

PHONE: 304-757-6551

FAX: 304-757-6558

MAILING:

PO BOX 860

SCOTT DEPOT, WV 25560

PHYSICAL:

136 CARLS LANE

SCOTT DEPOT, WV 25560

EMAIL:

customerservice@putnampsd.com

Hours: Office 8-4, Lobby 10-4

Revised: 7/26/2023

Putnam Public Service District



CHECKLIST TO APPLY FOR WATER and/or SEWER SERVICE AT ALREADY EXISTING SERVICE LOCATION

This application process is for service at an existing service location (not a new service tap). All applications for services require a customer signature on the application.

- Complete the Application/User's Agreement **one-page** form to apply for Water and/or Sewer services and to agree to our terms of service.
- Complete the USDA Rural Development Data Collection System & Disclosure Statement.
- Provide a copy of a valid government issued photo ID (driver's license, state ID card, passport, etc.)
- If submitting the paperwork via email/fax*, call the Business Office at **(304)757-6551 ext 101** to verify all paperwork has been received and to pay any Security Deposit requirement (Water \$65.00 and/or Sewer \$88.00 = \$153.00). We accept check, cash, money order, MasterCard/Visa credit/debit card.

If you will be a water customer with the **City of Hurricane** (City) and sewer customer with the District – you should contact the City to make application for water service and application for the sewer service and payment of the \$88.00 Sewer Deposit can be completed at the same time. The City can be reached at **(304)562-9906**.

If you will be a water customer with **West Virginia American Water** (WVAW) and a sewer customer with the District – first contact WVAW to apply for water service. You must obtain your WVAW account number and premise/property number before applying for sewer service with the District. Once you have those two separate numbers you may follow the checklist above to apply for sewer service and pay the \$88.00 Sewer Deposit with the District. WVAW can be reached at **1-800-685-8660**.

For more important information about PPSD, our services, and options available to our customers, please see our **New Customer Packet** located on our web page.

PUTNAM PUBLIC SERVICE DISTRICT

Post Office Box 860 • Scott Depot, WV 25560-0860
Phone: (304) 757-6551 • Fax (304) 757-6558
WEBSITE: www.putnampsd.com EMAIL: customerservice@putnampsd.com
Revised Form: 7/26/2023

Application for Water and/or Sewer Service

PLEASE PRINT ALL INFORMATION
Office Hours 8-4, Lobby Hours 10-4 Mon-Fri

SERVICE START DATE: _____ (NOTE: Service Start Date cannot be back-dated) SUBDIVISION _____

APPLICANT/CUSTOMER NAME: _____

SERVICE ADDRESS: Street/City/Zip: _____

MAILING ADDRESS: Street/City/State/Zip: _____

SOCIAL SECURITY#: _____ -OR- FEIN#: _____

TELEPHONE: _____ *If this # changes; it is responsibility of the customer to notify the District of the change.*

CO-APPLICANT NAME: _____ SOCIAL SECURITY#: _____

Full name of other persons (over 18 years of age) living in the residence: _____

RENT or OWN? Own Rent *If renting, please provide the information below:*

PROPERTY/LANDOWNER: Name: _____

TELEPHONE: Home/Work: _____ Cell: _____

TYPE OF SERVICE: Residential Commercial Industrial

If not Residential ~ Nature of Business: _____

Food Service (If food service, grease trap will be inspected every 3 months.)

Have you had service with PPSD before? No Yes If yes, list account number(s) or address: _____

Applicant(s) hereby certifies that he/she has made themselves familiar with the provisions of this agreement as set-out in the attached Regulations and understands that this is an application for service. The District has the right to reject the application and return the Tap Fee and/or Deposit if it is not feasible to serve the property in accordance with the West Virginia Public Service Commission Rules and Regulations. It is the customer's responsibility to make a request, in writing, for service disconnect. If the District is not notified, monthly billing will continue & customer will be responsible for any billing charges that accrue. Customer must also provide the District with a correct mailing address for the final bill. By signing this application for water and/or sewer service, applicant(s) acknowledges and agrees to these conditions and that the information provided above is true and accurate to the best of applicant's knowledge. ***This institution is an equal opportunity provider.***

SIGNATURE OF APPLICANT: _____ Date: _____

SIGNATURE OF CO-APPLICANT: _____ Date: _____

Applicant(s) ~ Attach copy of government issued photo ID

FOR PUTNAM PSD USE ONLY

Received from Applicant(s): PPSD Account #: _____

DEPOSIT: _____ TAP FEE: _____ Cycle: ___ Book: ___ User Codes: _____

Water: \$ _____ \$ _____ Add'l Svc Records: WA - 1 2 3 4 _____; SW - 1 2 3 4 _____

Sewer: \$ _____ \$ _____ Temporary # / City of Hurr Acct # / WVAW Acct #: _____

TOTAL RECEIVED: \$ _____

PYMT METHOD: CASH CHECK # _____ WVAW Premise #: _____

CREDIT CARD _____ WVAW Metered Svc: Yes

DEPOSIT WAIVED = GOOD HISTORY

DEVELOPMENT DEPARTMENT

App & Pymt Rec'd by: _____ TAP Date: _____ Staff: _____

Date: _____ SPECIAL INSTRUCTIONS / COMMENTS: _____

**USDA RURAL DEVELOPMENT
DATA COLLECTION SYSTEM AND
DISCLOSURE STATEMENT**

USDA Rural Development (RD) Staff is responsible for advising federally assisted program recipients of data collection requirements and ensuring an acceptable data collection system is in place for acquiring information required by Civil Rights compliance reviews. Rural Development financed programs are required to maintain ethnic, racial, and gender data for participants/beneficiaries, employees, Board of Directors and applicants to monitor adherence to Title VI and other civil rights laws. The recipient of Federal financial assistance agrees to this requirement by signing the Form RD 400-4 Assurance Agreement.

The Standards for the Classification of Federal Data on Race and Ethnicity can be found in the Federal Register Volume 62, No. 210. The five categories for race and the two categories for ethnicity are listed below.

For Multi-Family Housing projects, refer to HB-2-3560, Chapter 6 (section 6.18), for data collection and disclosure statement requirements on applications and waiting lists.

Business and Community Program recipients are encouraged to collect the required data at the time of service, application, registration, eligibility determination, screening, membership or intake, etc. All application type forms for RD financed programs must include the following disclosure and data collection options below the signature and date block. The disclosure statement, which outlines the parameters for this requirement must precede the data collection options.

“The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race, ethnicity and sex of applicants on the basis of visual observation or surname.”

I do not wish to furnish this information

Ethnicity:

Hispanic or Latino
 Not Hispanic or Latino

Race: (Mark all that apply)

White
 Black or African American
 American Indian or Alaska Native
 Asian
 Native Hawaiian or Other Pacific Islander

Gender:

Male
 Female

Non-Discrimination Statement:

This institution is an equal opportunity provider and employer.

-----**FOR PUTNAM PSD USE ONLY**-----

Revised Form: 5/29/2020

Account No.: _____

Staff: _____

Date Applied for Service: _____

Commercial, Industrial, Public Authority Account – Data Collection Information Does Not Apply.

Data Collection Log / SHRED

Account File Copy / SCAN

U.S. Department of Agriculture Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET CENTER at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.