



Town of Jonesville
1503 NC Hwy 67

Office Number: 336-835-3426
Fax: 336-835-3231
After Hours Emergency:
336-835-2855
Email: Utilityclerk@jonesvillenc.gov

New Service Application

(FOR OFFICE USE ONLY)

Rt/Seq: \_\_\_\_\_/\_\_\_\_\_

Account Number: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Meter Reading: \_\_\_\_\_

Employees Initials: \_\_\_\_\_

\*A copy of a photo ID and proof of ownership or lease required for new service.

Date Service to Start: \_\_\_\_\_

Are You: Owner / Tenant

Service Type: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial

Service Address: \_\_\_\_\_

Commercial Applicants

Tax ID #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_

\*\* Disclosure of Social Security Number is voluntary and will be used for the collection of any debt owed to the Town of Jonesville. This information cannot and will not be released to any other individuals or businesses.

Social Security #: \_\_\_\_\_

Employer: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Work/Alternate Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Responsible Party's Name: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_

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Social Security #: \_\_\_\_\_

Employer: \_\_\_\_\_

Main Phone: \_\_\_\_\_

Work/Alternate Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Service History**

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Have you had service previously with the Town of Jonesville? YES or NO

If YES, please provide the service address as well as any alternate names it may have been listed under:

\_\_\_\_\_

\_\_\_\_\_

*(Applicant may be required to pay any outstanding balances or set-up a payment arrangement for prior accounts before new service is started.)*

**Property Owner Information (If different from above)**

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Emergency Contact Information (Not a household member)**

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Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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**Customer Billing Information:**

- A. Utility charges are the legal responsibility of the above applicant. The customer will remain responsible for any utility charges until a properly completed Application for Termination is accepted by the Town of Jonesville.
- B. In addition to legal action against the responsible party, failure to pay such charges when due may result in disconnection of services.
- C. Original bills for utility service will be mailed to the responsible party, at the address specified on this form.
- D. All accounts to be in the name of a renter will require a \$100 non-refundable administration fee.
- E. Regardless of which day it may fall on, all accounts are due by midnight on the 15<sup>th</sup> of each month. On the 16<sup>th</sup> a \$5 late fee will be applied. A 10 day grace period is granted until the 25<sup>th</sup> of the month. If payment in full is not received by midnight on the 25<sup>th</sup>, your account will be charged a \$50 non-payment fee and will be subject to disconnection.
- F. Payments can currently be made by cash, check, credit card or money order. These payments can be submitted at our office in person or by using the drop-box located beside the drive-thru window. Accounts can also be paid by mail, telephone, or by using the Town's direct website at [www.jonesvillenc.gov](http://www.jonesvillenc.gov). **(DO NOT use any other website to make payment to the Town of Jonesville, as we cannot guarantee receipt of your money.)**

***Applications will be processed within one business day. Once approved utility services will be connected.***

**Customers Approval:**

The undersigned certifies that the information provided on this form is correct; he/she has read and understands the above paragraphs captioned "Customer Billing Information". Some information contained herein is covered by the Federal Privacy Act 5 U.S.C. Sect 552a and the State Privacy Act G.S. 143-64.60. Disclosure of Social Security Number is voluntary and will be used for the collection of any debt owed to the Town of Jonesville. This information cannot and will not be released to any other individuals or businesses.

By signing below, I agree to abide by the rules and regulations governing the services provided by the Town of Jonesville. I have received a copy of the Water & Sewer Guidelines.

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

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

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