

# REQUEST TO DISCONTINUE OR AMEND SERVICE

## TOWN OF BATH

### BERKELEY SPRINGS WATER WORKS

271 Wilkes Street – Berkeley Springs, WV 25411

Phone: 304-258-1102 / Fax: 304-258-2638 / [BSWW@WVDSL.NET](mailto:BSWW@WVDSL.NET) or [TOWNOFBATH@WVDSL.NET](mailto:TOWNOFBATH@WVDSL.NET)

#### Services to Discontinue

\_\_\_\_\_ BSWW-Water

\_\_\_\_\_ TOB Garbage      \_\_\_\_\_ Street Fee      \_\_\_\_\_ Public Safety Fee

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

Property (Service) Location: \_\_\_\_\_

Date to Discontinue: \_\_\_\_\_ Phone: \_\_\_\_\_

Final Forwarding Address: \_\_\_\_\_

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

.....

#### Services to Amend

\_\_\_\_\_ BSWW-Water

\_\_\_\_\_ TOB Garbage      \_\_\_\_\_ Street Fee      \_\_\_\_\_ Public Safety Fee

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

Amend Name To: \_\_\_\_\_

Amend Mailing Address To: \_\_\_\_\_

Property Location: \_\_\_\_\_ Phone: \_\_\_\_\_

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

.....

\*This document must be notarized in not appearing in person. \*

State of \_\_\_\_\_ County of \_\_\_\_\_

To Whom: \_\_\_\_\_

A Notary in and for the State and County aforesaid, to certify that \_\_\_\_\_, whose name is signed to the writing above, bearing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Having this day acknowledged the same before me in my said county.

SEAL

\_\_\_\_\_  
Notary Public

**For Office Use Only**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Work Order: \_\_\_\_\_