



City of Winnsboro Application to Transfer Utility Services

Type of Service (Check One): Residential Service Commercial Service

Today's Date: _____
Old Service Address: _____ Date to Disconnect: _____
New Service Address: _____ Date to Connect: _____

Customer Information

Name: _____
Social Security #: _____ Drivers License #: _____ St: _____
Mailing Address: _____ City: _____ St: _____ Zip: _____
Phone #: (____) _____ - _____ Alt #: (____) _____ - _____
E-Mail: _____
Employer: _____ Phone #: _____

Other Responsible Party Information

Name: _____
Social Security #: _____ Drivers License #: _____ St: _____
Phone #: (____) _____ - _____ Alt #: (____) _____ - _____
E-Mail: _____
Employer: _____ Phone #: _____

If Renting/Leasing Provide Property Owner Information - NEW LOCATION

Name: _____
Mailing Address: _____ City: _____ St: _____ Zip: _____
Phone #: (____) _____ - _____ Alt #: (____) _____ - _____

In Case of Emergency Contact Information (not living with you)

Name: _____ Phone #: (____) _____ - _____

I agree to be held responsible for utility bills which is due upon receipt. Unpaid balances after 10th are subject to a 10% Late Fee. Services unpaid after 20th are subject to disconnection and charged disconnect fees. Any unpaid balances will be turned over to a collection service and will be a negative report to credit agencies. Future services will be denied until balance is paid.

Signature: _____
Transfer fee is \$25, do you want to bill this to your new account? YES / NO
Received by: _____
Reviewed by: _____
SO Created by: _____
Total _____ Paid: Cash CC MO Check

NOTE: Your first bill will include a combination of both service addresses

City of Winnsboro

Service Agreement

1. **PURPOSE** - The City of Winnsboro Utility Department is responsible for protecting the drinking water supply from contamination or pollution which could result from improperly plumbing practices. The purpose of this service agreement is to notify each customer of the plumbing restrictions which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City of Winnsboro Utility Department will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not re-establish service unless it has a signed copy of this agreement.

2. **PLUMBING RESTRICTIONS** - The following unacceptable plumbing practices are prohibited by state regulations:
 - * No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
 - * No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or reduced pressure-zone backflow prevention device.
 - * No connection which allows water to be returned to the public drinking water supply is permitted.
 - * No pipe or pipe fitting which contains more than 8.0 percent lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
 - * No solder or flux which contains more than 0.2 percent lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

3. **SERVICE AGREEMENT** - The following are the terms of the service agreement between the City of Winnsboro Utility Department and the under-signed customer.
 - * The Water System will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
 - * The Customer shall allow his property to be inspected for possible cross-connections or other unacceptable plumbing practices. These inspections shall be conducted by the Water System or its designated agent: a) prior to initiating new water service; b) when there is reason to believe that cross-connections or other unacceptable plumbing practices exist; or c) after any major changes to the private plumbing facilities. The inspections shall be conducted during the Water System's normal business hours.
 - * The Water System shall notify the Customer in writing of any cross-connection or other unacceptable plumbing practice which has been identified during the initial or periodic inspection.
 - * The Customer shall immediately correct any unacceptable plumbing practice on his premises.
 - * The Customer shall, at his expense, properly install, test and maintain any backflow prevention device required by the Water System. Copies of all testing and maintenance records shall be provided to the Water System.

4. **ENFORCEMENT** - If the Customer fails to comply with the terms of the Service Agreement, the Water System shall, at its option, either terminate service or properly install, test and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

HB859 NOTICE

HB859 requires each city to notify its customers of their right to confidentiality regarding release of personal information when such governmental entities provide services for which they receive compensation. As a customer, you may request confidentiality of your personal information by completing the bottom of this page.

EXCEPTIONS: The Act specifically authorizes the City to disclose personal information in a customer's account whether or not a confidentiality request is made as follows:

1. an official or employee of the state or political subdivision of the state, or the federal government acting in an official capacity;
2. an employee of a utility acting in connection with the employee's duties;
3. a consumer reporting agency;
4. a contractor or subcontractor approved by and providing services to the utility or to the state, a political subdivision of the state, the federal government, or agency of the state or federal government;
5. a person for whom the customer has contractually waived confidentiality for personal information; and
6. another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

Confidentiality Request

Please check box and fill in blanks below:

I hereby request that the City of Winnsboro not release my personal information in customer accounting records to other than those authorized by HB859.

Customer Signature

Service Address

Date