



## **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](mailto: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