Office: 318-965-2781

Fax: 318-965-2577

Shelly Horton Jr.
Mayor

Stephanie Sullivant-Collier
Town Clerk

TOWN OF BENTON
LOUISIANA
P O Box 1390 Benton, Louisiana 71006

DISCONNECT FORM

NAME: _____ **DATE:** _____

ADDRESS OF SERVICE: _____

DO YOU HAVE A SEPARATE SPRINKLER METER? YES OR NO

FORWARDING ADDRESS FOR REFUND/BILL TO BE SENT TO:

_____

_____

DATE WATER IS TO BE TURNED OFF: _____

CONTACT #: _____

IMPORTANT NOTE:
If you have a balance on your account, the amount will be forwarded onto your final bill. Your final bill will be taken out of your deposit; the balance of which will be refunded to you. If your deposit does not cover your final bill, a bill will be sent to you for that amount.

SIGNATURE: _____

FOR OFFICE USE ONLY

ACCOUNT #: _____
Customer # Location #

RECEIPT #: _____ **DEPOSIT AMOUNT: $**_____

DEPOSIT DATE: _____ **DATE OFF:** _____

REMARKS: _____

METER READING OFF: _____ **METER #:** _____

☐ **WATER ALREADY OFF FOR NON-PAYMENT DATE:** _____

☐ **CUSTOMER SKIPPED**

FOR OFFICE USE ONLY

INITIAL
REVIEW APP _____
REQ READ _____
TRANSFER Y / N
TRF LOC # _____

DATA ENTRY
CUST # _____
LOC # _____
UPDTE DATA _____
APPLY DEP Y / N
CHG STATUS _____
POST READ _____