



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.