

# CUSTOMER REQUEST FOR DISCONNECTION OF SERVICES

**\*Copy of Photo ID must accompany this form to our office !**



**All information is required!**

Name on Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Service Address: \_\_\_\_\_

ID number: \_\_\_\_\_ \*(Drivers License - This information should match the provided ID when account was opened)

Date to Disconnect Services: \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

**NOTE:** YOU WILL RECEIVE A FINAL BILL (WHICH WILL STATE "**FINAL BILL**" ) -- THIS BILL WILL INCLUDE YOUR FINAL CONSUMPTION UP TO YOUR DISCONNECT DATE AND YOU MAY SEE AN INCREASE IN THE BASE RATE DUE TO THE NUMBER OF DAYS OF SERVICE INCLUDED IN THE FINAL BILL. THE FINAL BILL'S BASE RATE IS CALCULATED PRORATING THE NUMBER OF DAYS IN SERVICE FROM THE END OF THE PREVIOUS BILLING CYCLE TO THE DISCONNECT DATE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return form along with photo ID by email, fax or in person.

*Thank you,*

City of Bastrop Utility Department  
1311 Chestnut St. • P.O. Drawer S  
Phone: 512-332-8830  
Email: [utilities@cityofbastrop.org](mailto:utilities@cityofbastrop.org)  
Fax: 512-332-8869

