

**CITY OF DANBURY**  
**Request to Disconnect & Final Account**

Date for Disconnection	Service Address		
Name			
DL#		Date of Birth	
Spouse Name			
DI#		Date of Birth	
Forwarding Address		City	State/Zip
Phone Number	Other- Phone		

I am the owner of the above listed account. I am requesting that my service at the above listed address be disconnected and my account closed. I understand that any monies owed to the City will be deducted from my deposit and if any refund is due to me it will be mailed to the above listed forwarding address. I also understand that any refund will be issued in the name listed first on the above account. In the event that my deposit is not sufficient to pay all monies due then I will remit payment for the balance due no later than the 19<sup>th</sup> of the month in which I receive my final bill. I understand that the City of Danbury is a member of the Texas Revenue Recovery Association and that any balance remaining due 90 days after my account is finalized may be reported to the Association and a \$25.00 collection fee will be added to my account.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Texas Revenue Recovery Association is a collection of cities and other public entities operating under the authority of the Inter-local Cooperation Act (Chapter 791, Government Code) to assist one another in the collection of delinquent utility accounts. If a customer has left another city with an unpaid utility bill, the new city providing services has the authority to discontinue services until the utility bill and a \$25.00 collection fee from the previous city is paid in full.

Refunds will not be issued until the signed document has been received in our office.

Office use only

Final Read \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_