



UTILITY DIVISION

5047 Union St. / Union City GA 30291 | Phone (770) 964-2288 | Fax (770) 306-6861 | Email water@unioncityga.org

ACCOUNT FINALIZATION FORM

REQUIRED DOCUMENTATION: Copy of Photo ID.
Please allow 45-60 days after accounts have closed for refund disbursements.

Date of Intended Finalization: ___/___/___

Account Number: _____

Name: _____

Service Address: _____
City State Zip

Forwarding Address: _____
City State Zip

Faxes will not be accepted to final out accounts. The Account Finalization Form is required to be presented at City Hall in order to be processed.

If you are moving or selling your property, you will need to have your service disconnected. Otherwise, you will still be liable for any water use, even if you are no longer residing in or utilizing the property.

CUSTOMER SIGNATURE: _____ Date: _____

OFFICE USE ONLY:

Final Read: _____ Meter Locked ___yes ___no Water Tech initials: _____

Date Received: _____ Date Completed: _____ Staff initials: _____