



City of Ridgeland  
304 Highway 51, 39157  
P.O. Box 217, 39158  
Phone (601) 856-3938  
FAX (601) 856-7819  
[utilitybilling@ridgelandms.org](mailto:utilitybilling@ridgelandms.org)  
[www.ridgelandms.org](http://www.ridgelandms.org)

## REQUEST TO DISCONNECT SERVICE

DATE OF REQUEST: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

DATE TO DISCONNECT SERVICE: \_\_\_\_\_

*(If the date to disconnect is on a week-end or holiday, water will be disconnected the next business day.)*

FORWARDING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### **Please read carefully before signing:**

I authorize the City of Ridgeland to disconnect services at the service address shown above. I understand the deposit will be applied to the final bill and I will receive a refund or statement for the outstanding balance. If I am on bank draft, my final balance will be debited from my bank account on the 16<sup>th</sup> of the month of the final bill. After 90 days of the final bill, any unpaid balance will be sent to collections.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_