

# City of Richmond

## UTILITY SERVICES

402 Morton Street  
Richmond, TX 77469  
(281) 342-5456  
(281) 232-8626 Fax



### DISCONNECT AUTHORIZATION

Date: \_\_\_\_\_

Account No. \_\_\_\_\_

I, \_\_\_\_\_, authorize the City of Richmond to disconnect my  
(Account Name)

utility service at \_\_\_\_\_ on \_\_\_\_\_  
(Property Address) (Final Date)

and mail my final bill or refund check to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(For verification purposes please provide: Driver's License No. \_\_\_\_\_)

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Phone Number

---

### OFFICE USE ONLY

Entered Date: \_\_\_\_\_

Processed by: \_\_\_\_\_