

**SUMMIT PARK PUBLIC SERVICE DISTRICT**  
100 COAL ST  
CLARKSBURG, WV 26301-5966  
304-623-5304

Victor L. Leon, Chairman  
Robert W. Bush, Treasurer

Robert P. Hinebaugh, Secretary  
Mary E. Seymour, General Manager

**Customer Request for  
Discontinuation**

**of Water/Sewer Service**

Today's Date \_\_\_\_\_ Account # \_\_\_\_\_

Reason for Request \_\_\_\_\_ Requested Shut Off Date \_\_\_\_\_

Customer Name \_\_\_\_\_

Service Address \_\_\_\_\_

**New Address** \_\_\_\_\_

**Contact #** \_\_\_\_\_ **Type:** \_\_\_\_\_

**Customer print name**

**Signature**

**Date**

SPPSD Office:

Request received by: \_\_\_\_\_ (Circle one)    Mail    Verbal/Phone    In Person

Request Accepted By: \_\_\_\_\_

Date of Final Read \_\_\_\_\_ Reading \_\_\_\_\_ Meter Reader Initials \_\_\_\_\_

Office Comments: