



P.O. Box 649
Collinsville, Texas 76233
903.429.6225 / 903.429.3059 fax

**Service Deposit Refund/Service Termination Request
Customer Confirmation Form
Termination/Refund**

1.) Request that your water/sewer service be terminated:

Date Service is to be **terminated**: _____

2.) Customer Name: _____

Account Number: _____

Service Address: _____

Phone: _____

Email: _____

Water meters are read on or about the 20th of each month. The bill is sent out on the last working day of each month. Your current bill may not be the final bill depending on the date of your actual water service termination.

Upon termination of utility service, a final bill will be mailed to the forwarding address provided. Auto-drafted accounts will have their final bill drafted from bank accounts after the 4th of the Month. Auto-drafts may only be removed by bank draft termination application completed prior to billing cycle.

The final bill will be automatically deducted from the deposit on file. If there is a remaining credit, this will be refunded. If the bill exceeds the deposit amount, a statement letter will be mailed to the forwarding address.

3.) Amount of Deposit \$ _____

4.) Forwarding Address: (New Address is **required** for refund)

Address _____

Customer Signature: _____ **Date:** _____