

**City Clerk's Office**  
509 5th Street  
PO Box 37  
Osawatomie, Kansas 66064  
(913) 755 - 2146  
cityclerk@osawatomieks.org



**City Hall**  
439 Main Street  
PO Box 37  
Osawatomie, Kansas 66064  
(913) 755 - 2146  
info@osawatomieks.org

## ACCOUNT CHANGE REQUEST

*Please complete the following information to add or remove someone from your utilities account. Document must be signed by the account holder before any permanent changes are made to the account*

The undersigned hereby acknowledges that once a party has been added to the account, they are given full access to all account details. The added party is also authorized to open and close the account and make any changes to the account, such as mailing address information, contact phone, etc.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Effective Date

\_\_\_\_\_  
Account Holders Name Printed

\_\_\_\_\_  
Service Address

### **Request to Add Authorized User to Account**

\_\_\_\_\_  
Name of the Party to be Added (Print)

\_\_\_\_\_  
Relation to Account Holder

The undersigned hereby acknowledges that by adding his/her name to the account, they are also assuming full financial responsibility for all charges for utility services provided to the account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Request to Remove Authorized User**

\_\_\_\_\_  
Name of the Party to be Removed

\_\_\_\_\_  
Last 4 Digits of SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date