

REQUEST TO CLOSE WATER/SEWER ACCOUNT

Berkeley County Public Service Water District

251 Caperton Boulevard Martinsburg, WV 25403
Phone: 304.267.4600 • Fax: 304.264-4590

Berkeley County Public Service Sewer District

65 District Way, Martinsburg, WV 25404
Phone: 304.263.8566 • Fax: 304.262.4513

PLEASE PRINT ALL INFORMATION

**NAME ON
ACCOUNT:**

Name: _____

**ACCOUNT
NUMBER:**

**LOCATION OF
PROPERTY:**

Street: _____ City: _____ State: _____ Zip: _____

**CONTACT
NAME AND
NUMBER:**

Name: _____ Telephone: _____

**FORWARDING
ADDRESS FOR
BILL:**

Street: _____ City: _____ State: _____ Zip: _____

**DATE TO
CLOSE ACCT:**

SIGNATURE:

Please fax completed form to 304-264-4590 or email to admin@berkeleywater.org

Please complete all areas above and call to confirm receipt of fax. Failure to do so may result in a delay and/or rejection of the request to close the account.

Any reactivation of service will require a
\$20.00 reconnection fee.

For Use by Berkeley County Public Service District

Date to Final: _____ WO#: _____

Comments: _____

Taken by: _____ **Date:** _____