



TOWN OF WYTHEVILLE UTILITY SERVICES APPLICATION

OFFICE USE ONLY:

Service #: _____

Account #: _____

Built-In or Inactive (circle) Date: _____

Date Deposit Collected (If

Applicable): _____

Final Bill? (Y N N/A please circle)

Date: _____

APPLICANT INFORMATION

Applicant/Business Name: _____

Telephone: _____

Driver's License #: _____

Social Security # OR EIN # (Businesses Only): _____

**The Federal Privacy Act of 1974, requires that you be informed that all social security numbers provided herewith will be used for the sole purpose of complying with the Virginia Set-Off Debt Collection Act, Code of Virginia § 58.1-520 et seq., as provided for in the Virginia Government Data Collection and Dissemination Act, Code of Virginia § 2.2-3800 et seq. The disclosure of your social security number is voluntary. No applicant for utility services will be denied the provision of utilities due to refusal to disclose his/her social security number. To confirm the identity of the applicant other forms of government identification will be required. Acceptable forms of government identification include: A valid state issued driver's license or valid state issued identification card, passport, or TIN-number (number issued by the IRS for tax purposes) and/or permanent residence card.

NEW SERVICE LOCATION INFORMATION

☐ Buying (ID & Closing Document/Deed REQUIRED)

☐ Renting (ID & \$150 Deposit REQUIRED)

Address of Property (Moving Into): _____

Requested Service Start Date: _____

Mailing Address (If Different from Service Address):

Street/PO Box: _____ City: _____ State: _____ Zip: _____

PREVIOUS SERVICE INFORMATION IF TRANSFERRING/MOVING

Address of Property to Discontinue: _____

Requested Termination Date: _____

Forwarding Address:

Street/PO Box: _____ City: _____ State: _____ Zip: _____

SIGNATURE

I hereby request the Town of Wytheville to provide utility services at the above service address. I agree to pay for all charges or services rendered as result of this request. I understand and agree that failure to pay any amount due to the Town can result in termination of services and subject to legal action for the collection of such sums plus penalty, interest, and legal expenses and fees.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

Phone: 276-223-3333

Email: Treasurer@wytheville.org

Website: Wytheville.org



TOWN OF WYTHEVILLE UTILITY SERVICES GENERAL INFORMATION

150 E. MONROE ST
WYTHEVILLE, VA 24382

PHONE: 276-223-3333

EMAIL: TREASURER@WYTHEVILLE.ORG

Payment Terms:

When Bills Are Due: Utility bills are due the 8th of every month. If the 8th falls on a weekend or holiday, they are due the next business day.

When Bills Are Past Due: An account is considered past due if payment has not been received in our office by 5:00 pm on the due date (unless payment has been mailed and is postmarked as of the due date or before), or the payment is placed in the drop box before 8:00 am on the date following the due date.

Late Payment Penalty: Any amount that is unpaid and considered past due, as defined above, will be assessed a 10% penalty. No second notice is required.

Cutoffs: Any account with 2 or more outstanding bills, will be subject to cutoff. Any account for which payment has not been received in our office, online, or in our drop box by 8:00 am on the date immediately following the cutoff date, will be subject to disconnection. A \$50 administrative fee will be added to all accounts being disconnected. Reconnection will be conducted in the order in which payment is received. All past due amounts and administrative fees must be paid in full before service will be reconnected.

Payment Options:

PLEASE MAKE ALL CHECKS PAYABLE TO: TOWN OF WYTHEVILLE

In Person: Our office is located at 150 E. Monroe St. Wytheville, VA 24382. We accept cash, checks, or Visa/Mastercard/American Express** payments (**3% Transaction fee applies)

Drop Box: Our drop box is located on the front, right hand side of the Town Municipal building. Payments placed in the box after 5:00 pm will be processed the next business day. Please include the bottom portion of your bill with your payment. Envelopes are provided at the drop box of your convenience.

By Mail: Please include the bottom portion of your bill with your check or money order. Our mailing address is: **PO Box 441
Wytheville, VA 24382**

Bank Draft: If you would like your utility bill to be automatically drafted from your checking account on the 3rd of every month, please fill out our form and return it to our office. Forms can be found online at www.wytheville.org or in our office.

Online: Online payments can be made at <https://wipp.edmundsgovtech.cloud/home?widdId=WYTH>. A convenience fee will apply.

Leaks and Adjustments:

The Town of Wytheville will maintain and determine if any leaks are present on all Town owned infrastructure, but cannot assist in investigating or repairing any private lines or leaks. Town maintenance and troubleshooting will stop at the meter and cleanout.

Adjustment Policy:

Utility bills can be looked at for an adjustment off a high water/sewer bill if a break or leak has been found and repaired. To qualify for an adjustment, the gallon usage must at least be double the user's 6 month average. Only one adjustment will be applied on a maximum of two high utility bills in a 12 month period.

High water usages, such as lawn watering or pool filling **DOES NOT** qualify for a water/sewer adjustment.