

City of Manor -Utility Dept.  
105 E. Eggleston St.  
Manor, TX 78653  
Phone: (512) 272-5555 Ext.1  
Fax: (512) 272-8636  
questions@manortx.gov



**NOTICE TO DISCONNECT SERVICE**

DATE TO DISCONNECT SERVICE: \_\_\_\_\_

\_\_\_\_\_  
SERVICE ADDRESS

\_\_\_\_\_  
PRIMARY ACCOUNT HOLDER'S NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

**FORWARDING ADDRESS: (Provide mailing address for deposit refund check)**

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

By signing, I understand that my final bill or refund check will be mailed to the Forwarding Address provided above within six (6) to eight (8) weeks. I also understand that I am responsible for paying my final bill. Accounts not paid within 60 days may be directed to a collection agency. If my account is set up on ACH Draft, I understand the final bill will not draft but will be deducted from the deposit (if available). If a deposit is not available, then a final bill will be due the following month on the due date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To complete request please provide a copy of your Drivers License.**

**OFFICE USE ONLY:**

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Drivers License # or SS#

\_\_\_\_\_  
Employee Initials