



TOWN of
WAKE FOREST

Request to Change, Add or Remove a Name on an Account

ACCOUNT NUMBER

CURRENT ACCOUNT NAME

SERVICE ADDRESS

STEP 1: CHECK THE APPROPRIATE BOX (documentation required)

I would like to **CHANGE** a name on a current utility account with the Town of Wake Forest:

CHANGE NAME TO (This person will be fully responsible for the payment of all utility bills.)

REASON FOR NAME CHANGE

I would like to **ADD** a name to my current account:

NAME TO BE ADDED TO ACCOUNT (This person will be fully responsible for the payment of all utility bills.)

I would like to **REMOVE** a name from the current utility account:

NAME TO BE REMOVED

REASON FOR NAME REMOVAL

STEP 2: SIGN

CUSTOMER SIGNATURE

DATE

SOCIAL SECURITY NUMBER

ADDED/REMOVED NAME SIGNATURE

DATE

SOCIAL SECURITY NUMBER

STEP 3: ATTACH DOCUMENTATION

- A copy of a **driver's license** must be attached for this form to be valid.
- A copy of a **marriage license** must be attached to change a maiden name.
- A copy of an official **death certificate** must be attached when a customer is deceased and a family member or new owner takes over the utility account.

