



City of Rincon

302 South Columbia Ave.

Rincon, GA 31326

Phone: (912) 826-5745

Disconnection of Services

Date of Request: _____

Account Number: _____ - _____ - _____

Name on the Account: _____
(If there are two names on the account, both signatures are required to disconnect services.)

Service Address: _____

Disconnection Date: _____

Phone Number: _____

New Address/Mailing Address: _____

Email Address: _____

What is Needed to Complete Disconnection?

- Driver's License/ID
- Account Paid to \$0.00

How would you like to receive your Deposit Refund?

Check – Mail to New Address
* Please Provide Info Above.

Check – Pick Up from City Hall
* Notified when check is ready.

Please keep in mind that the City of Rincon bills a month behind. Any account balance must be paid in full before we're able to disconnect the water service. Depending on your date of disconnection, you may receive 1 - 2 more bills. Once your final bill is calculated, your deposit will be applied for payment towards the bill and the remaining amount will be refunded back to you.

If you are moving but still inside the city limits of Rincon, you must pay a new deposit for your new account. The deposit remaining on your old account will be used as payment for your final bill. Any amount leftover can be mailed to you in the form of a check or be transferred to your new account as a credit.

Signature: _____

Office Use Only

Service Order #: _____

Date: _____

Clerk: _____

DOB: _____