

# DISCONNECTION OF WATER SERVICE

Charles Town Utility Board  
P.O. Box 359, Charles Town, WV 25414  
ph (304) 725-2316 info@ctubwv.com

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

CUSTOMER ACCOUNT

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CUSTOMER NAME

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ADDRESS DISCONTINUING

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DATE FOR DISCONTINUING

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ADDRESS TO SEND FINAL BILL

CANNOT BE THE SAME AS THE  
ADDRESS DISCONTINUING

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SIGNATURE

DATE

MUST PROVIDE COPY OF DRIVERS LICENSE TO VERIFY ACCOUNT OWNERSHIP

DRIVERS LICENSE/FEIN NUMBER

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