



## Disconnection of Water Service Form

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Please complete this form to disconnect water service - which will affect all municipal utilities. Be advised that we require 48-hour notice prior to turning water on or off. Please notify the office in advance of your intentions to move so that the water meter can be read and turned off as soon as you vacate, thereby assuring that you are not billed for further service in which you are not responsible.

**Customer's account number:** \_\_\_\_\_

**Customer's name as appears on bill:** \_\_\_\_\_

**Disconnection street address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Customer's)

**Date of termination:** \_\_\_\_\_  
(Please notify us if there is date change or water will be turned off on this date.)

**Landlord's name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Landlord's)

**Mailing address for the final bill:** \_\_\_\_\_

\_\_\_\_\_  
City State Zip

If you paid a security deposit, you may choose to have it refunded or applied to your final bill. Your final bill must be paid in full before any refunds are made.

Refund: \_\_\_\_\_

Apply to bill: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_