



## ***Sunbelt Fresh Water Supply District of Harris County***

***A political subdivision of the State of Texas***

410 W. Gulf Bank \* Houston, Texas 77037 \* phone (281) 272-9577 \* fax (281) 272-9588

### **Authorization to Disconnect Service by Customer Request**

By this document, the undersigned requests services to be disconnected at the location and on the dates indicated below. It is understood that the District charges a fee of \$20.00 to disconnect any services. The required fees will be assessed on the customer's final bill. The Customer Refund will be processed in 45-60 days, and a current forwarding address will be required.

*A copy of account holder's Texas ID or DL is required in order to process this request.*

Print Name: \_\_\_\_\_ Account No: \_\_\_\_\_

Signature: \_\_\_\_\_ Service Address: \_\_\_\_\_

Date for Disconnection: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Number \_\_\_\_\_

Note: A scheduled disconnection must be submitted 48 hours in advance. The district will use its best effort to perform the services within the requested time frame but offers no guarantees.

#### **FOR OFFICE USE ONLY:**

Processed By: \_\_\_\_\_

Customer Verification: ☐ ID ☐ DL ☐ Fax

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

Final Read: \_\_\_\_\_

Final Read Date: \_\_\_\_\_