



## UPDATE ACCOUNT CONTACT INFORMATION

Please complete form and return to City Hall Offices. This form is not intended for new utility service. This form is for updating existing contact information only.

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

Account Name(s) as it currently appears on bill: \_\_\_\_\_

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

City Account Number: \_\_\_\_\_

Phone #: \_\_\_\_\_ 2<sup>nd</sup> Phone #: \_\_\_\_\_

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

### ***Change/Add Names.***

New Name (change in current name): \_\_\_\_\_

Name to add to account: \_\_\_\_\_

Name to delete from account: \_\_\_\_\_

### ***Address Change:***

New Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ***Paperless Billing:***

I would like to receive my utility bill and account notices via email instead of US Mail.

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