



# Charles Town Utility Board

661 S. George Street, Suite 101, Charles Town, WV 25414  
Phone: (304) 725-2316 ♦ Fax: (304) 725-7150 ♦ Web: [www.ctubwv.com](http://www.ctubwv.com)

February 24, 2022

## BEGINNING OR ENDING SERVICE

### UTILITY BOARD

CHAIRMAN  
*Daryl  
Hennessy*

VICE  
CHAIRMAN  
*City of Ranson  
Mayor  
Duke  
Pierson*

TREASURER  
*Thomas  
Stocks*

INTERIM  
SECRETARY  
*Ashley  
Stottlemeyer*

*County Commission  
Representative  
Jacquelyn  
Milliron*

*Board Member  
Jefferson  
Whitten*

UTILITY  
MANAGER  
*Kristen  
Stolipher*

- Service will not be turned on or off after 4pm on weekdays.
- Service will not be turned on or off on weekends or holidays.
- A photo id is required to apply for service. (§150-7-4.1.e.1)
- If you are renting, the person(s) named on the lease is the only person(s) allowed to apply for service.
- You will be held responsible for the service until you notify us in writing. (§150-7-4.1.e.2)
- A deposit is required to start service.

## DEPOSITS

- The deposit will be refunded after the final billing has been paid or after 12 consecutive months of billings paid without a delinquency. (§150-7-4.2.a.1)
- An existing customer who has made 12 consecutive payments without delinquency in the prior 12 months is not required to pay a deposit at a new residence. (§150-7-4.2.a.9)
- All owners of multiple residences will be required to pay a deposit for each service location. (§150-7-4.2.a.9)

## PAYMENT OPTIONS

Pay online at [www.ctubwv.com](http://www.ctubwv.com)

Pay with our automated phone system at 877-664-0229. This is a convenient way to check your balance and payment history.

By mail to: Charles Town Utility Board  
P O Box 7338  
Charleston, WV 25356

Pay in person or use our drop box at: Charles Town Utility Board  
661 South George Street  
Charles Town, WV 25414