

# WAGONER PUBLIC WORKS AUTHORITY CONTRACT FOR UTILITY SERVICE

## BUSINESS OR INDUSTRY

ALL FIELDS ARE REQUIRED TO BE COMPLETED

COMPANY NAME: \_\_\_\_\_ FED ID# \_\_\_\_\_

NAME OF RESPONSIBLE PARTY: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

SSN# \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ DOB: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET/PO BOX

CITY

STATE

RENT OR OWN HOUSE \_\_\_\_\_ APT \_\_\_\_\_ MOBILE \_\_\_\_\_ DUPLEX \_\_\_\_\_ TRIPLEX \_\_\_\_\_ QUAD \_\_\_\_\_

LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ WORK # \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

STREET/PO BOX

CITY

STATE

OTHER INCOME IF NOT EMPLOYED: \_\_\_\_\_

PERSONAL REFERENCE OR NEXT OF KIN (SOMEONE NOT LIVING IN YOUR HOUSEHOLD & NO SPOUSES):

NAME: \_\_\_\_\_ RELATIONSHIP TO YOU: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER HAD UTILITY SERVICE WITH WPWA? YES OR NO

IF YES, WHEN? \_\_\_\_\_ WHOSE NAME WAS SERVICE IN? \_\_\_\_\_

PREVIOUS SERVICE ADDRESS: \_\_\_\_\_ BALANCE DUE? YES OR NO

SPOUSE/CO APPLICANT NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

SSN# \_\_\_\_\_ DL# \_\_\_\_\_ CELL PHONE # \_\_\_\_\_ DOB: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_ WORK # \_\_\_\_\_

EMPLOYERS ADDRESS: \_\_\_\_\_

STREET/PO BOX

CITY

STATE

NAMES & SSN#'S OF ANY OTHER ADULTS LIVING AT THIS ADDRESS: \_\_\_\_\_

APPLICANT MUST BE 18 YEARS OR OLDER TO APPLY, UNLESS MARRIED. PROPER IDENTIFICATION IS REQUIRED (PHOTO ID). LEASE AGREEMENT OR CONTRACT OF SALE IS REQUIRED FOR NEW SERVICE OR TRANSFERS. PREVIOUS BALANCE DUE ON ANY HOUSEHOLD MEMBER MUST BE PAID IN FULL BEFORE SERVICE IS CONNECTED. IF THE NAME (RESPONSIBLE PARTY) IS CHANGED ON THE ACCOUNT BEING BILLED, THEN A NEW APPLICATION AND WORK ORDER IS REQUIRED AND MUST BE SIGNED BY THE PREVIOUSLY BILLED PARTY. DEPOSITS ARE REQUIRED AS A PROMISE TO RETURN UTILITY METERS IN GOOD CONDITION AND AS A GUARANTEE THAT BILLS ARE TO BE PAID IN FULL. DEPOSITS BELONG TO THE PARTY BEING BILLED AND ARE REFUNDABLE UPON TERMINATION OF SERVICE LESS ANY OUTSTANDING BALANCES DUE TO WPWA. CUSTOMERS MAY TRANSFER DEPOSITS TO NEW APPLICANTS OR SECOND PARTIES ONLY IF THE CUSTOMERS ACCOUNT IS PAID IN FULL. THE UNDERSIGNED AGREES TO PAY THE ESTABLISHED RATES SET FORTH BY WPWA AND AGREES TO THE REGULATIONS GOVERNING SAID SERVICE. THE APPLICATION BECOMES A CONTRACT UPON THE ESTABLISHMENT OF SERVICES. IF YOUR ACCOUNT IS TERMINATED & THE BALANCE IS NOT PAID WITHIN 30 DAYS OF TERMINATION, YOU THE CUSTOMER AGREE TO PAY ANY COLLECTION FEES INCURRED IN ATTEMPTING TO COLLECT AMOUNTS DUE ON YOUR PAST DUE ACCOUNT.

APPLICANT: \_\_\_\_\_ AUTHORIZED AGENT: \_\_\_\_\_  
SIGNATURE SIGNATURE

DATE OF APPLICATION: \_\_\_\_\_ APPLICANT/AGENT: \_\_\_\_\_

PLEASE PRINT

### FOR OFFICE USE ONLY

NEW ACCOUNT: \_\_\_\_\_ TRANSFER: \_\_\_\_\_ UPDATE: \_\_\_\_\_ APPROVED FOR SERVICE: YES OR NO

NEW ACCOUNT NUMBER: \_\_\_\_\_ DEPOSIT AMOUNT: \_\_\_\_\_ RECEIPT # \_\_\_\_\_

UTILITY CLERK: \_\_\_\_\_ NOTES: \_\_\_\_\_

## **WAGONER PUBLIC WORKS AUTHORITY NEW CUSTOMER NOTICE**

WE WELCOME YOU AS A CUSTOMER OF THE WAGONER PUBLIC WORKS AUTHORITY. WE WOULD LIKE TO ACQUAINT YOU WITH SOME OF THE POLICIES AND PROCEDURES OF THE UTILITY DEPARTMENT. THESE POLICIES & PROCEDURES HAVE BEEN APPROVED BY THE BOARD OF TRUSTEES TO ASSURE THE LOWEST UTILITY RATES POSSIBLE TO ALL OF OUR CUSTOMERS.

1. OFFICE HOURS FOR WPWA ARE FROM 8:30 A.M. TO 4:30 P.M., MONDAY THROUGH FRIDAY.  
BUSINESS OFFICE ADDRESS: 100 S GERTRUDE AVENUE, WAGONER, OK 74467  
PHONE: 918-485-4586 FAX: 918-485-9483  
AFTER HOURS PHONE CALL THE POLICE DEPARTMENT: 918-485-5511
2. UTILITY BILLS ARE MAILED EACH MONTH AND ARE PAYABLE ON OR BEFORE THE DUE DATE SHOWN ON THE BILL. WE BILL A MONTH BEHIND. YOUR UTILITY BILLS COME OUT ABOUT TWO WEEKS BEFORE IT IS ACTUALLY DUE.
3. FAILURE TO RECEIVE A UTILITY BILL, THROUGH THE MAIL, IS NOT A VALID REASON FOR NON PAYMENT. IF YOU HAVE NOT RECEIVED YOUR UTILITY BILL BY YOUR DUE DATE THAT WE HAVE GIVEN YOU, CONTACT THE UTILITY DEPARTMENT AT 100 S GERTRUDE AVENUE OR CALL 918-485-4586 EXT 222 OR 224.
4. ACCOUNTS NOT PAID BY THE DUE DATE ARE ASSESSED A 10% LATE CHARGE.
5. IF PAYMENT HAS NOT BEEN RECEIVED BY THE DUE DATE, A CUT-OFF NOTICE WILL BE MAILED APPROXIMATELY 3 TO 7 DAYS AFTER THE DUE DATE.
6. IF SERVICE IS DISCONNECTED FOR NON PAYMENT, THE FOLLOWING RECONNECTION CHARGES ARE APPLICABLE:  
A) \$50.00 FOR ANY UTILITY SERVICE RECONNECTED DURING NORMAL BUSINESS HOURS.  
B) \$75.00 FOR ANY UTILITY SERVICE RECONNECTED AFTER REGULAR BUSINESS HOURS. (MONDAY-THURSDAY AFTER 4:30 PM)  
C) \$100.00 FOR WEEKENDS AND HOLIDAYS  
D) EMPLOYEES IN THE FIELD ARE PROHIBITED FROM ACCEPTING PAYMENT FOR UTILITY BILLS.  
E) NIGHT DEPOSITORY IS LOCATED IN THE DRIVE THRU OF WPWA OFFICES @ 100 S GERTRUDE AVENUE.  
F) IF THERE IS EVIDENCE OF TAMPERING WITH ANY WATER OR ELECTRIC METER, A CITATION WILL BE ISSUED FOR "TAMPERING WITH UTILITIES". ADDITIONAL CHARGES WILL BE CHARGED FOR ANY DAMAGE TO WATER OR ELECTRIC METERS.  
G) ONCE SERVICE HAS BEEN DISCONNECTED, PAYMENT OF THE ENTIRE BALANCE ON THE ACCOUNT, TOGETHER WITH THE APPROPRIATE RECONNECTION FEE IS REQUIRED BEFORE SERVICE WILL BE RESUMED.  
H) IN THE EVENT OF MULTIPLE CUTOFFS, YOU MAY ALSO BE REQUIRED TO BRING YOUR DEPOSIT TO A CURRENT LEVEL..
7. TO TRANSFER TO ANOTHER ADDRESS, CUSTOMER WILL BE CHARGED A \$20.00 TRANSFER FEE AND BE REQUIRED TO PAY ANY BALANCE DUE ON PRESENT ACCOUNT. ADDITIONAL DEPOSIT MAY ALSO BE REQUIRED.
8. ON ALL NEW ACCOUNTS AND TRANSFERS THERE IS A \$20.00 SERVICE ACTIVATION FEE CHARGED ON YOUR FIRST BILL.
9. A \$25.00 SERVICE CHARGE WILL BE MADE FOR ALL RETURNED CHECKS AND CUSTOMER IS REQUIRED TO PAY CASH THEREAFTER.
10. THE ACCOUNT HOLDER MUST REQUEST ALL WORK ORDERS GIVEN TO THIS OFFICE PERTAINING TO ANY TRANSACTION OF THEIR ACCOUNT.
11. METER DEPOSITS CAN ONLY BE MADE BY THE PERSON IN WHOSE NAME THE ACCOUNT WILL BE HELD AND IDENTIFICATION IS REQUIRED. REFUNDS WILL BE MADE TO THE ACCOUNT HOLDER ONLY AND IDENTIFICATION IS REQUIRED.

### **WE ACCEPT CHECKS, CASH, MONEY ORDERS, CREDIT & DEBIT CARDS.**

\* IF YOU USE A CREDIT OR DEBIT CARD, CARD HOLDER NEEDS TO BE PRESENT WITH PHOTO ID.  
**WEB PAYMENTS: [WWW.MUNICIPALONLINEPAYMENTS.COM/WAGONEROK](http://WWW.MUNICIPALONLINEPAYMENTS.COM/WAGONEROK). \$5.00  
SERVICE CHARGE FOR CARDS PAYMENTS IN OFFICE AND \$1.25 CHARGE FOR ONLINE  
PAYMENTS.**