



CHECKLIST FOR UTILITY TERMINATION:

- 1) Complete Utility Termination
- 2) Copy of a photo ID

PLEASE NOTE:

Please be sure to include your forwarding address to receive your final bill or refund check (if applicable)

These documents can be turned in at City Hall, left in an envelope in the drop box located outside of City Hall, or emailed to Finance@cityofkerman.org

If you have any questions, please contact our office at (559) 550-2900.



CITY OF KERMAN

Termination for Utility Services

ENTERED BY: _____

Today's Date: _____

Last Service Date: _____

Name: _____

Account Number: _____

Address: _____

Social Security Number: _____

Phone No.(s): _____

Phone No.(s): _____

Forwarding Address: _____

City: _____

State: _____

Zip: _____

Reason for Termination: _____

I am enrolled in automatic payments (Circle One)

 YES NO

Clerk Verification

I understand that no payment will be debited from my account this month, and my final balance will be debited next month.

Initials _____

I understand that any unpaid balances/credits left on this terminated account, will be transferred to my active account.

Signature _____

City of Kerman Office Use Only:

Service Request Created & Emailed to Water Dept.: _____
Date _____ Initial _____

Meter Reading: _____

Close Service Request in Sprbrk: _____
Date _____ Initial _____Account Deleted in Sprbrk: _____
Date _____ Initial _____Deposit Amount: _____
Amount _____Deposit Transferred to: _____
Account Number _____

Clerk Verification

Email sent to Mid Valley Disposal: _____
Date _____ Initial _____

USAGE #1	USAGE #2	PAYMENTS	ADJ.	PAST DUE	FINAL BILL	APPLY UB DEPOSIT TO FINAL BILL	REFUND AMOUNT