

**City of Dayton**  
111 S. 1<sup>st</sup> Street  
Dayton, Washington 99328  
(509) 382-2361 Fax: (509) 382-2539  
billingclerk@daytonwa.com

**UTILITY BILLING  
REQUEST TO TERMINATE SERVICES**

APPLICANT NAME: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

REQUESTED TERMINATED DATE: \_\_\_\_\_

I would like to request that my services be terminated and my account be closed. I understand there will be a meter reading on the date requested for termination and will result in a final billing due 20 days after the final bill date. I will be responsible for all charges through the close date.

CONTACT PHONE: \_\_\_\_\_

FORWARDING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Any changes will be account holder's responsibility to notify the city at least two business days in advance.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Customer Service Representative Date

NOTE: Email with attached form completed is accepted in lieu of signature.