



Disconnect & Transfer Utility Service Application



To place a request to disconnect services at your current location please complete all information on the form below and return to us via email at billing@cityofgastonia.com or via FAX at 704-869-1055. Please allow at least two (2) working days for us to process your request.

Current Account & Service Location to be Disconnected:

8-Digit City of Gastonia Account Number

Account Name

Current Service Location Address

HOUSE NUMBER, STREET NAME, AND APT/UNIT

CITY, STATE, ZIP

Account Verification – Last 4 Digits Only of SSN

Date to Disconnect Current Service Location

PLEASE ALLOW TWO (2) WORKING DAYS

Daytime Phone Number

Forwarding Address for Final Bill

HOUSE NUMBER, STREET NAME, AND APT/UNIT

CITY, STATE, ZIP

If you also want to establish service at a new location, please complete the additional information below to Transfer Service.

Please note that you cannot transfer service with a Past Due Balance on your account and an additional utility deposit may be required for the new location. Also, if two service locations for the same customer are active for a period of ten (10) days or more, a new account number will be assigned for the new location.

New Service Address to be Connected:

Service Location Address

HOUSE NUMBER, STREET NAME, AND APT/UNIT

CITY, STATE, ZIP

Date to be Connected

PLEASE ALLOW TWO (2) WORKING DAYS

New Mailing Address (if different from above)

HOUSE NUMBER, STREET NAME, AND APT/UNIT

CITY, STATE, ZIP

Customer Signature & Date