



UTILITY SERVICE REQUEST

Transfer/Disconnect

City of Logan Utility Billing
Phone 435 716-9208 Fax 435 716-9201

Initial	Date
Initial	Date of Service

I authorize discontinuance of service for this account. The meter will be read within 3 working days of this request, then the final bill will be sent to the forward address in about 2 weeks. If there is a deposit on your account, it will be applied against your final bill.		I accept financial responsibility for this account and understand that a \$33 residential, \$54 commercial fee will be charged. The balance, if any, at your old address will be transferred to your new address. The due dates of the transferred amount do not change.	
Disconnect Date _____		Move out Date _____ Move in Date _____ Transfer _____	
Signature _____		Signature _____	
Service Information		Current Account Number	
Name (Last)	(First) (Middle)	Account #	
Current Service Street Address		Transfer To	
New or Forwarding Address, City, State & Zip		Account #	
Telephone Number		Owner OR Renter	
Deposit Amount			
Personal Information			
Birth Date	SSN # last 4 digits only	Spouse	
Email		SSN # last 4 digits only	
Driver's License #		Driver's License #	
Other		Email	
Personal References		Late Payments and Fees	
1 Parent/Relative		\$20 fee for non-sufficient funds checks \$6 fee per meter for customer-requested meter reads \$22 fee to disconnect a meter \$22 fee to reconnect a meter \$71 fee for an after-hours reconnect. This fee is charged on all meters reconnected not during 7am to 4pm M-F.	
Address City		Payment Arrangements	
State & Zip Code Phone		If you are unable to pay your bill in full by the due date, a payment arrangement might be allowed. A payment arrangement will allow you to avoid being shut off while paying the late bill. Call 716-9205 for more information.	
2 Friend/Relative			
Address City			
State & Zip Code Phone			
Comments		If the balance is not paid in full by the due date, I hereby agree to pay collection agency fees, interest at 18% per year, attorney's fees and court costs and any other cost or expense incurred in collecting the unpaid balance on my account.	



Disconnect Service Request Form

290 North 100 West
Logan, UT 84321

Phone:(435) 716-9208

Fax:(435) 716-9201

In order to process your request and end service it is necessary that you complete the included Disconnect Form as explained below and return it to us so that we may update our files. This form is used to end electricity, water, sewer, garbage, recycling, 911 dispatch and storm water services in your name. Please use this form for disconnects only. If you need to transfer service, please come to our office.

- 1 Please complete the Disconnect section in the top left corner of the form, including choosing a disconnect date and signing the form. Also complete the Service Information section in the middle, left side of the form, including the Forwarding Address. A \$6 fee per meter for meter readings will be charged on the final bill.
- 2 The final bill will be created within a few working days of your requested date to disconnect service. At that time the bill will be available to be viewed online at billpay.loganutah.org. If your final bill will be mailed, the amount of time it takes for the bill to get to you varies.
- 3 If you have signed up for automatic payments through your credit/debit card, the final bill will NOT be automatically paid, so please pay it manually.

Once you have completed the steps listed above, please send the completed form to us by fax, mail or email. Please realize if you send the form by email and a hacker hacks the email, the hacker has a lot of your private information. If you are willing to accept this risk, the email address is **utility.billing@loganutah.org**. You may also contact any of our customer service representatives by phone if you have questions. Our contact information is listed at the top of this sheet. Thank you for letting us serve you.