



CITY OF SANFORD

Billing, Collections & Customer Service

225 E. Weatherspoon St

P.O. Box 3729

Sanford, NC 27331

Phone: 919-775-8215

Fax: 919-775-5084

www.sanfordnc.net (website)

waterdept@sanfordnc.net (email)

UTILITY DISCONNECT/TRANSFER FORM

INFORMATION FOR THE ADDRESS YOU ARE DISCONNECTING:

Date of Disconnect: _____

Phone #: _____

Customer Name: _____

Disconnect Address: _____

Forwarding Mailing Address: _____

Email Address: _____

INFORMATION FOR THE ADDRESS YOU ARE TRANSFERRING TO (IF APPLICABLE):

Date of Connect: _____

New Utility Address: _____ Rent Own

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Email Address: _____

Home #: _____ Cell Phone #: _____ Work #: _____

Circle preferred method of contact: Email Home Phone Cell Phone Cell Phone & Text Work Phone

City of Sanford **DOES NOT** offer same day service. **ANY BALANCES OWED ON YOUR UTILITY ACCOUNT MUST BE PAID PRIOR TO YOUR SERVICES BEING TRANSFERRED. YOU MAY CALL 919-775-8215 TO OBTAIN YOUR CURRENT ACCOUNT BALANCE.** By signing below, I acknowledge that I am responsible for any unpaid balance. I also acknowledge that any past due unpaid balance will be transferred to any existing or new City of Sanford's utility account. I also understand that the City of Sanford may place a garnishment on any state tax refund and/or submit to a collection agency if I do not pay the balance in full.

Signature

Date

Official Use Only

Disconnect:

Account # _____

CID # _____

SS# Verified _____

Transfer:

Account # _____

Lease/HUD _____

Customer Brochure _____

Date: _____

CSR Initials: _____

Verified by: _____