



TOWN OF JONESBORO UTILITY DEPARTMENT

128 Allen Avenue • Jonesboro, LA 71251 (318) 259-2385

NEW SERVICE -OR- FINAL BILL

UTILITY SERVICE REQUEST FORM

(For New Service • Address/Name Change • Vacation Service • Refund Requests)

Section 1 – Customer Information

Date: _____ Account Name: _____

Account Number (if applicable): _____ Service Address: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip: _____

Primary Phone _____ Alternate Phone _____

Email Address: _____

Check here if the mailing address is the same as the service address

Section 2- Service Request

Please select one or more:

- New Service Application (Residential/ Commercial/ Government/ Religious)
- Change of Mailing/Billing Address
- Name Change Request
- Vacation Service Request (Temporary Suspension)
- Final Bill & Refund Request

Town of Jonesboro Utility Department -Continued

Type of Service: Residential Commercial Government Religious

Service Requested: New Connection Final Bill & Refund Request

Residency: Owner Renter Contractor Inside City Limits? Yes No

Driver's License #: _____ State: _____ SS# (last 4): _____

Business Tax ID (If applicable): _____ Alerts? Yes No

----ADDRESS CHANGE ----

New Mailing Address: _____ City/State/Zip _____

--- NAME CHANGE---

Previous Name: _____ New Name: _____

Reason/ Documentation: _____

--- FINAL BILL / REFUND REQUEST ---

Final Service Date: _____ Forwarding Address: _____

Refund Payable To: _____

Section 3- Customer Acknowledgment

I understand that failure to receive my bill does not exempt me from timely payment. It is my responsibility to contact the Town of Jonesboro Utility Department If I do not receive my bill.

Customer Signature _____ Date _____

For Official Use Only

Valid ID Verified: Yes No Date of Birth: _____ DL: _____

Refund Amount: \$ _____ Check #: _____ Balance Due: \$ _____ Rep: _____