

DISCONNECTION OF WATER SERVICE

Charles Town Utility Board
P.O. Box 359, Charles Town, WV 25414
ph (304) 725-2316 fax (304) 725-7150

THIS IS A REQUEST FOR A FINAL READING ON MY WATER SERVICE

CUSTOMER ACCOUNT

CUSTOMER NAME

ADDRESS DISCONTINUING

DATE FOR DISCONTINUING

ADDRESS TO SEND FINAL BILL

CANNOT BE THE SAME AS THE
ADDRESS DISCONTINUING

SIGNATURE

DATE

MUST PROVIDE COPY OF DRIVERS LICENSE TO VERIFY ACCOUNT OWNERSHIP

DRIVERS LICENSE NUMBER

**WATER SERVICE WILL BE STOPPED DURING OUR BUSINESS HOURS ONLY.
SERVICE CANNOT BE STOPPED ON HOLIDAYS, WEEKENDS OR AFTER 4:00 PM**