## 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:					
New Name to Appear on Bill:  Site Address:  New Mailing Address:  City, State, Zip:  Phone:  *Name Change Reason:  Marriage  Divorce  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:  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	Change Date:				
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Signature