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## DISCONNECT UTILITY SERVICE

Disconnect Date \_\_\_\_\_ Account Number \_\_\_\_\_

Applicant(s) Name \_\_\_\_\_

Service Address \_\_\_\_\_

OWNED \_\_\_\_\_ (landlord \_\_\_\_ sold \_\_\_\_)

or RENTED \_\_\_\_\_ (end of lease date \_\_\_\_\_)

Forwarding Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

### Office Use

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

Unit / Block / Lot

Subdivision / Rt/ Seq #

Date / Final Reading

Meter # / Size

### Signature(s) authorizing Disconnect:

\*form must be signed by all applicants to disconnect

\_\_\_\_\_  
Applicants Printed Name

\_\_\_\_\_  
Co-Applicants Printed Name

\_\_\_\_\_  
Last 4 digits of SSN

\_\_\_\_\_  
Last 4 digits of SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

When requesting a disconnect date, please select a date that falls on a weekday. Requests for a Saturday, Sunday, or Holiday will automatically be scheduled for the next available working day. Although some requests can be handled same day, 2 day notice is advised.

Your final statement will be mailed after the end of the month that you disconnect your service and will state the dates of your final billing. In order to stop receiving electronic statement notifications once paid, you will need to log into the paysite and opt out of email notifications.