



City of Lancaster Utilities Collection Office
104 E. Main Street
Lancaster, OH 43130
(740) 687-6627 Phone (740) 681-5040 Fax

NAME CHANGE/ACCOUNT TRANSFER FORM

To request a name change and or transfer, please complete the following form:

Reason for change:

- Marriage (attach copy of marriage certificate)
- Divorce (attach copy of divorce decree showing possession of the property)
- Death (attach a copy of death certificate or will showing possession of the property)
- Change of Occupancy/Roommate (attach copy of lease)
- Legal Name Change (attach court document showing name change)

Account Number: _____ Date: _____

Current Account Name: _____

Service Address: _____

I would like to **CHANGE** a name on my current utility account.

Change name to: _____

I would like to **ADD** a name to my current utility account.

Name to be added to my account: _____

I would like to **REMOVE** a name from a joint current utility account.

Name to be removed: _____

Number of occupants living in the household: _____

If change is due to divorce, marriage, death, co-owners or roommates, please complete the City of Lancaster Utilities Collection Office *Contract for Utility Service*.

I authorize the Lancaster Utilities Collection office to Change, Add or Remove the name on this account as indicated above and accept transfer of the account. I accept responsibility for outstanding, current and future charges associated with this account.

Signature of new account holder

Date

OFFICE USE	_____	_____
	CHANGE MADE BY	DATE CHANGED