



## Utility Billing Account Information Change Request Form

Utility customers with the Town of Northlake may request a change to the information on their utility billing account. Changes that can be made via a change request include the name on the account, phone number, and/or email address. If there is more than one name listed on the account, then the individual requesting the information changes to the account MUST receive prior authorization from each individual on the account before these changes can be made. This can be done by having each person on the account verify that they are aware of and approve of these changes.

### INFORMATION CHANGE REQUEST – VERIFICATION AND AUTHORIZATION FOR CHANGES

By signing this document, I am verifying that:

- (1) I am one of the owners of the shared Utility Billing account.
- (2) I have been informed of the requested changes to the account that are being requested by:

\_\_\_\_\_.  
*Name of individual requesting changes to the shared account*

- (3) I agree with and authorize the changes being made to the Utility Billing account information.

**Shared Owner #1**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Shared Owner #2**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Shared Owner #3**

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*