



City of Boerne
447 N. Main St. Boerne, TX 78006
1-830-249-9511
CustomerSvc@boerne-tx.gov
Fax: 1-830-249-2580

DISCONNECT UTILITY SERVICE

The City of Boerne Utilities business hours are Monday through Friday from 8A-5P. When requesting your disconnect date, **please select a date that falls on a weekday. Requests for Saturday and Sunday will automatically be scheduled for the following Monday or next available working day.** We normally offer same day service as long as your request is submitted prior to noon on that day. However, we appreciate as much advance notice as possible.

Applicant(s) Name: _____

Account number: _____

Service Address: _____

City of Boerne Utility Customer Service will follow up with an acknowledgement email or call once the service request is processed. **If a response is not received by the end of the business day, please call Customer Service at (830) 249-9511.**

E-mail: _____

AUTHORIZED DISCONNECT

***form must be signed by ALL applicants to process disconnect request**

Disconnect Date: _____

Forwarding Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

I/We do hereby authorize the City of Boerne to make the above listed changes to my/our utility account.

Applicants Name (printed)

Co-Applicants Name (printed)

Last 4 digits of SSN

Last 4 digits of SSN

Signature

Date

Signature

Date

Security Deposit

If you have a security deposit on file, it will be applied to your final bill. If your final bill shows a credit balance, a check will be issued from our finance department and will be mailed within 30 days of your final bill date.

FOR OFFICE USE ONLY:

RCV'D BY: _____ DATE/TIME: _____ S/O#: _____ EMAIL FAX DROP IN PERSON