

Utility Business Office
Request for Service



401 N 3rd St
Temple, TX 76501
254-298-5616

Service Start Date _____

Name _____

Service Street Address _____ Zip Code _____

Billing Address (if different than service address) _____

City _____ State _____ Zip Code _____

Phone Number _____ Alt Phone Number _____

Signature _____

Residential / Personal Accounts Only:

Drivers License# _____	Social Security# _____
Date of Birth _____	

Business / Commercial Accounts Only:

Business Tax ID # _____
Name of Person Requesting Service _____

Would you like to receive an e-bill? YES _____ NO _____
If yes: Email Address: _____
Choose One: Email Only _____ Email and Paper Statement _____
An e-bill is a bill summary only. In order to view your billing details, you will have to log into the City's website and create an online account.

OFFICE USE ONLY			
Account Number _____	WQA <input type="checkbox"/>	KTB <input type="checkbox"/>	Confidentiality <input type="checkbox"/>
Receipt# _____	Initials _____	Date _____	



CUSTOMER REQUEST FOR CONFIDENTIALITY

--Residential Accounts Only--

The City of Temple’s Utility Business Office is a city-owned and operated office; therefore, your utility account information is considered public record under the Texas Public Information Act. However, a state law allows residential water customers to request that personal information and any information relating to water usage, billing amounts and payment records be kept confidential. Personal information includes your address, telephone number and social security number.

The request for confidentiality must be submitted in writing using this form. Once the request is received and processed, the Utility Business Office will not release confidential information for that customer except to:

1. Government officials,
2. Consumer reporting agencies,
3. Contractor or subcontractors who need the information to do their jobs,
4. Utility representatives, or
5. Individuals whom the customer has waived confidentiality (must be in writing)

People in these categories will be required to show identification before the information will be released.

If you have already completed a form similar to this one, the Utility Business Office may requests that you complete this form again in order to ensure that we have the most current information on your confidentiality selection.

If you wish to request confidentiality, please complete this form and return it to the Utility Business Office. If you have any questions, please call 254-298-5616 or email us at utilities@templetx.gov. Information cannot be kept confidential until this completed and signed form is received and processed by the Utility Business Office.

YES, I hereby request that all personal information and any information relating to water usage, billing amounts and payment records be kept confidential.

Customer Name: _____

Service Address: _____

Phone Number: _____

Customer Signature (Required)

Date

Please mail, bring, fax or email this completed form to the Utility Business Office.

Mailing address: PO Box 878, Temple, TX 76503-0878 Physical Address: 401 N 3rd St, Temple, TX 76501
Fax: 254-298-5263 Email: utilities@templetx.gov

Revised Sept 2013

OFFICE USE ONLY

Acct# _____ - _____ Received/Scan Date: _____ Received by: _____

e-note _____ Auto Pay _____ Mailing Address _____ WQA _____ Lease _____