

# The Town of Spring Lake

Water Department

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[www.spring-lake.org](http://www.spring-lake.org)



## ACCOUNT CHANGE REQUEST

Please complete the following information to add or remove someone from your utilities account. Document must be signed by the account holder before any permanent changes are made to the account.

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Account Holders Name (Print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
State ID/Driver License #

\_\_\_\_\_  
Last 4 of SSN

\_\_\_\_\_  
Telephone Number

The undersigned hereby acknowledges that once a party has been added to the account, they are given full access to all account details. The added party is also authorized to open and close the account and make any changes to the account, such as mailing address information, contact phone number, etc.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date Change

## Change Requested

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### Request to Add Authorized User to Account

\_\_\_\_\_  
Name of Party to be Added (Print)

\_\_\_\_\_  
Relation to Account Holder

\_\_\_\_\_  
E-mail Address

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

### Request to Remove Authorized User

\_\_\_\_\_  
Name of Party to be Removed

\_\_\_\_\_  
Reason for Removal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date