

**SHERIDAN WATER SUPPLY CORPORATION**

PO Box 206 \* 5725 Avenue D \* Sheridan, Tx. 77475 \* (979)-234-7422 \* sheridanwater@gmail.com

www.sheridanwater.myruralwater.com

**Request For Services of Discontinuance, Reinstatement, or Vacation Mode**

**ALL DISCONNECTIONS, AND RECONNECTIONS WILL HAPPEN DURING NORMAL BUSINESS HOURS, M-F 8AM-4:30PM.**

Date: \_\_\_\_\_

What are we doing today?		
<i>(A \$40 non-refundable reconnect fee will apply for Vacation Modes and Reinstating services, when it is turned back on. Must be paid in full prior to services being reinstated.)</i>		
Disconnecting	Reinstating	Vacation Mode
Customer Information		
First Name		
Last Name		
Service Address		
Phone Number		
Email Address		
	Are you selling the property? <i>(Refund of membership only applies to those who are selling the property.)</i>	
New Owners Name:		

SWSC Office Use Only	
Account No	
Last Read Date	
Last Meter Reading	
Membership amount	
Remainder of Bill Amount	
Total of Refund being issued	
Notes:	

Reinstatement Service- \$40 Non-refundable fee will apply		
Date & Time	Rate Code	Meter Reading
Disconnection Date & Time		
Date	Time	Any other information we may need

**Disconnecting Services and Vacation Mode-**

Once we receive this form back our operations manager will try to get your final reading from your meter on the day of your requested disconnection date, or within 48 hours of that day. **If your date falls on the weekend or a holiday it will be done the next business day.** We will then prorate your services to reflect your disconnection date. Your membership fee will be used to pay your bill first, remaining fees, or liquidations. Any remaining amount will be billed to you. Any refunds will be refunded within 10 days after closing the account.

**If Reinstating Services-**

Once we receive this form back our operations manager will try to turn on your services on the requested day or within 48 hours of the day requested. All \$40 non-refundable reinstatement fees, & any other fees must be paid in full prior to reinstating services. We do not turn on services on the weekends or on holidays. If your date falls on the weekend or a holiday it will be done the next business day.

I, \_\_\_\_\_, hereby request that my water Meter # \_\_\_\_\_ located on \_\_\_\_\_ be disconnected from Sheridan Water Supply Corporation service and that my Membership fee be refunded to me (refunds do not apply to Vacation Modes). I understand that if I should ever want my service reinstated, I may have to reapply for service as a new member and I may have to pay all costs as indicated in a then current copy of the TRWA Water Supply Corporation’s Tariff. Future ability to provide service will be dependent upon system capacity, which I understand may be limited and may require capital improvements to deliver adequate service. I also understand that these improvements will be at my cost. I further represent to the Corporation that my spouse joins me in this request, and I am authorized to execute this Request for Service Discontinuance on behalf of my spouse.

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( Please refund Membership Fee. (Refunds do not apply to Vacation Modes)

Address refund can be mailed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Note: Charges for service will terminate when this signed statement is received by the Sheridan Water Supply Corporation staff or at designated time and date, requested by Member.

PLEASE LEAVE ANY NOTES TO COMMUNICATE WITH US.  
NOTES SECTION FOR ALL PARTIES INVOLVED:

SWSC COMMENTS TO CUSTOMER-

CUSTOMER NOTES TO SWSC: