



# REQUEST TO DISCONNECT SERVICE

100 W SCHOOL ST, RIDGELAND, MS - P O BOX 217, 39158  
WATER BILLING: 601-856-3938 - FAX: 601-790-2111

**UTILITYBILLING@RIDGELANDMS.ORG**

ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

DATE TO DISCONNECT SERVICE: \_\_\_\_\_

*(If requested date is today or a weekend/holiday, disconnect will be the next business day.)*

NEW MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

***THE RECYCLING CART ISSUED TO THIS SERVICE ADDRESS SHOULD REMAIN ON THE PROPERTY.***

Where is the recycle cart located on the property (*garage, carport, behind the house, etc.*)?

Please be specific: \_\_\_\_\_

**Please read carefully before signing:**

I authorize the City of Ridgeland to disconnect services at the service address shown above. I understand the deposit will be applied to the final bill and I will receive a refund or statement for the outstanding balance. If I am on bank draft, my final balance will be debited from my bank account on the 16<sup>th</sup> of the month of the final bill. After 90 days of the final bill, any unpaid balance will be sent to collections.

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

*\*digital or typed signatures not accepted*