

CID: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

# TRANSFER APPLICATION

TATUM WATER WORKS

P.O. BOX 1105, TATUM, TX 75691

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**\*\*\*THIS FORM CANNOT BE USED TO CHANGE THE ACCOUNT FROM ONE PERSON TO ANOTHER. THE ACCOUNT MUST BE PAID IN FULL AND THERE WILL BE A \$25 TRANSFER FEE ON YOUR NEW BILL\*\*\***

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

PRIMARY NAME: \_\_\_\_\_ DOB \_\_\_\_\_

SSN: \_\_\_\_\_ DRIVER'S LICENSE # & STATE \_\_\_\_\_

CURRENT SERVICE ADDRESS: \_\_\_\_\_ ACCOUNT#: \_\_\_\_\_

NEW SERVICE ADDRESS: \_\_\_\_\_ ACCOUNT#: \_\_\_\_\_

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

REQUESTED CUT OFF DATE FOR CURRENT ADDRESS: \_\_\_\_\_

REQUESTED CUT ON DATE FOR NEW ADDRESS: \_\_\_\_\_

CONTACT INFORMATION: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

IF RENTING (LANDLORD): \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME AND ADDRESS OF EMPLOYER: \_\_\_\_\_

**REQUIRED DOCUMENTATION TO INCLUDE WITH APPLICATION:**

1. COPY OF THE CUSTOMER'S VALID GOVERNMENT ISSUED PHOTO ID (EX: DRIVER'S LICENSE)
2. COPY OF THE CUSTOMER'S VALID LEASE OR HOME OWNERSHIP DOCUMENTS SHOWING DATE OF OCCUPANCY AT THE SERVICE ADDRESS TO INCLUDE SIGNATURES.

**PLEASE READ AND ACCEPT BY SIGNING BELOW:** I HEREBY ACCEPT FULL RESPONSIBILITY FOR THIS ACCOUNT, AND AM AWARE THAT I AM FULLY RESPONSIBLE FOR ANY AMOUNTS DUE ON SAID ACCOUNT EFFECTIVE THIS DATE AND UNTIL SUCH TIME AS I CLOSE THE ACCOUNT OR UNTIL THE ACCOUNT IS TRANSFERRED TO ANOTHER INDIVIDUAL/ENTITY. IT IS THE CUSTOMER'S RESPONSIBILITY TO NOTIFY THE WATER DEPARTMENT WHEN HE/SHE VACATES THE PROPERTY. FAILURE TO DO SO COULD RESULT IN ADDITIONAL CHARGES BEING ADDED TO THE ACCOUNT.

**\*\*\*BY SIGNING BELOW, I CERTIFY THAT I NOR ANYONE ELSE IN THIS HOUSEHOLD/ENTITY DOES NOT HAVE ANY OUTSTANDING BILLS WITH TATUM WATER WORKS\*\*\***

PRIMARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECONDARY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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PROCESSED BY: \_\_\_\_\_ SERVICE ORDER REFERENCE: \_\_\_\_\_

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