



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](mailto: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: \_\_\_\_\_