



## REQUEST TO CLOSE UTILITY ACCOUNT

Account Holder's Information	
Account Holder's First Name:	M.I.
Last Name:	
Service Address:	ZIP Code: 333 -
Own   Rent   (Please circle)	Termination Date:
<b>Please Note: Close Account Requests should be RECEIVED by Utility Billing at City Hall, at least 24hrs in advance during regular business hours (8:00 AM to 4:00 PM, Monday - Friday). Disconnections are scheduled on the morning of Termination Date. ***Only completed and signed forms will be processed.***</b>	

Contact Information		
Mailing Address (If different from above)		
City:	State:	ZIP Code:
Home Telephone:	Cellular Telephone:	
E-Mail Address:		
Requested By (Print Name)	Relationship to Account Holder:	
Signature:	Date:	

Official Use Only			
Date:	Turn Off Date:	Account#	
Deposit:	New Account Date:	(If Applicable) Updated Mailing address:	
Meter# 1	Size	Rate	Read
Meter# 2	Size	Rate	Read
Work Order:	Cycle:	Route:	
Prepared By:	Reviewed By:		

Close Account Requests are processed:

- In Person at City Hall during regular business hours (8:00 - 4:00 - Monday – Friday).
- Via E-mail: [Utilitybilling@plantation.org](mailto:Utilitybilling@plantation.org)
- Via 24hr Payment Drop boxes (Locations Below)

- A. Plantation City Hall: 400 NW 73 Ave
- B. Jim Ward Community Center: 301 NW 46 Ave
- C. Central Park: 9151 NW 2 St
- D. Volunteer Park: 12050 W Sunrise Blvd

(Please Note: Drop Box requests received before 3:00 P.M. are recorded next business day. Drop box requests received after 3:00PM are processed within two business days)