



# Utility Billing Division Account Maintenance Request

## Information About the Service Address:

Change Effective Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Change:  Mailing Address  Name Change (Marriage/Divorce/Legal - See required documentation below)

## Information About You:

Name: \_\_\_\_\_ Last 4# of Social: \_\_\_\_\_

Phone Number: \_\_\_\_\_ 2<sup>nd</sup> Phone Number: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Documentation Provided for Name Update:

Marriage License  Divorce Decree  Court Order for Change of Name  Entity Name Change Document

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Co- Account Holder

\_\_\_\_\_  
Date

## Notarization

I, \_\_\_\_\_, acknowledge that the information contained herein is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Texas

### Office Use Only

Today's Date: \_\_\_\_\_ Received by: \_\_\_\_\_