



SERVICE DISCONNECTION REQUEST

I, _____ would like to have service disconnected at my residence/business _____ effective _____.

Forwarding Address: _____

I understand that I will receive a Final Utility Statement from the City of Van Alstyne and that this statement will say "Final Bill". My deposit will be applied to the final amount that I owe. I also acknowledge that I will need to remit payment for any amount that is left outstanding after the deposit has been applied to my utility account. If after the deposit is applied, my account has a credit balance, a refund check will be sent to me using the forwarding address that I have provided above. I also acknowledge that if I have an outstanding balance on another utility account with the City of Van Alstyne, this credit balance will be applied to the account with the outstanding balance before any credit balance is refunded to me.

Customer Signature

Date

Clerk

Date



Deposit Refund Donation

As per the City of Van Alstyne Code of Ordinances, Chapter 44 “Utilities”, Article I, Section 44-10 “Application required for service” and Article VI, Section 44-252 “Refund of deposit”:

If, pursuant to Section 44-10, a customer has elected to donate the refund owned for utility services to the City’s Parks and Recreation Facilities and Programs, the City shall first apply any refund amount to the payment of indebtedness to the City for utility services. After such indebtedness, if any, is paid, any remaining funds, not to exceed twenty-five dollars (\$25.00) per account, shall be used by the City for the establishment, operation and support of public recreation facilities and programs.

Only if after payment of indebtedness to the City for utility services, a deposit refund is twenty-five dollars (\$25.00) or less, the City will retain said deposit refund for the establishment, operation and support of public recreation facilities and programs.

☐ I elect to donate my refund owed for utility services, not to exceed twenty-five dollars (\$25.00), to the City of Van Alstyne’s Parks and Recreation Facilities and Programs.

Print Name: _____ Signature: _____

Account Address: _____

Account Number: _____