



## 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](http://www.sanfordnc.net) (website)

[waterdept@sanfordnc.net](mailto:waterdept@sanfordnc.net) (email)

### UTILITY DISCONNECT/TRANSFER FORM

#### **INFORMATION FOR THE ADDRESS YOU ARE DISCONNECTING:**

Date of Disconnect: \_\_\_\_\_

Phone #: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Disconnect Address: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

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

Date of Connect: \_\_\_\_\_

New Utility Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work #: \_\_\_\_\_

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

City of Sanford **DOES NOT** offer same day service. **ANY PAST DUE BALANCES 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 \_\_\_\_\_