

# UTILITY ACCOUNT HOLD REQUEST

CITY OF ST. MARYS

Water Department

418 OSBORNE STREET

ST. MARYS, GEORGIA 31558

PHONE: 912-510-4000 FAX: 912-882-5506

**YOUR TRASH CAN & RECYCLE BIN MUST BE PLACED CURBSIDE, FOR REMOVAL, WHILE THE ACCOUNT IS ON HOLD. ONLY ONE HOLD MAY BE REQUESTED EVERY 6 WEEKS. FOR EXAMPLE: IF YOU REQUEST YOUR METER BE TURNED OFF ON 07-01-2016 AND METER TURNED BACK ON 07-21-2016; THE NEXT HOLD REQUEST MUST BE 08-15-2016 OR LATER.**

**CURRENT DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**ACCOUNT OWNERS NAME:** \_\_\_\_\_

**LAST 4 DIGITS OF ACCOUNT OWNERS SS #:** \_\_\_\_\_

**SERVICE ADDRESS:** \_\_\_\_\_

**DISCONNECTION/HOLD DATE:** \_\_\_\_\_

**REACTIVATION DATE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**ZIP CODE:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_

**WORK PHONE #:** \_\_\_\_\_

**\*\*CUSTOMER SIGNATURE:** \_\_\_\_\_

You will receive one more bill for all use through your effective disconnect date and/or hold date. All bills are due by 5pm on the due date to avoid service charges from being applied to your account.

*Office Use Only*

RECEIVED BY CITY OF ST. MARYS WATER DEPARTMENT

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

INITIAL: \_\_\_\_\_