

City of Fairmont Request to Cancel/Terminate Utility Services

Date Submitted	
Name	
Service Address <small>(No Post Office Box)</small>	
Account Number	
Date to Cancel/Terminate	
Send Final Bill To (Address)	
Phone Number	
Birth Date	
Social Security Number	
Other Information	

Please mail/fax completed form to:
 City of Fairmont
 Customer Service
 PO BOX 1428
 Fairmont, WV 26555
 Fax: (304) 366-0228

or

Drop off completed form to:
 City of Fairmont
 200 Jackson Street
 J. Harper Meredith Building
 3rd Floor
 Fairmont, WV 26554

Contact us:
 (304) 366-6211

Please read and understand the following:

This form shall provide proof that written notification has been made to the City of Fairmont to discontinue city services at the service address listed above. I understand, that I will be responsible for charges for city services up to the date of cancelation and I agree to pay in full the balance of my final bill. If payment is not received upon due, I understand that the final balance can be transferred to a current account and is due immediately. I also understand, that any final balance remaining may be turned over to a third party collection service.

Signature Information:

Signature of Applicant

Date

Warning: West Virginia Code 61-33-44 provides that any person who procures utility services with the intent to evade payment therefore shall be guilty of a misdemeanor and upon conviction thereof shall be confined in the regional jail for a period not exceeding twelve months, or fined not exceeding one thousand dollars, or both in the discretion of the Court.