



Office Use Only	
Account #:	_____
Sequence#:	_____
Reading:	_____

APPLICATION FOR SEWER AND TRASH SERVICE

Mountain Peak Water Supply, 972-775-3765, provides the water for this address

Date: _____

Applicants Name: _____ Phone Number _____

Driver's License #: _____ State: _____ Social Security #: _____ - _____ - _____

Spouse's Name: _____ Phone Number _____

Service Address: _____

Mailing Address: _____ City _____ Zip _____

(If Different than service address)

Email Address _____

Start Date for Service: _____

Check one: Renting/Leasing: _____ Owner: _____

Employer: _____ Work Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

MUST HAVE COMPLETE LANDLORD INFORMATION

Landlord (If Renting/Leasing): _____

Address: _____ City _____ State _____

Phone Number: _____ Email: _____

DEPOSIT

Homeowner: \$100.00 _____

Renter: \$150.00 _____

Commercial: \$200.00 _____

Signature _____

EMAIL: utilitybilling@cityofvenus.org



Customer Request for Confidentiality

The Utility Department is a city-owned and operated utility; therefore, your water/sewer bill account information is considered public record under the Texas Public Information Act. However, a state law allows residential water/sewer customers to request that personal information and any information relating to water usage, billing amounts and payment records be kept confidential. Personal information includes your address, telephone number and social security number.

The request for confidentiality must be submitted in writing using this form or by submitting a separate letter. Once the request is received and processed, the Utility Department will not release confidential information for that customer except for:

1. Government Officials
2. Consumer Reporting Agencies
3. Contractors or Sub-Contractors who need information to do their jobs
4. Utility representative, or
5. Individuals for whom the customer, who in writing, has waived confidentiality
(People in this category will be required to show identification before the information will be released.)

Please check the appropriate box below. If you have questions, please call (972) 366-3348, ext. 201 or ext. 203. Information will not be kept confidential until this completed and signed form is received and processed by the City of Venus Utility Department.

☐ I hereby request that all personal information and any information relating to water usage, billing amounts or payment records be kept confidential.

☐ I **do not** wish to have my personal information kept confidential at this time.

The following person(s) may have access to information on my account:

_____ NAME	_____ RELATIONSHIP	_____ PHONE #
_____ NAME	_____ RELATIONSHIP	_____ PHONE #

City of Venus
PO Box 380
Venus, TX 76084

Payment Options:

- **Drop Boxes**

The city has two drop boxes, one drop box is located near the front door of the Venus City Hall, 700 W. US Hwy. 67, Venus, TX 76084. The other drop box is located at the Development Services Building, 103 W. 3rd Street, Venus, TX 76084. Please include the bill stub with your check or money order in an envelope. Payments deposited in the Drop Box are picked up daily Monday through Thursday. Please do not leave cash in the drop box.

- **Online Payments - cityofvenus.org**

Two payment options are available on the website, you may opt to utilize the Quick Pay option, this option does not require a login; or complete the registration process to create an account, this will allow you to view details and manage your account and enroll in automatic payments using a credit or debit card. Please note that this is a third-party entity, and the City of Venus is not able to make any changes to options, payments and/or stored credit or debit cards. There is a 3.5% processing fee when you use a credit or debit card.

- **Recurring Automatic Draft**

Payments will automatically be drawn from your checking or savings account, there is no charge for this service. You may find the authorization form in the application packet, on the website or at city hall.

- **In Person**

Cash, check, money order or credit cards are accepted at the Utility Billing Office inside the Venus City Hall, during business hours, Monday through Thursday, 7:30 a.m. to 5:30 p.m.

- **Mail**

Payment may also be sent by mail, City of Venus, PO Box 380, Venus, TX 76084-0380



YOU CAN NOW PAY YOUR BILL USING AUTO-DRAFT

If interested, please complete the form below and return to City Hall. You may email this form to utilitybilling@cityofvenus.org, mail to 700 W US HWY 67, Venus, TX 76084, or return with your payment.

Authorization Form for Bank Drafting Your Monthly Utility Bills:

I authorize the City of Venus to debit my bank account each month for the amount of services billed on my utility account for water/sewer/garbage/recycle. I also authorize my financial institution, below, to debit same amounts from my account.

You are responsible for contacting your financial institution prior to signing the authorization form below:

- To ensure your institution's participation and
- Determine bank fees applicable for this service.

Please check the appropriate box: ☐ Checking Account ☐ Savings Account

Bank Name: _____ Bank City: _____ State: _____

Bank Routing Number: _____ Bank Account Number: _____

Name(s) on Bank Account: _____

This authorization is to remain in full force and effect until THE CITY has received **written notification** from me (or either of us) of its termination in such time and in such manner as to afford THE CITY and DEPOSITORY a reasonable opportunity to act on it.

Customer Names(s): _____

Customer Utility Account Number (as printed on bill): _____ Phone Number: _____

Account Physical Address: _____

Mailing Address: _____

(if different from physical address)

Email Address: _____

***If you would like your monthly bill to be emailed to the email address above, check here: _____**
(If you check this box, you will NOT receive a paper bill)

When initiated, your utility bill will say "AUTO-DRAFT-DO NOT PAY." Until then please continue to pay your bill. Your bank account will be drafted on the 15th of each month or the next business day. A fee of \$25.00 for each "insufficient funds" will be assessed by the City. Please call your financial institution regarding questions about fees they may charge separately. They city will remove your account from bank draft for two "insufficient funds" withing a 12-month period. You will then be ineligible to participate in AUTO-DRAFT for the next 6 months. To remove your account from the AUTO-DRAFT, written authorization must be received at least 30 days prior to the effective bill date.

Date: _____ Signature(s): _____