



AUTHORIZATION FORM TO CHANGE UTILITY ACCOUNT INFORMATION

Account/Tenant Number: _____

Current Name(s) on Account: _____

REQUEST MUST INCLUDE A COPY OF YOUR PHOTO IDENTIFICATION

Adding a New Joint Account Holder

The person(s) you are adding to the account will have rights to the utility deposit when/if the account is closed and the deposit is refunded.

Adding an Authorized Person(s) to the account for the sole purpose of acquiring account information including but not limited to: Billing History/Information, Payment History/Information. This does NOT grant rights to the utility deposit. The name will NOT generate on the utility bill.

Removing an existing Account Holder (documentation may be required.)

Relinquishing rights to Utility Deposit. _____ **Initial here**

Name change due to marriage/divorce/other (must provide legal documentation of name change)

Converting to a Trust Account (must provide legal documentation)

Death of an Account Owner (Must provide a copy of the death certificate or executor of will) only valid if converting to a trust of your name is already on the account. If it is not you will need to establish your own account.

Stop Automatic Bank Draft payment (ACH Payment) **This will not take effect for up to 2 billing cycles**
Effective Date: _____

Other: _____

Specific changed to be made: _____

All requests will be submitted for approval before any changes are made to the account.

Customer Name: _____

Service Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

Signature: _____

FOR DISTRICT USE ONLY

Accepted By: _____ Approved/Processed By: _____

Date Received: _____ Date Updated: _____

You can remit this form electronically to customerservice@gvsud.org, fax it to (830)420-4138, or deliver it to the office located at 529 S Center St., Marion, Texas 78124, or mail it to: PO Box 99, Marion, Texas 78124