

ٳؾ	Account #
E USE ONLY	Notify TDS (if applicable)
	DL or SS#
FFICE	Email
O	

Prima	ary Acct Holder:		Disconnection Date:/_	/		
Service Address:						
Phone Number: Email:						
(Forwarding Address)						
	(City)	(State)	(Zip Code)			
☐ LANDLORD ACCTS ONLY: By checking this box, you agree that this service address will no longer be under your name as a "landlord" status and your deposit that is on hold will be refunded onto the account balance, and a refund check may be generated if there is a credit balance.						
By Signing, I Understand: 1. Only the Primary Account Holder may request disconnection of utility services. 2. The City of Kyle bills one month behind and I will receive a final bill. 3. A valid form of government-issued ID is required to complete this request. 4. Disconnections are processed Monday through Friday, 8:00 a.m. to 5:00 p.m. (No holidays or weekends). 5. Requests received before 2:00 p.m. may be completed on the same business day. Requests received after 2:00 p.m. will be processed for the next business day. 6. Disconnection times are not scheduled and can occur at any point during business hours. If water is still needed at the property on your selected disconnect date, we recommend selecting the next business day instead. 7. If no deposit remains to cover the final balance, payment is due by the 15th of the following month. 8. I am responsible for paying the final bill. 9. Unpaid accounts will be sent to collections after 60 days.						
	Signature:		Date://			