



AUTHORIZATION FORM TO CHANGE UTILITY ACCOUNT INFORMATION

Account/Tenant Number: _____

Current Name(s) on Account: _____

ALL REQUESTS 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. The name will generate on the utility bill.

Adding an Authorized Person(s)

- 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.)

- If you are requesting to remove another account owner(s) they will need to initial below to relinquish rights to the Utility Deposit if applicable.

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 if 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 may take up to 2 billing cycles**

Effective Date: _____

Other: _____

Specific changes 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