



Town of Payson Water Department

WATER SERVICE APPLICATION INSTRUCTIONS

PLEASE DO...

- ✔ Call Customer Service to determine the amount of the security deposit required for your service location.
- ✔ Fill out the service application completely. Please sign with either a handwritten or an Adobe® digital signature; we cannot process unsigned applications. Water service cannot be turned on without a fully completed and signed form.
- ✔ Provide Town of Payson Water Department as much notice as possible regarding the date you want the water turned on. Town of Payson Water Department requires a minimum of 1 business day notification for all turn on requests. Water service cannot be started during a weekend or a municipally observed holiday.
- ✔ Provide a legible copy of the driver license(s) or other government issued photo ID belonging to the applicant(s) for residential service. A copy of the business license issued by the Town of Payson is required for commercial service.
- ✔ Call Customer Service after submitting an application to verify your faxed/emailed form has been received.
- ✔ Notify Town of Payson Water Department if you need to cancel service. You will be held responsible for all charges until such notice is received and a final reading is obtained. All requests for disconnection of service must be made at least 1 business day in advance. You may cancel service by contacting our customer service department, Monday through Friday, 8AM to 5PM, at 928-474-5242, ext. 4. Please note that our office is closed during the noon hour for lunch.

PLEASE DO NOT...

- ✘ Submit an incomplete form. If not completed fully and accurately, the application form will be returned for the additional information required and/or we will request additional verification via email. An incomplete form could delay the activation of water service.
- ✘ Wait to schedule your turn on request. Minimum notice of 1 business day is required in order to start water service. Town of Payson Water Department does not offer same-day turn on service for routine service activation.
- ✘ Request cancellation of service by submitting this form. This application is for activation of service only. Please contact Town of Payson Water Department if you need to discontinue water service.
- ✘ Omit required supplemental documents. Please be sure to include all required documents such as copies of driver license(s) or business license. Missing documentation could delay the activation of water service.

Please contact Customer Service at 928-474-5242 ext. 4 with any further questions



Water Service Application & Deposit Receipt

303 N Beeline Highway #A, Payson, AZ 85541

Phone: (928) 474-5242x4 / Fax: (928) 472-2556

Web: www.paysonwater.com / Email: water@paysonaz.gov

Today's Date: _____ Date Service to Begin: _____

Service Address: _____ Lot #: _____ Subdivision: _____
(Optional) (Optional)

Mailing Address: _____

RESIDENTIAL WATER SERVICE

Applicant Name: _____ DL # /ID: _____
(Provide a copy of Driver License/ Gov't Issued Photo ID)

Place of Employment: _____ Last 4 #s of SSN: _____

Personal Phone #: _____ E-Mail: _____

Additional Applicant: _____ DL # /State: _____
(Provide a copy of Driver License/ Gov't Issued Photo ID)

Place of Employment: _____ Last 4 #s of SSN: _____

Personal Phone #: _____ E-Mail: _____

Current Service Address: _____ Disconnect Date: _____
(If you currently have water service in Payson, please list the existing service address)

COMMERCIAL WATER SERVICE

Business Name: _____ Business License #: _____
(Please provide a copy of Town of Payson Business License)

Contact Name(s): _____ (Primary) _____ (Secondary)

Phone #(s): _____ E-Mail: _____

\$ _____ QUOTED security deposit to be paid by above named Applicant(s) for water service at above described property.

[] If you currently have a deposit with our utility that you would like to transfer to your new service address, please check this box. To qualify for a deposit transfer, you must disconnect service at your previous address within 7 calendar days of activation at your new address.

In consideration of the Town of Payson furnishing water service, the applicant agrees that such service shall be in accordance with the rules and regulations relating to the municipal water system, and in accordance with the Water Department rules and regulations, which may be approved by the Town of Payson Council. The Town of Payson Water Department reserves the right to increase the security deposit on this account when necessary due to any unsatisfactory payment history.

Consumer hereby acknowledges responsibility for all water service rendered by the Town of Payson until notification is received from the consumer to discontinue service, or until the Town of Payson discontinues service. The consumer agrees to pay all costs of collection, including collection agency fees and/or attorney fees, court costs, and other expenses incurred in the collection of any delinquent debt.

- 1. Deposits collected are held for final billing for water service at above-described property.
2. A service fee will be applied to customer's account if a secondary trip to the service location is required for turn on/off.
3. Water charges will be billed on a monthly basis in accordance with authorized rate/fee schedules.
4. Accounts are due and payable by the 15th of each month. If the 15th falls on the weekend, payment is due on the next business day. A delinquent processing fee will be assessed on the day after due date. Unpaid delinquent accounts are subject to disconnection.
5. The applicant agrees to give a minimum of one business day notice in order to terminate service. A forwarding address is required for the purpose of submitting the final billing or the refunding of any remaining deposit if applicable.
6. Town technicians shall have access at all reasonable hours to the premises for the purpose of reading and/or testing meters. It is the applicant's responsibility to keep the meter unobstructed and accessible at all times.
7. Payments may be made by cash, personal check, cashier's check, money order, or debit/credit card. Any bank returned item or dishonored check is subject to a processing fee and delinquent account enforcement process.

SIGN AND SUBMIT APPLICATION TO WATER@PAYSONAZ.GOV. UNSIGNED APPLICATIONS CANNOT BE PROCESSED.

APPLICANT'S SIGNATURE ADDITIONAL APPLICANT'S SIGNATURE (if applicable) DATE

TOWN OF PAYSON WATER DEPARTMENT REPRESENTATIVE'S SIGNATURE DATE

THIS SECTION IS FOR WATER DEPARTMENT USE ONLY
W/O# ACCT# CHECK# RECEIPT#

PLEASE INCLUDE CREDIT CARD INFORMATION FOR DEPOSIT USE ONLY ON NEXT PAGE

**We accept only MasterCard, Visa, or Discover
American Express is not accepted**

The credit card listed below will be charged for your new service security deposit only and this form will be destroyed once the application process is complete.

Credit Card # _____ Expiration Date _____ Card Verification Value (CVV) ___ ___ ___

Cardholder Name _____

Billing Address _____

Cardholder Phone # _____