



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.

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