City of La Vernia

102 E. Chihuahua St

La Vernia, Texas 78121

(830) 779-4541

**DISCONNECTION OF SERVICE REQUEST**

Please complete the form below in its entirety in order to disconnect your Utility Service with the City of La Vernia. If this for is not filled out completely, it will be considered null and void and the services will not be disconnected until a complete form is received. Once complete, you may mail, email or bring the form into City Hall.

Be advised that a final bill will be mailed to the forwarding address you provide. The person listed as the primary account holder will be held responsible for all water used until we receive written notice of cancellation of service. Also be advised that depending on when you finalize the account, you may receive two bills after you leave, your regular bill and your final bill. If you still have an active deposit, it will be applied to your final bill. If the final bill is less than your deposit, you will receive a refund check for anything left on the account over $5.00. If you have any questions, please give the Utility Billing Department a call.

Date of Disconnection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_ Name on Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Forwarding Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last 4 of Social Security: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

For Office Use Only:

Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_