see you go! To terminate your utility services, please complete this form and **send back during business hours and no later than 4pm the day before you want services terminated**. Send to: billinghelp@westutx.gov

• DATE FOR TERMINATION: _____
(NO SAME DAY, WEEKEND or HOLIDAY – Form must be submitted by 4:00pm)

• SERVICE ADDRESS: _____

• NAME OF RESIDENT/COMPANY: _____
(Name as it appears on statement)

• FORM OF ID: _____
(Example: Driver's License or Passport – please send a copy)

• BEST PHONE # TO REACH YOU: _____ CELL HOME

• EMAIL ADDRESS: _____

• FORWARDING MAILING ADDRESS: _____

• WERE YOU: OWNING: RENTING:* BUILDING:* MANAGING PROPERTY:

***RENTERS:** Your \$200 deposit will be applied to your Final Bill. If any funds are left over, we will send you a refund.

***BUILDERS:** Your \$500 deposit will be applied to your Final Bill. If any funds are left over, we will send you a refund.

• DO YOU HAVE AN ALARM PERMIT? YES NO *If yes, we will notify the Police Department.

• DO YOU HAVE DIRECT LINK? YES NO *If yes, we will notify the Police Department.

SIGNATURE OF PERSON TERMINATING SERVICES: _____ **DATE:** _____

****By signing this form, you understand that the information given above will be used to terminate your utility services. You are agreeing that the information given to the City is correct. You further understand that you are responsible for paying for these utility services until the termination date. ****

INFORMATION:

- Remember we bill in the arrears. Example: Start services in July, you will be billed at the end of August, with a due date in September.

CONTACT US:

- Utility Billing: 713.662.5824
- Customer Service: 713.662.5826
- Direct Link: 713.662.5860

OFFICE USE: Date Received: _____ Employee: _____