



## NOTICE TO TRANSFER SERVICE

**\*\*Please submit with Photo of Valid Government ID & 1st page of Lease or Closing Disclosure\*\***

OFFICE USE ONLY:

Acct # \_\_\_\_\_  
Closing/Lease \_\_\_\_ ID \_\_\_\_  
WT \_\_\_\_ WW \_\_\_\_ RF \_\_\_\_  
Turn on Time \_\_\_\_ Payment \_\_\_\_  
Notified TDS \_\_\_\_ Email \_\_\_\_

The City of Kyle cannot disclose any information on your account unless you permit us to do so. Please select an option below:

- ☐ I would like my account confidential meaning no information can be given to anyone except the applicant(s) listed below.  
☐ I authorize the City of Kyle to disclose the information in my utility account records.

**Important: The disconnect and start date MUST be within 10 days of each other.**

### CURRENT ADDRESS

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

Disconnect Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### NEW SERVICE ADDRESS

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

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

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If water is off, select a turn on time: Monday – Thursday ☐ 8am-12pm OR ☐ 1pm-5pm  
Friday Only – Available Time Slot ☐ 8am-12pm

### Applicant Information

Name: \_\_\_\_\_ Driver's License \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ I am 65 years or older (eligible for 10% discount on trash service)

Primary Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Social Security: \_\_\_\_\_ Enroll in E-Billing and Waive Paper Bills? ☐ Yes ☐ No

### Payment Method

Credit/Debit Card: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

- This is a one-time payment for your transfer fee of \$38.04. It does not sign you up for automatic payments.
- A 3.91 % process fee applies to ALL card payments. To avoid this fee, you may pay with cash or check in person. only accepted in person

**Important Information: Auto Pay does NOT transfer to your new address. You will need to re-enroll in Auto Pay once your new account is active.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_