

**REQUEST FOR NAME CHANGE/ADDRESS CHANGE ON AN ACCOUNT**

**Residential**

**PLEASE PRINT**

**PLEASE READ BELOW BEFORE FILLING OUT FORM**

Date: \_\_\_\_\_ Current Name(s) on Account : \_\_\_\_\_

Change Name to: \_\_\_\_\_ Phone #: \_\_\_\_\_

Add a Name: \_\_\_\_\_

Delete Name: \_\_\_\_\_

Service Location: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

**FOR MAILING ADDRESS CHANGES: OLD Address:** \_\_\_\_\_

**NEW Address:** \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *By signing this name change form, you are accepting responsibility for this account. All bills or notices will now be sent to you at the address you have provided at the top of the form. If we do not receive the form back, no changes will be made.*

***If a name change is due to a marriage, we can only change the name on the account if the deed to the property has been changed to the married name. This is due to the lien process which, if a lien is placed on the property, the name has to match what is on file at the Registry of Deeds.***

***If a person has been added to the account both people on the account need to sign the form.***