

VILLAGE OF HOWARD CITY
WATER/SEWER ACCOUNT CHANGE REQUEST

Change Date:	
Original Name on Bill:	
New Name to Appear on Bill:	
Site Address:	
New Mailing Address:	
City, State, Zip:	
Phone:	
*Name Change Reason:	<input type="radio"/> Marriage <input type="radio"/> Divorce <input type="radio"/> Death of Co-Occupant
	*Only above reasons acceptable for name change on account in order
	to bypass new account deposit fee.
Would you like to receive your bill via Email:	Yes, email address: _____ No (Please Print Clearly)

Please Read, Sign & Date:

ORIGINAL TURN ON FORM INFORMATION (for informational purposes only): Water deposits will be refunded to property owners in one year if monthly bills are paid in a timely manner. Deposits will be refunded to renters when they stop service. Village policy states each service is required a deposit (the deposit is by service not name). Water/sewer bills are mailed the first of every month, which can be paid through the 20th. A 10% penalty is added to bills paid until the end of the month. **If the bill is still unpaid on the 1st of the next month, a \$50.00 fee will be assessed, and your water service will be shut off until the bill is paid.** Bills may be paid at the Village Office at 125 Shaw Street. Failure to receive your bill **DOES NOT** waive penalty and unpaid bills are a lien on the property collectable on the tax roll in accordance with Village ordinance.

Signature

Date