



**Water for a Better Life
Since 1963**

Authorization Form for GVSUD to Change Account Information

Account/Tenant Number: _____

Current Name(s) on Account: _____

REQUEST MUST INCLUDE A COPY OF A PHOTO ID

- Adding a New Joint Account Owner (Must provide Property Deed)
The person(s) you are adding to the account will have rights to the utility deposit when/if the account is closed and deposit is refunded.
- Adding an Authorized person(s) to 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. Name will NOT populate on the utility bill.
- Removing an existing Account Owner (Must provide Property Deed or Divorce Decree) You will also need to check the box below and initial.
- Relinquishing rights to Utility Deposit. _____ Initial Here
- Name Change due to marriage/divorce/other (Must provide Legal Documentation)
- Converting to a Trust Account (Must provide Legal Documentation.)
- Death of Account Owner (Must provide copy of the Death Certification or Executor of Will) Only valid if converting to trust or your name is already on the account. If it is not you will need to setup your own account
- Mailing Address Change
- Changing or Stopping Bank Draft information (This will not take effect for up to 2 billing cycles)
- Other: _____

Changes to be made: _____

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

Printed Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Signature: _____

Please submit form to PO Box 99, Marion, Texas 78124

For District Usage ONLY

Accepted By: _____

Approved/Processed By: _____

Received Date: _____

Updated Date: _____