



UTILITY BILLING DEPARTMENT  
 181 LARKIN STREET/P.O. BOX 785  
 CORNELIA, GEORGIA 30531  
 PHONE: 706-778-8585

## Disconnection Request

Disconnection requests must be made by the account holder. Completed forms and copy of picture ID may be submitted in person at City Hall, by mail or by email to stanner@corneliageorgia.org. Disconnections will only occur during business hours and may take up to three business days to process.

Name on Account\*: \_\_\_\_\_

Service Address\*: \_\_\_\_\_

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

Disconnect Date\*: \_\_\_\_\_

Phone Number\*: \_\_\_\_\_

Email Address: \_\_\_\_\_

Forwarding Address\*: \_\_\_\_\_

Is Disconnection Temporary? **Yes** **No** If yes, how long?\* \_\_\_\_\_

**\* REQUIRED**

**Deposits and balances on terminating account:** The account must be current in order to be closed. A final invoice will be generated after the disconnection because the City bills a month behind. Utility deposits, if applicable, will be applied to the final bill. If the deposit does not cover the final amount, you will be mailed a bill with the final amount due to be paid. If a credit balance remains, a refund check will be mailed to the forwarding address provided on this form.

For temporary disconnections, owner will still be responsible for monthly Stormwater fee.

By Signing below, I acknowledge that I am responsible for any unpaid balance and accept all responsibility pertaining to this request:

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For City Use Only</b>		
Received date: _____		
Work Order: Number _____	Creation date _____	Completion date _____
Processed by: _____		Process Date: _____