

# City of Big Sandy

## Utilities Department

Water/Sewer/Sanitation

PO Box 986 ~ Big Sandy, Texas 75755

903.636.4343 ~ 903.636.4413 fax

clerk@bigsandytx.gov



### ACCOUNT CLOSING REQUEST

**Date:** \_\_\_\_\_

**Customer:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

#### CUSTOMER INFORMATION

Service Address:	
Forwarding Address:	
City & State	
Zip Code	
Phone #	

**Date you would like service to be disconnected:** \_\_\_\_\_

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY

**Date service was disconnected:** \_\_\_\_\_ **By:** \_\_\_\_\_

Customer Request     Disconnected for non-payment     Moved Out

#### Account Closing Approval:

**Utility Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Account Refund Issued:

**Date:** \_\_\_\_\_ **Amount Refunded:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Account #** \_\_\_\_\_ **Route #** \_\_\_\_\_ **Sequence #** \_\_\_\_\_