

Office: 318-965-2781



Fax: 318-965-2577

Shelly Horton Jr.
Mayor

Stephanie Sullivan-Collier
Town Clerk

TOWN OF BENTON
LOUISIANA

1121 N. 13th Benton, Louisiana 71006

DISCONNECT FORM

NAME: _____ DATE: _____

ADDRESS OF SERVICE: _____

DO YOU HAVE A SEPARATE SPRINKLER METER? YES OR NO

FORWARDING ADDRESS FOR REFUND/BILL TO BE SENT TO:

DATE WATER IS TO BE TURNED OFF: _____

CONTACT #: _____

IMPORTANT NOTE:

*If you have a balance on your account, the amount will be forwarded onto your final bill.
Your final bill will be taken out of your deposit; the balance of which will be refunded to you.
If your deposit does not cover your final bill, a bill will be sent to you for that amount.*

SIGNATURE: _____

FOR OFFICE USE ONLY

ACCOUNT #: _____

Customer #

Location #

RECEIPT #: _____ DEPOSIT AMOUNT: \$ _____

DEPOSIT DATE: _____ DATE OFF: _____

REMARKS: _____

METER READING OFF: _____ METER #: _____

☐ WATER ALREADY OFF FOR NON-PAYMENT DATE: _____

☐ CUSTOMER SKIPPED

FOR OFFICE USE ONLY

INITIAL

REVIEW APP _____

REQ READ _____

TRANSFER Y / N _____

TRF LOC # _____

DATA ENTRY

CUST # _____

LOC # _____

UPDTE DATA _____

APPLY DEP Y / N _____

CHG STATUS _____

POST READ _____