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WATER DISCONNECTION or TRANSFER FORM

□ DISCONNECT □	TRANSFER
Account Information	
Customer Last Name:	Customer First Name:
Service Address:	
Account Number:	
Disconnect Information	
Effective Date for End of Service:	
Forwarding Address:	
Email Address:	Phone Number:
Transfer Information	
Transfer Date for Service:	
New Service Address:	
Mailing Address:	
Email Address:	
Email Billing YES NO	\$2.00 monthly fee for paper billing *Waiving of fee may apply - Please inquire
By signing below, I authorize the Disconnection/Transfer of services as indicated above and understand the following:	
For Disconnection: Utility Deposit: Will be applied to the final billing and any amounts remaining will be refunded by cheque to the forwarding address provided.	
For Transfer:	
Utility Deposit: Full deposit will be transferred to the new account. Final billing of disconnected account will be billed as usual and payable by customer.	
Signature of Customer	Date
Office Use Only:	
Disconnection	
Disconnected Utility Account Number:	Final Meter Read:
Final Billing Issued:	Deposit Applied/Refunded:
Transfer	
Disconnected Utility Account Number:	Final Meter Read:
Final Billing Issued:	
New Utility Account Number:	Deposit Transferred:
Employee Signature:	Date Completed: