



ACCOUNT INFORMATION CHANGE REQUEST

For changes to your account, please complete this form and return to the Utility Billing Department at 305 N. Arch Street, Royse City, TX. 75189. You may mail to P.O. Box 638, Royse City, TX. 75189 or email to utilities@roysecity.com.

PLEASE CHECK ONE OF THE FOLLOWING:

- | | |
|---|---|
| <input type="checkbox"/> Transfer Service | <input type="checkbox"/> Request Additional Toter |
| <input type="checkbox"/> Adding Co-Applicant | <input type="checkbox"/> Remove Toter(s) |
| <input type="checkbox"/> Change Mailing Address | <input type="checkbox"/> Change Phone Numbers |
| <input type="checkbox"/> *Name Change | <input type="checkbox"/> Other |

Account #: _____ Effective date for request: _____

Name on Account: _____

Service Address: _____

New/Forwarding Address: _____

Contact Phone Number: _____

Email Address: _____

Comments: _____

*For name change due to marriage you must provide a copy of your current government photo ID reflecting the name change.

*This form is a government record, as defined by the Texas Penal Code, Section 37.01. Making a false entry in a government record is a criminal offense. Your signature represents you have authority to make changes on the above account.

Signature: _____

Date: _____