

REQUEST FOR PERMANENT OR TEMPORARY DISCONNECTION OF WATER SERVICE FOR CURRENT LOCATION

I, _____ no longer want service at

_____ (physical address)

as of _____ (insert date). My account number is # _____

If questions, please contact me at _____ (phone number where you can be reached).

My new mailing address is _____.

Email address: _____

I hereby request the termination of water service at the above location and authorize (**where applicable**) the deposit to be applied to any balance left unpaid upon this account, I also understand that any balance unpaid on any account if not paid within 20 days of the final reading date will be turned over for legal collection processing.

_____ (Signature) _____ (date)

*Please note that if this is a transfer and the new resident has not applied for service and paid a security deposit by the above date the meter will be physically removed or locked and an additional fee will be required to re-establish service.

If there is a meter in the pit and it is not locked out by the CBPSD service department- then you are being billed- regardless of whether there is any use.

New tap exception: If this is a location that a new tap was made within the last 3 years- you can not have service discontinued unless someone else is taking over the location for billing. You signed a user agreement and acknowledged that you would pay a water bill for a minimum of three years once CBPSD made the investment in a new location/tap.

Clay Battelle PSD determines whether a meter will be physically removed or locked. Before service is restored, there is a \$20 fee. If multiple trips required (re: you want meter set/unlocked but not turned on) a \$20 fee will apply per trip. Customers are supposed to have a shut off outside the meter pit on customer side of line.

Service will not be scheduled for shut off and you will continue to be billed until this request is received back to office completed (unless meter is already on schedule for disconnection because of nonpayment). Actual date of disconnect or final reading/transfer of account may have to be adjusted by the water department depending on emergencies and/or severe weather. *Rule 6.7.1. states: ".....but the former customer shall remain liable for water furnished to said premises until the customer has given notice in writing to the utility to discontinue water service...." See also rule 6.1.5.b regarding former customer liability until in writing.*

Disconnections, final reading/of accounts, or meter reset /turned on if temporary disconnection will only be done during Service Department's normal business hours of 7:00 AM – 2:45 PM Monday – Thursday and Friday 8:00 AM – 11:45 PM

Please mail or drop this back off to:

**Clay Battelle PSD
186 Buckeye Road
Core WV 26541**

Office Use: effective date of termination: _____