

# NORTHEAST OKLAHOMA PUBLIC FACILITIES AUTHORITY

## REQUIREMENTS TO SET UP SERVICE



### 1. Proof of Residency

- a. Rent receipt
- b. Lease agreement
- c. Deed
- d. Settlement papers
- e. Contract of purchase
- f. Purchase agreement

i. This paper work MUST show name (same as ID & physical address)

### 2. Proof of Identification

- a. State issued driver's license
- b. State or federal ID
- c. Military ID
- d. Tribal ID
- e. Social security card
- f. Voter ID
- g. Passport, **\*\*see I-9 List of acceptable forms of identification**

### 3. Deposit

- a. \$150.00 Residential
- b. \$200.00 Minimum for commercial  
**\*\*Businesses with a utility bill that could exceed the minimum commercial deposit amount will be required a deposit based upon 1.5 times the largest bill of the previous 12 months of that type of business or similar.**

### 4. Transfers

- a. Must have a \$0.00 balance
- b. Fee \$12.00