

**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

Updated: 6/4/2019

Account #: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Location: \_\_\_\_\_

**Note:** *This form is only to be used in the event of a legal name change of a customer's first and/or last name or if the billing 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: \_\_\_\_\_

*This institution is an equal opportunity provider.*

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**Office Use Only**

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Change entered:  Yes  No \_\_\_\_\_

Date: \_\_\_\_\_ Staff: \_\_\_\_\_