

The City of Wake Village

**APPLICATION FOR METER DEPOSIT**

Residential/Commercial Service

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Or Business Name (If Applicable)

Physical Address \_\_\_\_\_  
Wake Village, TX 75501

Billing Address \_\_\_\_\_  
(if different) \_\_\_\_\_  
\_\_\_\_\_

DL or ID # \_\_\_\_\_

Email Address: \_\_\_\_\_

**BILL OPTIONS:**

\_\_\_\_\_ MAILED HARD COPY ONLY  
\_\_\_\_\_ EMAIL COPY ONLY (PAPERLESS)  
\_\_\_\_\_ BOTH (HARD COPY & EMAIL COPY)

Previous Address: \_\_\_\_\_

Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_

Spouse \_\_\_\_\_

In Case of Emergency Please Notify (other than yourself):

Name: \_\_\_\_\_ Phone \_\_\_\_\_

**DATE SERVICE TO BE CONNECTED:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

DO NOT WRITE BELOW THIS LINE (office use only)

Deposit Amount:

\$200 (Renter/residential/w/copy of Lease)

\$125 (Owner/residential)

\$150 (business)

Meter Reading \_\_\_\_\_ Meter # \_\_\_\_\_

## WELCOME

The following information should be helpful in your dealings with the staff at Wake Village City Hall. If you have any suggestions or need clarification on any of the topics listed here, please contact us at 903-838-0515.

1. City Hall is open Monday through Friday, 8:00 a.m. – 5:00 p.m. **Closed (12-1 for lunch)**. The phone number is 903-838-0515. The street address is 624 Burma Rd Wake Village, TX 75501. **After hours emergency number is 903-277-5188 (water and sewer issues only).**
2. **Garbage pick-up is on Mondays and Thursdays.** Calls regarding this service should be directed to City Hall at 903-838-0515. **All garbage should be on the curb by 7:00 a.m.** The resident must provide their own garbage can (preferably with a lid). **If your trash is not picked up, please call our office.**
3. **Water, sewer, and garbage are included on the utility bill and mailed on the last business day of each month.** We accept CASH, CHECK, or MONEY ORDER. There is a \$25 service charge on "returned checks" from the bank. We **DO NOT** accept **debit cards, phone payments, Master or Visa cards.** In the event you do not receive a bill within the first week of each month, please notify City Hall immediately to prevent additional penalties added to your account.  
  
**Payment of bill is due by the 10<sup>th</sup> of each month. A 10% penalty is added** (reflected as gross amount due on your bill) **if not paid by the 10<sup>th</sup> of the month.** On the 10<sup>th</sup> of each month, a "friendly reminder" is printed and sent to accounts that have not paid.  
  
**If payment is not received by the 20<sup>th</sup> of the month, a delinquent account list is printed.** Any account on the delinquent list has **an additional \$50 non payment fee applied.** This **fee applies whether meter service has been turned off or not to any account not paid by the 21<sup>st</sup> or the next working day** (if this date falls on a weekend or holiday) **will be shut off for non-payment.**
4. **As an additional payment option we offer ACH draft.** This requires a VOIDED check and the ACH auto draft form signed. ACH payments will draft on the 3<sup>rd</sup> of every month. Should the 3<sup>rd</sup> fall on a weekend or a Holiday, it will draft the following business day.
5. Transferring from one residence to another (within the city limits), there is a \$10 transfer fee. This will be billed to the new address on the first monthly bill.

**CITY OF WAKE VILLAGE**  
**"ELECTRONIC DRAFT" AUTHORIZATION**

NEW APPLICATION FOR ELECTRONIC DRAFT

**ACCOUNT #** \_\_\_\_\_

**CUSTOMER ADDRESS:** \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the City of Wake Village, Texas to "Electronically Draft" my utility payment each month from the bank of my choice. It is understood that this banking procedure is a courtesy extended by the City of Wake Village and is limited to one bank account per customer.

Payment for your account will be drafted from the designated account you furnish to the City of Wake Village on the 3<sup>rd</sup> of each month. In the event the 3<sup>rd</sup> should fall on a weekend or holiday, it will draft on the next business day. It is also understood that it is my sole responsibility to notify the City of Wake Village of any changes made to my bank account information.

In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry be made. I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error to my account. I understand it may take up to 30 days for the electronic draft to become effective.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ATTACH VOIDED CHECK ONLY**

**CITY OF WAKE VILLAGE  
MOVE-OUT/DISCONNECT REQUEST**

**RESIDENTIAL/COMMERCIAL SERVICE**

**In Person**\_\_\_\_ **Fax**\_\_\_\_ **Email**\_\_\_\_ **Mail**\_\_\_\_ **Force-Out**\_\_\_\_

**ACCOUNT NO:**\_\_\_\_\_

**NAME:**\_\_\_\_\_ **PHONE#**\_\_\_\_\_

**Current Address:**\_\_\_\_\_  
**Wake Village, TX 75501**

**FORWARDING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTED DATE SERVICE TO BE DISCONNECTED**\_\_\_\_\_  
**\*\*\* DEPOSIT WILL BE APPLIED TO FINAL BILL\*\*\***

**Reading**\_\_\_\_\_ **Date off /read**\_\_\_\_\_

**SIGNATURE:**\_\_\_\_\_ **DATE**\_\_\_\_\_