



**City of Boerne**  
 447 N. Main St.  
 Boerne, TX 78006  
 1-830-249-9511  
 CustomerSvc@boerne-tx.gov  
 Fax: 1-830-249-2580

## DISCONNECT UTILITY SERVICE

The City of Boerne Utilities business hours are Monday through Friday from 8A-5P. When requesting your disconnect date, **please select a date that falls on a weekday. Requests for Saturday and Sunday will automatically be scheduled for the following Monday or next available working day.** We normally offer same day service as long as your request is submitted prior to noon on that day. However, we appreciate as much advance notice as possible.

Applicant(s) Name: \_\_\_\_\_

Account number: \_\_\_\_\_

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

City of Boerne Utility Customer Service will follow up with an acknowledgement email or call once the service request is processed. **If a response is not received by the end of the business day, please call Customer Service at (830) 249-9511.**

E-mail: \_\_\_\_\_

### AUTHORIZED DISCONNECT

**\*form must be signed by ALL applicants to process disconnect request**

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

Forwarding Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

I/We do hereby authorize the City of Boerne to make the above listed changes to my/our utility account.

Applicants Name (printed)	Co-Applicants Name (printed)
Last 4 digits of SSN	Last 4 digits of SSN
Signature                      Date	Signature                      Date

### Security Deposit

If you have a security deposit on file, it will be applied to your final bill. If your final bill shows a credit balance, a check will be issued from our finance department and will be mailed within 30 days of your final bill date.

FOR OFFICE USE ONLY:

RCV'D BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_ S/O#: \_\_\_\_\_ EMAIL    FAX    DROP    IN PERSON