



## Cancelling Utility Service(s) with The City of Tipp City's Utility Billing Department

This is the utility service STOP form to be used for Tipp City's utility billing accounts. Please complete the below document thoroughly & email to [ub@tippcity.net](mailto:ub@tippcity.net). An email will be sent during our business hours (M-TH 7:30 a.m. to 5:00 p.m.) notifying you of any outstanding questions and to let you know your request has been received.

This form must be completed in its entirety, one day in advance of closing any utility billing account, and either placed into the night drop at the Government Center or successfully e-mailed to [ub@tippcity.net](mailto:ub@tippcity.net) in order to cancel any existing utility billing account(s).

*Incomplete forms may be rejected for account closure.*

### Service STOP Form for Tipp City's Utility Billing Accounts

**Account #:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Date of Service Termination:** \_\_\_\_\_

**Tipp City Service Address you are leaving:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Forwarding Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you pay for your residential refuse service to Tipp City, **please watch for an email** detailing what day to leave your refuse and recycling cart at the street for pick-up.

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