



City Hall 972-636-2250

Fax: 972-635-2319

Email: utilities@roysecity.com

**REQUEST FOR DISCONNECT**

**ACCOUNT INFORMATION:**

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

Your Name (If different than above): \_\_\_\_\_

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

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

Current Phone Number(s): \_\_\_\_\_

Requested Disconnect Date\*: \_\_\_\_\_

(\*NOTE: Same day service for request received by noon Monday-Thursday.)

**FORWARDING INFORMATION:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Disconnects are scheduled Monday -Thursday.

The security deposit will apply to the final bill.

If the deposit exceeds the final bill, a refund check will be mailed to the forwarding address listed above separate from the statement bill.

**\*\*\*OFFICE USE ONLY\*\*\***

\_\_\_ Change IRIS info.

\_\_\_ Set account to print and email.

\_\_\_ Trash only accounts; send SS request for pu form/notate in comments.

\_\_\_ Commercial Accounts; send SS form for pu and remove from route/copy supervisor in email, notate in comments.