

Putnam Public Service District
Change of Name and/or Mailing Address

PO Box 860, Scott Depot, WV 25560

Phone: 304-757-6551 Fax#: 304-757-6558 Website: PutnamPSD.com

Account # _____

Customer Name: _____

Address: _____

Phone Number: _____

Property Location: _____

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

Please change the above name/ mailing address to the following:

Reason for this change:

(For example – legal name change; 911 address change; now using P.O. Box; etc.)

Effective Date: _____

Customer Signature: _____

Office Use Only

Change entered: Yes No_____

Date: _____ Staff: _____