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### Request CHANGE to Customer of Record *(Rev 01Sep21)* (Remove Customer of Record due to Death / Legal Name Change / Add or Remove Co-Applicant)

*(Complete in blue or black ink, SIGN & leave in Drop Box situated at Library End of Arnettsville Community Center at 4120 Fairmont Rd OR return by mail.)*

Account # \_\_\_\_\_ serving \_\_\_\_\_ (physical address of property)

◆ **CHANGE to ACCOUNT, due to death (choose 1 appropriate option):**

**Remaining Legal Spouse:** *Return this form with a xerox copy of the Death Certificate.*

As the remaining legal spouse on the account listed above, I wish to assume full responsibility as Customer of Record for this account in its' current state and further request that any existing security deposit be transferred to my name.

The original customer of record on this account, as listed below, passed away \_\_\_\_/\_\_\_\_/\_\_\_\_.

Print name: \_\_\_\_\_ (name of deceased)

**Remaining spouse info:**

Spouse Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License or Government Issued ID#: \_\_\_\_\_ State \_\_\_\_\_

Current Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**No spouse remains, Change Customer of Record to "Estate of":** *Return this form with a xerox copy of Death Certificate & Letter of Administration.*

Having no remaining spouse, the account ownership for account listed above, will become the responsibility of the deceased's estate, and the executor/executrix of this estate will assume control of the account in its' current state, recognizing that per our tariff, that future service and billing will continue, regardless, whether there is usage or not, until a Stop Service Request form is submitted by the executor/executrix.

The original customer of record on this account, as listed below, passed away \_\_\_\_/\_\_\_\_/\_\_\_\_.

Print name: \_\_\_\_\_ (name of deceased)

The account customer of record should be changed to "Estate of" name of deceased, as listed above.

Print name: \_\_\_\_\_ (Executor/Executrix)

*Note to Executor/Executrix: Please note that any persons expecting to move into this residence, are required to complete a Request for New Service/Application and pay all required fees to change service at this residence into their own name.*

◆ **LEGAL NAME CHANGE:** *Requires submission of xerox copy of government issued ID and xerox copy of legal paperwork supporting name change.*

I request my name be changed from \_\_\_\_\_ (Print original name as listed on account)

be changed to my new legal name \_\_\_\_\_ (Print new legal name)

◆ **ADD/REMOVE Co-APPLICANT: (choose 1 appropriate option):** *The Primary Applicant on an account CANNOT be removed without prior submission of Application for New Service Contract & fees.*

**ADD CO-Applicant:**

I hereby authorize that \_\_\_\_\_ (*print co-applicant's name*) is to be added as a co-applicant on the account listed above. I understand where applicable, that any security deposit currently remaining on this account, may need to be updated per office request to meet the current rate and that any future refund of any security deposit will be issued in both co-applicant's names.

New Co-applicant's info: Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone #: \_\_\_\_\_

Drivers' License# (or government issued ID#) \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_

**REMOVE CO-Applicant:** My situation has changed and I no longer live at the residence/account listed above and/or I wish to have my name removed as customer of record from this account, thus ending further obligation by me for costs associated with water service at this location provided by Paw Paw Rt. 19 P.S.D. I understand that I am still co-responsible for any fees or usage of water, for which billing has not yet processed through date form received by office.

I hereby authorize that I, \_\_\_\_\_ (*print co-applicant's name*), desire to be removed as a co-applicant on this account.

I further hereby authorize any remaining security deposit become the sole property of the remaining customer of record on the account listed above.

I desire that any remaining security deposit currently on the account listed above, be divided, and my portion refunded to me. Any future correspondence involving me, can be mailed to (please print address below):

New Mailing Address: \_\_\_\_\_

If you have any questions, I can be reached at the following phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

By signing below, I/we, hereby request to change the service as designated above for the account/service address listed.

\_\_\_\_\_  
(Signature of Current Customer of Record or Executor/Executrix)  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Signature of Co-Applicant)  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OFFICE USE:  Updated account as requested  Updated call lists as necessary.