



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 or Federal Tax ID

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