

Instructions for filling out the termination form:

To email this form to South Jordan, you will need to first save the blank form to your device and then complete the fields. Save the document with the fields completed and email it to billing@sjc.utah.gov as an attachment to your email.

Customer and Account Information:

Customer ID: Also called CID is the number associated with the customer's name. This is located on your monthly bill in the field with the account number after the dash (-). This number can range from 1 digit up to 6 digits

Customer name: Please include the name or one of the names that appears on the monthly bill as it is spelled on the bill.

Account #: This is the number associated with the physical address of the location. This is located on your monthly bill with the CID. This is the 6 digit number before the dash (-).

Service address: (**required field**) This is the physical address within South Jordan and can also be located on your monthly bill.

Contact phone number or email: Please provide us a phone number or email address to contact you if there are any problems with terminating the services.

I own additional homes in South Jordan: Please check this box if you own additional residences within the City of South Jordan

Termination of Services:

Closing date: Please provide the expected closing date or date you expect title to be transferred.

Per City Code, Utility Billing will use the date provided in the Salt Lake County Recorder's office records as the official closing date. The date provided above give us a time reference to locate the details at the Recorder's Office.

New Owner's Name: Please provide the new owner's name if you have the information. This can be left blank.

Forwarding Information:

Forwarding Address: Please provide us with your new address.

We use this information to send - automatically - any refund of remaining funds on the account after your final bill has been computed.

- If we cannot contact you, any excess funds will be turned over to the State of Utah as a part of the City's regular unclaimed property process for governmental funds.
- If we cannot contact you, any funds still owing will be turned over the collection agency used by the City of South Jordan with all the attendant fees that process generates to be paid by the property owner as well.

I am moving to another South Jordan Address: Check **ONLY** if you are moving to another address within the City limits.

How do you want your refund?: By staying within the City limits of South Jordan, we can transfer any excess funds from your old account to your new account or you may elect to have a check issued to you.



City of South Jordan
Termination of Utility Service Request

Email the completed form or
Scan and email to billing@sjc.utah.gov
Please fax to: (801) 253-5250

Customer and Account Information

Customer ID: _____ Customer Name: _____

Acct # (6 digits): _____ Service Address: _____

Contact Phone Number: _____ Email: _____

I own additional homes in South Jordan

Termination of Services

Closing Date: _____ New Home Owner's Name: _____

Forwarding Information

Forwarding Address: _____

City: _____ State: _____ Zip Code: _____

I am moving to another South Jordan address

If you are staying within South Jordan, how do you want your refund, if any exists on this account?

Please issue me a check

Transfer the balance to my other/new account

Please read the following statement before signing below:

I certify that I have read the instructions and all information contained on this form is true to the best of my knowledge. I understand that misrepresentation or omission of facts in this form may cause my water to be disconnected – with the associated fees added to my account – and/or any refund of overpayments to be withheld until all issues are resolved.

Signature: _____ Date: _____

Alternatives for signature: 1) you can print out this form, sign it, and email the scanned image to the email address in the header 2) you can eSign the form and click the submit button above or 3) if you do not have an eSignature and cannot print out the file, you can type the name on the account *as it appears on your monthly bill* and include your current email address on the signature line as verification of your identity then click the submit button above