

Putnam Public Service District

Mailing: PO Box 860, Scott Depot, WV 25560
Physical: 136 Carls Lane, Scott Depot, WV 25560
Phone: (304) 757-6551
Fax: (304) 757-6558
Email: customerservice@putnampsd.com
Website: www.putnampsd.com
Updated 3/30/2023



Disconnect Request

Disconnect Date: _____
(NOTE: The effective disconnect date cannot be back dated or scheduled for a weekend/holiday)

Account Number: _____

Customer Name: _____

Service Address: _____

Telephone Number: _____

Forwarding Mailing Address:

Customer Signature: _____ **Date:** _____

PLEASE NOTE: If customer is requesting water and/or sewer service at a different location within PPSD's service territory, the customer must complete an application for new service at the new location.

If customer is a water customer of the City of Hurricane (304-562-9906) or West Virginia American Water (800-685-8660) and a sewer customer of PPSD – the customer should contact the water utility to request disconnect of water service. The water utility will notify PPSD of the disconnect date and final read.

FOR PUTNAM PSD USE ONLY

DISCONNECT REQUEST RECEIVED VIA:

EMAIL IN-OFFICE FAX MAIL DROP BOX OTHER _____

DATE RECEIVED: _____ **STAFF:** _____

WO CREATED: YES - WO #: _____ NO - REASON: _____

ADDITIONAL INFORMATION: