

# City of Brawley

Utility Department  
 400 Main Street  
 Brawley, CA 92227  
 (760)344-1550 | (760) 344-1551

## CUSTOMER INFORMATION UPDATE FORM



### GENERAL INFORMATION – ACCOUNT OWNER

<b>CUSTOMER NAME</b>		<b>TYPE</b>	OWNER <input type="checkbox"/> NON-OWNER <input type="checkbox"/>
<b>DATE OF BIRTH</b>		<b>SSN/TAX ID</b>	
<b>SERVICE ADDRESS</b>		<b>ACCOUNT NUMBER/ID</b>	
<b>MAILING ADDRESS</b>			
<b>PHONE NUMBER (1)</b>		<b>PHONE NUMBER (2)</b>	
<b>EMAIL</b>		<b>CELL PHONE (3)</b>	
<b>UTILITIES SERVICE CLASS</b>	RESIDENTIAL <input type="checkbox"/> APARTMENT <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> SCHOOL <input type="checkbox"/> CHURCH <input type="checkbox"/> IRRIGATION <input type="checkbox"/> OTHER <input type="checkbox"/>		

A secondary contact is a registered individual under the account with the capacity to:

- a) Make payments ON the account
- b) Obtain and receive information from the account. Request balances, statements and notices.
- c) Cancel utility services in case of medical disability or other.

### SECONDARY CONTACT INFORMATION ( EMERGENCY CONTACT)

<b>CONTACT NAME (1)</b>		<b>PHONE NUMBER (1)</b>	
<b>MAILING ADDRESS</b>		<b>PHONE NUMBER (2)</b>	
<b>EMAIL</b>		<b>CELL PHONE (3)</b>	
<b>PRIMARY OWNER RELATIONSHIP</b>	FAMILY <input type="checkbox"/> CARE GIVER <input type="checkbox"/> OTHER <input type="checkbox"/>		

### UTILITY SERVICES PREFERENCES

<b>SERVICE NOTIFICATIONS</b>	WOULD YOU LIKE TO RECEIVE TEXT NOTIFICATIONS? CHARGES MAY APPLY, CHECK WITH YOUR CARRIER.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	WOULD YOU LIKE TO RECEIVE EMAIL NOTIFICATIONS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>SERVICE STATEMENTS</b>	HOW WOULD YOU LIKE TO RECEIVE YOUR STATEMENT?	PAPER <input type="checkbox"/>	EMAIL <input type="checkbox"/> _____ BOTH <input type="checkbox"/>

Please note the account holder's signature is required on the back page.

## UTILITY SERVICES PAYMENT OPTIONS

The Utility Department has the following payment options available, select your preferred payment method:

<input type="checkbox"/> <b>PAYMENT OPTION 1</b>	IN PERSON PAYMENTS	FORMS OF PAYMENT AVAILABLE: CASH, CHECK, MONEY ORDER, DEBIT/CREDIT CARD ( ALL MAJOR CARDS ACCEPTED)
<input type="checkbox"/> <b>PAYMENT OPTION 2</b>	DROP BOX ( 400 MAIN ST.)	FORMS OF PAYMENT: CHECKS, MONEY ORDER
<input type="checkbox"/> <b>PAYMENT OPTION 3</b>	PHONE PAYMENTS	FORMS OF PAYMENT: DEBIT/CREDIT CARD (ALL MAJOR CARDS ACCEPTED)
<input type="checkbox"/> <b>PAYMENT OPTION 4</b>	MAIL PAYMENT (LOCKBOX)	FORMS OF PAYMENT: CHECK, MONEY ORDER
<input type="checkbox"/> <b>PAYMENT OPTION 5</b>	AUTOMATIC WITHDRAWAL (ACH) CALL OUR OFFICES TO SET UP THIS TYPE OF PAYMENT	FORMS OF PAYMENT: AUTOMATIC BANK DRAFT
<input type="checkbox"/> <b>PAYMENT OPTION 6</b>	ONLINE PAYMENT ( FEES MAY APPLY)	FORMS OF PAYMENT: DEBIT/CREDIT CARD (ALL MAJOR CARDS ACCEPTED)

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

CITY OF BRAWLEY UTILITY DEPARTMENT USE ONLY

<b>REVIEWED/ENTERED BY</b>		<b>REVIEW DATE</b>	
<b>ACCOUNT NUMBER</b>		<b>VERIFIED DATE</b>	