

Town of Ceredo – Water Works  
P.O. Box 691  
Ceredo, WV 25507  
Phone: (304) 453-1041 Fax: (304) 908-9670  
www.ceredowv.gov | utilities@ceredowv.gov



## CHANGE OF NAME AND/OR MAILING ADDRESS

**NOTE: This form is only to be used in the event of a legal change of a customer's first and/or last name, if the mailing address for a given property has changed or if the customer's telephone number has changed. Applicants for service at a different location must complete a new application. Ceredo Water Works reserves the right to request documentation of changes in name and/or address.**

Customer Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Property Location: \_\_\_\_\_  
Current Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**PLEASE MAKE THE FOLLOWING CHANGES TO THE ABOVE ACCOUNT INFO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_  
*(i.t., legal name change, 911 address change, new P.O. Box, etc.)*

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

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### OFFICE USE ONLY

Date Entered: \_\_\_\_\_ By: \_\_\_\_\_