



UTILITY BILLING DEPARTMENT
 181 LARKIN STREET/P.O. BOX 785
 CORNELIA, GEORGIA 30531
 PHONE: 706-778-8585

Disconnection Request

Disconnection requests must be made by the account holder. Completed forms and copy of picture ID may be submitted in person at City Hall, by mail or by email to ar@cornelia.city. Disconnections will only occur during business hours and may take up to three business days to process.

Name on Account*: _____

Service Address*: _____

Account Number: _____

Disconnect Date*: _____

Phone Number*: _____

Email Address: _____

Forwarding Address*: _____

Is Disconnection Temporary? **Yes No** If yes, how long?* _____

*** REQUIRED**

Deposits and balances on terminating account: The account must be current in order to be closed. A final invoice will be generated after the disconnection because the City bills a month behind. Utility deposits, if applicable, will be applied to the final bill. If the deposit does not cover the final amount, you will be mailed a bill with the final amount due to be paid. If a credit balance remains, a refund check will be mailed to the forwarding address provided on this form.

For temporary disconnections, owner will still be responsible for monthly Stormwater fee.

By Signing below, I acknowledge that I am responsible for any unpaid balance and accept all responsibility pertaining to this request:

Customer Signature _____ Date _____

| | | |
|--------------------------|---------------------|-----------------------|
| For City Use Only | | |
| Received date: _____ | | |
| Work Order: Number _____ | Creation date _____ | Completion date _____ |
| Processed by: _____ | Process Date: _____ | |